



## Performing Bulk Operations for Phones and Device Profiles

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Bulk provisioning functionality in the Cisco Voice Provisioning Tool allows you to add or modify a large number of users or a large number of phones/device profiles (and the corresponding configuration settings). Before you perform any bulk operations, review the [“Overview of the Comma Separated Value \(CSV\) File” section on page 8-5](#), which describes the CSV file format and caveats for the CSV file.



### Caution

Because bulk operations typically take a long time to complete and because bulk operations may adversely affect processing performance, we recommend that you perform bulk operations during off-hours. You can schedule the bulk operation to occur at a time when the system will be minimally impacted.

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This chapter contains information on the following topics:

- [Importing Phones or Device Profiles in Bulk, page 10-1](#)
- [Modifying Bulk Import Operations for Phones or Device Profiles, page 10-2](#)
- [Exporting Phones or Device Profiles in Bulk, page 10-3](#)
- [Modifying Bulk Export Operations for Phones or Device Profiles, page 10-4](#)
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## Importing Phones or Device Profiles in Bulk

To import phones or device profiles in bulk, perform the following procedure:

### To Import Phones or Device Profiles in Bulk

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- Step 1** In the Cisco Voice Provisioning Tool, choose **Voice Provisioning > Bulk Provisioning > Bulk Import**.
- Step 2** From the Operation Type drop-down list box, choose the applicable bulk operation (**Bulk Add Phones** or **Bulk Updates Phones**).
- Step 3** In the Task Name field, enter a name for the bulk operation.
- Step 4** In the Description field, enter a description for the bulk operation.

**Step 5** In the File field, enter the name of the CSV file, or browse to the file location by clicking the **Browse** button.

After you click Save, the CSV file is uploaded to the Cisco Voice Provisioning Tool server.

**Step 6** From the File Encoding drop-down list box, choose the type of format that your file supports.

If the file does not support the option that you choose, the bulk operation fails.



**Tip** In the Current Server Time Is field, the time zone for the Cisco Voice Provisioning Tool server displays.

**Step 7** If you want to schedule the bulk operation for another time, click the first radio button. If you want to start the bulk operation immediately, click the **Execute Now** radio button.

**Step 8** If you scheduled the bulk operation, enter the day and time by following the formats that display next to the settings in the GUI.

**Step 9** Click the **Save** button or choose **Action > Save**.

## Modifying Bulk Import Operations for Phones or Device Profiles

On the Manage Bulk Tasks page, you can modify a bulk operation that exists in the Scheduled, Pending, Finished, or Aborted state. You cannot modify bulk operations that exist in the Running state, but you can view operations in the Running state.

### To Modify Bulk Import Operations for Phones or Device Profiles

**Step 1** Choose **Voice Provisioning > Bulk Provisioning > Manage Bulk Tasks**.

**Step 2** In the Bulk Name column, click the hyperlink for the bulk operation that you want to modify.

The Bulk Import page displays; the Operation Type displays as read only.

**Step 3** In the Task Name field, enter a name for the bulk operation.

**Step 4** In the Description field, enter a description for the bulk operation.

**Step 5** In the File field, enter the name of the CSV file, or browse to the file location by clicking the **Browse** button.

**Step 6** From the File Encoding drop-down list box, choose the type of format that your file supports.

If the file does not support the option that you choose, the bulk operation fails.

**Step 7** If you want to schedule the bulk operation for another time, click the first radio button. If you want to start the bulk operation immediately, click the **Execute Now** radio button.



**Tip** In the Current Server Time Is field, the time zone for the Cisco Voice Provisioning Tool server displays.

**Step 8** If you scheduled the bulk operation, enter the day and time by using the formats that display next to the settings in the GUI.

**Step 9** Click the **Save** button or choose **Action > Save**.

If the operation moved into the Running state while you modified it, a message displays that you cannot modify the operation unless you abort it.

If the operation exists in the Aborted or Finished state, a message displays that the existing log file is discarded when the operation begins.

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## Exporting Phones or Device Profiles in Bulk

You can only export one record type, for example phones/device profiles or users, but not both at the same time. You must export at least one item, even if you export an empty file.

For phone and device profile attributes, you can check up to 36 lines in the attributes settings pane that displays during the export. The Cisco Voice Provisioning Tool does not export passwords or PINs.

