



## Text-based CSV files

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Cisco Unified Communications Manager Bulk Administration (BAT) uses data that is entered in a comma-separated values (CSV) file format to provide information for insert transactions to the Cisco Unified Communications Manager database on the first node server. By using the CSV data format, you can build a textual file that contains data records in a tabular format.

You can create a CSV data file by using a text editor, such as Microsoft Notepad. You must use a separate line to enter data for each record. Separate each data field with a comma and include comma separators for blank fields. Enter data on every line in the data file because an error occurs during the insert transaction if you enter a blank line in a CSV file.

When you insert the data records to the Cisco Unified Communications Manager database, BAT accesses a set of designated folders that reside on the server that is running the first node database. For BAT to access the appropriate CSV data file for the transaction, you must upload the CSV data file to the first node database server of Cisco Unified Communications Manager.



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**Note**

Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

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## Create text-based CSV file for Phones

You can create a CSV text file for phones, IP telephony devices, and user combinations using a text editor, such as Microsoft Notepad.

Instead of using the BAT spreadsheet for data input when you are adding phones, you can create the comma-separated values (CSV) file using lines of ASCII text with values separated by commas. There are different CSV data file formats for different phone types. You must use the appropriate phone file format for the CSV text file.

**Note**

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Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

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### Procedure

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- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Use a separate line to enter the values for each phone, IP telephony device, or user combination that you want to add to Cisco Unified Communications Manager. You must create separate CSV files for each type of device. Keep in mind the following rules when you create the CSV data file.
- Always include comma separators, even if a field is blank.
  - Specify the user ID if the phone is to be associated to a user.
  - Directory Number fields are optional only when you are creating the CSV file for use with a BAT template that has no lines. If lines are configured on the BAT phone template, you must supply directory numbers in the CSV file for each device.
  - An error occurs when you insert a CSV file with blank lines.

- While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.

## What to Do Next

Upload the CSV file to the first node of Cisco Unified Communications Manager.

## Related Topics

- [Phone CSV data file Formats, on page 3](#)
- [Export the fields for all phone details option, on page 5](#)
- [Phone CSV file examples, on page 6](#)

# Phone CSV data file Formats

Different types of phones require specific data formats. Keep in mind that fields that are labeled as optional in the phone file format become mandatory fields when certain conditions are met.

## Related Topics

- [Phones with users combinations file format, on page 3](#)
- [CTI ports/H.323 clients file format, on page 4](#)
- [CTI ports-users and H.323 client-users combinations file format, on page 4](#)

## Phones with users combinations file format

The following sample shows the field length and whether the field is optional or mandatory for a text-based CSV file for phones and the fixed user format.

First Name (Optional, up to 64 characters), Last Name (Mandatory, 1 to 64 characters), User ID (Mandatory, 1 to 128 characters), Password (Optional, up to 128 characters), Manager User ID (Optional, up to 128 characters, must use the ID that exists in global directory), Department (Optional, up to 64 characters), PIN (Optional, up to 20 numerals), Default Profile (Optional, up to 50 characters), User Locale (Optional, up to 50 characters), Telephone Number (Optional, up to 20 numerals), Primary Extension (Optional, up to 50 numerals), Associated PC (Optional, up to 50 characters), ICD Extension (Optional, up to 50 numerals), Mail ID (Optional, up to 255 characters), Presence Group (Optional, up to 50 characters), Subscribe Calling Search Space (Optional, up to 50 characters), MAC Address (Mandatory, up to 12 characters), Description (Optional, up to 50 characters), Location (Optional, up to 50 characters), Directory Number (Optional, up to 24 numerals and special characters), Display (Optional, up to 30 characters), Line Text Label (Optional, up to 30 characters), Forward Busy External (Optional, up to 50 numerals and special characters), Forward No Answer External (Optional, up to 50 numerals and special characters), Forward No Coverage External (Optional, up to 50 numerals and special characters), Forward Busy Internal (Optional, up to 50 numerals and special characters), Forward No Answer Internal (Optional, up to 50 numerals and special characters), Forward No Coverage Internal (Optional, up to 50 numerals and special characters), Call Pickup Group (Optional, up to 50 characters), Speed Dial (Optional, up to 50 numerals and special characters), Speed Dial Label (Optional, up to 30 characters)

