



CHAPTER 19

Delete Users

You can delete a group of users from the Cisco Unified Communications Manager directory. You can locate existing user records by using one of these two methods:

- [Using Query to Delete Users, page 19-1](#)
- [Using a Custom File to Delete Users, page 19-2](#)

Using Query to Delete Users

To delete users when you want to create a query filter to locate the user records, use the following procedure.

Procedure

Use the following procedure to delete users by creating a query to locate the user records.

Step 1 Choose **Bulk Administration > Users > Delete Users > Query**.

The Delete Users Configuration window displays.

Step 2 From the first Find User where drop-down list box, choose one of the following criteria:

- User ID
- First Name
- Middle Name
- Last Name
- Manager
- Department Name

From the second Find User where drop-down list box, choose one of the following criteria:

- begins with
- contains
- is exactly
- ends with
- is empty
- is not empty

Step 3 Specify the appropriate search text, if applicable.



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

Step 4 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 and 3.

Step 5 Click **Find**.

A list of discovered templates displays by:

- User ID
- First Name
- Middle Name
- Last Name
- Manager
- Department Name
- LDAP Sync Status

Step 6 In the Job Information area, enter the Job description.

Step 7 To delete user records immediately, click the Run Immediately radio button. Click Run Later to delete the user records at a later time.

Step 8 To create a job for deleting the user records, click **Submit**.

Step 9 To schedule and activate this job, use the Job Scheduler option in the Bulk Administration main menu.

For more information on jobs, see the [Chapter 67, “Scheduling Jobs.”](#)

For information on log files, see [“BAT Log Files” section on page 68-3.](#)

Additional Topics

See the [“Related Topics” section on page 19-3.](#)

Using a Custom File to Delete Users

To locate and delete users, you can create a custom file of user IDs by using a text editor.

Before You Begin

1. Create a text file that lists each user ID that you want to delete on a separate line.
2. Upload the custom file with the first node of the Cisco Unified Communications Manager server. See [Chapter 2, “Uploading and Downloading Files.”](#)

To delete users by using a custom file, use the following procedure.



Note Do not use the insert or export transaction files that are created with bat.xlt for the delete transaction. Instead, you must create a custom file with details of the user records that need to be deleted. Use only this file for the delete transaction. In this custom delete file, you do not need a header, and you can enter values for user ID.

Procedure

- Step 1** Choose **Bulk Administration > Users > Delete Users > Custom File**.
The Find and List Users - Delete Users Based on Custom File window displays.
- Step 2** In Delete Users where drop-down list box, choose one of the following criteria:
- User ID
 - First Name
 - Middle Name
 - Last Name
 - Department
- Step 3** In the Custom file where drop-down list box, choose the filename for the custom file.
- Step 4** To check that the query includes the information that you need, click **Find**.
- Step 5** In the Job Information area, enter the Job description.
- Step 6** To delete user records immediately, click the Run Immediately radio button. Click Run Later to delete the user records at a later time.
- Step 7** To create a job for deleting the user records, click **Submit**.
- Step 8** To schedule and/or activate this job, use the Job Scheduler option in the Bulk Administration main menu.
For more information on jobs, see the [Chapter 67, “Scheduling Jobs.”](#)
For information on log files, see [“BAT Log Files” section on page 68-3.](#)
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Additional Topics

See the [“Related Topics” section on page 19-3.](#)

Related Topics

- [Using Query to Delete Users, page 19-1](#)
- [Using a Custom File to Delete Users, page 19-2](#)

