



CHAPTER 52

Deleting Forced Authorization Codes and Client Matter Codes

You can delete codes from the system by using a custom file that contains the codes that you want to delete. You can edit a custom file where you previously inserted or updated authorization codes, or you can create a new CSV file where you manually enter the codes that you want to delete.

To delete Forced Authorization Codes and Client Matter Codes, use the following procedures.

- [Deleting Code Settings, page 52-1](#)
- [Deleting Forced Authorization Codes and Client Matter Codes, page 52-2](#)

Deleting Code Settings

If you plan to edit an existing CSV file, you must update the file, so only the lines that contain the codes that you want to delete remain in the file.

Example for CMC (Existing CSV File)

You obtain a file that contains the following information, and you decide to delete the client matter codes, 5550, 5551, and 5555:

- 5550,Phil Jones DDS
- 5551,Southwest Shades
- 5552,Happy Pharmaceuticals
- 5553,Weddings by Joyce
- 5554,Peterson Plumbing
- 5555,Acme Toys
- 5556,Chicago Paralegals

Before you delete the entries, the file must contain only the following entries:

- 5550,Phil Jones DDS
- 5551,Southwest Shades
- 5555,Acme Toys

Example for CMC (New CSV File)

If you create a new file to delete the codes, list only the codes, separated by lines, as shown in the following example:

5550

5551

5555

Example for FAC (Existing CSV File)

You obtain a file that contains the following information, and you decide to delete the authorization codes that are assigned to John, Dave, and Bill:

- 1233,Sandy Brown,30
- 1234,John Smith,20
- 1235,Dave Green,30
- 1236,John David,20
- 1237,Alex Anderson,30
- 1238,Bill Jones,20
- 1239,Jennifer Summers,20

Before you can delete the entries for John, Dave, and Bill, the file must contain only the following entries:

- 1234,John Smith,20
- 1235,Dave Green,30
- 1238,Bill Jones,20

Example for FAC (New File)

If you create a new file to delete the codes, list only the codes, separated by lines, as shown in the following example:

1234

1235

1238

To delete batches of codes, see the [“Deleting Forced Authorization Codes and Client Matter Codes” section on page 52-2](#).

Additional Topics

See the [“Related Topics” section on page 52-3](#).

Deleting Forced Authorization Codes and Client Matter Codes

Before you Begin

- Perform one of the following tasks:
- Create a new file for codes that you want to delete, as described in the [“Example for CMC \(New CSV File\)” section on page 52-2](#) and [“Example for FAC \(Existing CSV File\)” section on page 52-2](#).

- On the Cisco Unified Communications Manager server download the appropriate CSV files from the first node of the Cisco Unified Communications Manager server. For more information, see [“Uploading a File” section on page 2-3](#).
- In Notepad, open and edit the existing CSV file to delete the entries.
- Upload the modified CSV files to the first node of the Cisco Unified Communications Manager server. For more information, see [“Uploading a File” section on page 2-3](#):



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 CMC or FAC 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 codes.

Procedure

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- Step 1** In Cisco Unified Communications Manager Administration, choose one of the following options, depending on whether you plan to delete client matter codes or forced authorization codes:
- For CMC—**Bulk Administration > Client Matter Codes > Delete Client Matter Codes**
 - For FAC—**Bulk Administration > Forced Authorization Codes > Delete Forced Authorization Codes**
- Step 2** Choose a custom file from the drop-down list box and click **Find**.
- Step 3** The Find and List Client Matter Codes window or Find and List Forced Authorization window displays.
- Step 4** In the Job Information area, enter the Job description.
- Step 5** Click the Run Immediately radio button to delete CMC or FAC immediately or click Run Later to delete CMC or FAC at a later time.
- Step 6** Click **Submit** to create a job for deleting FAC and CMC.



Note Make sure that you browse the entire list of the displayed results before submitting the job for deletion.

- Step 7** Use the Job Scheduler option in the Bulk Administration main menu to schedule and/or activate this job. 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 52-3](#).

Related Topics

- [CMC and FAC Configuration Checklist, page 51-1](#)
- [Important BAT Considerations, page 51-2](#)
- [Creating a CSV File by Using BAT.xlt, page 51-3](#)

- [Using a Text Editor to Create the CSV Data File for Client Matter Codes and Forced Authorization Codes, page 51-4](#)
- [Editing an Existing CMC or FAC CSV File, page 51-4](#)
- [CMC and FAC CSV File Settings, page 51-5](#)
- [Using BAT to Update the Cisco Unified Communications Manager Database, page 51-6](#)
- [Deleting Code Settings, page 52-1](#)