### To Export Phones or Device Profiles in Bulk

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**Step 1** In the Cisco Voice Provisioning Tool, choose **Voice Provisioning > Bulk Provisioning > Bulk Export**.

**Step 2** Click the **Phone** radio button; then, click **Next** or choose **Action > Next**.

**Step 3** On the Bulk Exports pop-up page, enter the search criteria for the phones/device profiles that you want to display; then, click **Go**. To export specific phones/device profiles, check the check box(es) for the phones/device profiles that you want to export, and click **Add Selected**.

**Step 4** To add more phones/device profiles to the bulk export list, click the **Add More** button; after the Add More Phones/Profiles pop-up page displays, check the check boxes for the phones/device profiles that you want to add. Click **Add Selected**.

**Step 5** After you specify all phones/device profiles that you want to export and the phones/device profiles display on the Bulk Export page, click **Next**.

**Step 6** Check the check boxes for the attributes that you want to export; for example, basic/advanced phone settings and basic/advanced line settings. The check boxes that you check determine the header row for the export file.

If you choose to export line settings, check all lines that you want to export. If you check the Lines to Export check box, the tool automatically checks all line check boxes that display below the Lines to Export check box.

If you choose lines for export, you must check the check boxes for the line settings that you want to export. Checking a check box for a line setting automatically exports that setting for all lines that you choose to export. Line setting check boxes appear disabled until you check the check boxes for the lines themselves.

After you choose the attributes and lines, click **Next** or choose **Action > Next**.

**Step 7** Enter a task name and description in the corresponding fields.

**Step 8** From the File Encoding drop-down list box, choose the file encoding type that you want to use, for example, UTF8 or ASCII.

**Step 9** Configure the time you want the Cisco Voice Provisioning Tool to export the information.

**Step 10** Click **Export**.

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# Modifying Bulk Export Operations for Phones or Device Profiles

On the Manage Bulk Tasks page, you can modify a bulk operation that exists in the Scheduled, Pending, Finished, or Aborted state. You cannot modify bulk operations that exist in the Running state, but you can click view operations in the Running state.

## To Modify Bulk Export Operations for Phones or Device Profiles

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- Step 1** Choose **Voice Provisioning > Bulk Provisioning > Manage Bulk Tasks**.
  - Step 2** In the Bulk Name column, click the hyperlink for the bulk operation that you want to modify.
  - Step 3** To add more phones/device profiles to the list that displays, click the **Add More** button or choose **Action > Add More**.
  - Step 4** After the Bulk Export pop-up page displays, specify your search criteria; then, click **Go**. Check the check boxes for the phones that you want to add. Click **Add Selected**.




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**Tip** To remove phones from the list on the Bulk Export page, check the check box next to the phone or device profile; click the **Remove** button or choose **Action > Remove**.

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- Step 5** After you specify all phones/device profiles that you want to export and the phones /device profiles display on the Bulk Export page, click the **Next** button or choose **Action > Next**.
- Step 6** Check the check boxes for the attributes that you want to export, for example, basic/advanced phone settings and basic/advanced line settings.  
  
If you choose to export line settings, check all lines that you want to export. If you check the Lines to Export check box, the tool automatically checks all line check boxes that display below the Lines to Export check box. The basic and advanced line configuration settings appear disabled until you check the lines that you want to export.  
  
The check boxes that you check determine the header row for the export file. After you choose the attributes and lines, click **Next** or choose **Action > Next**.
- Step 7** Enter a task name and description in the corresponding fields.
- Step 8** From the File Encoding drop-down list box, choose the file encoding type that you want to use, for example, UTF8 or ASCII.
- Step 9** Configure the time you want the Cisco Voice Provisioning Tool to export the information.
- Step 10** Click **Save** or choose **Action > Export**.

If the operation moved into the Running state while you modified it, a message displays that you cannot modify the operation unless you abort it.

If the operation exists in the Aborted or Finished state, a message displays that the existing log file is discarded when the operation begins.

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# Obtaining Information on Bulk Provisioning Phone and Device Profile Configuration Settings

For information on settings that you enter in the CSV file for bulk operations, see the [“Phone Configuration Settings” section on page 12-1](#).

