



## CHAPTER 2

# Uploading and Downloading Files

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This chapter describes the procedures to upload files to Cisco Unified Communications Manager first node and download files to a local machine.

Use the following procedures:

- [Finding a File, page 2-1](#)
- [Downloading a File, page 2-2](#)
- [Uploading a File, page 2-3](#)
- [Deleting a File, page 2-3](#)

## Finding a File

Use the following procedure to find files that you can download from the Cisco Unified Communications Manager server.

### Procedure

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- Step 1** Choose **Bulk Administration > Upload/Download Files**. The Find and List Files window displays.
- Step 2** From the first Find File where drop-down list box, choose one of the following options:
- Name
  - Type
- Step 3** From the second Find Job where drop-down list box, choose one of the following options:
- If you chose Name in [Step 2](#), choose one of the following options and continue with [Step 4](#):
    - begins with
    - contains
    - is exactly
    - ends with
    - is empty
    - is not empty
  - If you chose Type in [Step 2](#), continue with [Step 4](#).
- Step 4** Specify the appropriate search text, if applicable.




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**Tip** To find all files that are registered in the database, click **Find** without entering any search text.

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- Step 5** To further define your query and to add multiple filters, check the Search Within Results check box, choose AND or OR from the drop-down box, and repeat steps 2 through 4.
- Step 6** If you chose Type in [Step 2](#), from the Select item or enter search text drop-down list box, choose one of the following options:
- Insert Files
  - Export Files
  - Report Files
  - Custom Files
  - Log Files
  - BAT Excel Template

**Step 7** Click **Find**.

A list of discovered files displays by

- File Name
- Function Type

If you chose Type in [Step 2](#), the list of discovered files displays by

- File Name
- Launch Date and Time

To download a file(s) that you chose, see [“Downloading a File” section on page 2-2](#).

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#### Additional Topics

See the [“Related Topics” section on page 2-4](#).

## Downloading a File

Use the following procedure to download a file from the Cisco Unified Communications Manager server.

#### Procedure

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- Step 1** Find the files that you want to download by using the [“Finding a File” section on page 2-1](#).
- Step 2** Check the check boxes corresponding to the files that you want to download and click **Download Selected**.




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**Note** You can download all the files by clicking **Select All** and then clicking **Download Selected**.

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**Note** If you select more than one file to download at a time, the files will be downloaded to a common zip file.

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- Step 3** The File Download pop-up window displays. Click **Save**.
- Step 4** In the Save As pop-up window, choose the location where you want to save the file and click Save.
- Step 5** The Download Complete pop-up window displays. To open the downloaded file, click Open, or click **Close** to open it at a later time.
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#### Additional Topics

See the [“Related Topics” section on page 2-4](#).

## Uploading a File

Use the following procedure to upload a file to the Cisco Unified Communications Manager server.

#### Procedure

- Step 1** Choose **Bulk Administration > Upload/Download Files**. The Find and List Files window displays.
- Step 2** Click **Add New**. The File Upload Configuration window displays.
- Step 3** In the File text box, enter the full path of the file that you want to upload or click Browse and locate the file.
- Step 4** From the Select the Target drop-down list box, choose the target for which you want to use the file for.
- Step 5** From the Transaction Type drop-down list box, choose the transaction type that the file defines.
- Step 6** If you want to overwrite an existing file with the same name, check the Overwrite File if it Exists check box.
- Step 7** Click **Save**. The status displays that the upload is successful.
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#### Additional Topics

See the [“Related Topics” section on page 2-4](#).

## Deleting a File

Use the following procedure to delete files.

#### Procedure

- Step 1** Find the files that you want to delete by using the [“Finding a File” section on page 2-1](#).
- Step 2** In the Search Results area, check the check box that corresponds to the files that you want to delete.
- Step 3** Click **Delete Selected**.



**Note** To delete all files that display in the Search Results area, click **Select All** and **Delete Selected**.

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**Step 4** To continue, click **OK**.

**Step 5** The files are now deleted from the server.



**Note** If any files that you chose for deletion are being used to execute any jobs, these file will not get deleted.



**Note** Do not delete the BAT.xlt file.

#### Additional Topics

See the [“Related Topics”](#) section on page 2-4.

## Related Topics

- [Finding a File, page 2-1](#)
- [Downloading a File, page 2-2](#)
- [Uploading a File, page 2-3](#)
- [Deleting a File, page 2-3](#)