## Sample

```
John,Smith,johns,abcde,Daviss,12,12345,johnProfile,English United
States,1,1231123245AB,Dallas,
9725557154,9725557154,Mike,9725557172,9725557196,9725557112,
9725557127,9725557158,9725557189,9725557121/TollByPass,1230000000,Helpdesk
```

## CTI ports/H.323 clients file format

The following sample shows the field length and whether the field is optional or mandatory for a text-based CSV file for CTI ports and H.323 clients format.

Device Name (Mandatory, up to 15 characters for CTI ports and up to 50 characters for H.323 Clients), Description (Optional, up to 50 characters) Location (Optional, up to 50 characters), User ID (Optional, 1 to 30 characters), Directory Number (Optional, up to 24 numerals and special characters), Display (Optional, up to 30 characters), Line Text Label (Optional, up to 30 characters), Forward Busy External (Optional, up to 50 numerals and special characters), Forward No Answer External (Optional, up to 50 numerals and special characters), Forward No Coverage External (Optional, up to 50 numerals and special characters), Forward Busy Internal (Optional, up to 50 numerals and special characters), Forward No Answer Internal (Optional, up to 50 numerals and special characters), Forward No Coverage Internal (Optional, up to 50 numerals and special characters), Call Pickup Group (Optional, up to 50/50 characters)

### Sample

```
TAPS Port 1,CTI TAPS Port 1,Dallas,johns,9728437154,9728437154,
Mike,9728437172,9728437196,9728437127,9728437154,9728437178,
9728437189,9728437121/TollByPass,1230000000,Helpdesk
```

## CTI ports-users and H.323 client-users combinations file format

The following sample shows the field length and whether the field is optional or mandatory for a text-based CSV file for CTI ports with users and H.323 clients with users format.

First Name (Optional, up to 64 characters), Last Name (Mandatory, 1 to 64 characters), User ID (Mandatory, 1-128 characters), Password (Optional, up to 128 characters), Manager User ID (Optional, up to 128 characters, must use existing ID in global directory), Department (Optional, up to 64 characters), PIN (Optional, up to 128 numerals), Default Profile (Optional, up to 50 characters), User Locale (Optional, up to 50 characters), Telephone Number (Optional, up to 64 numerals), Primary Extension (Optional, up to 50 numerals), Associated PC (Optional, up to 50 characters), ICD Extension (Optional, up to 50 numerals), Mail ID (Optional, up to 255 characters), Presence Group (Optional, up to 50 characters), Subscribe Calling Search Space (Optional, up to 50 characters), Device Name (Mandatory, up to 15 characters for CTI ports-users combination and up to 50 characters for H.323 client-users combinations), Description (Optional, up to 50 characters), Location (Optional, up to 50 characters), Directory Number (Optional, up to 24 numerals and special characters), Display (Optional, up to 30 characters), Line Text Label (Optional, up to 30 characters), Forward Busy External (Optional, up to 50 numerals and special characters), Forward No Answer External (Optional, up to 50 numerals and special characters), Forward No Coverage External (Optional, up to 50 numerals and special characters), Forward Busy Internal (Optional, up to 50 numerals and special characters), Forward No Answer Internal (Optional, up to 50 numerals and special characters), Forward No Coverage Internal (Optional, up to 50 numerals and special characters), Call Pickup Group (Optional, up to 50 characters)

### Sample

```
John,Smith,johns,abcde,Daviss,12,12345,johnProfile,English United States,1,TAPS Port 1,CTI
TAPS Port 1,9725557154,9725557154,Mike,9725557172,9725557196,9725557112,9725557127,9725557158,
9725557189,9725557121/TollByPass,1230000000,Helpdesk
```

**Note**

If you use a comma or double quotes as part of the value in one of the fields, you must enclose the entire text value with double quotation marks to designate it as a single value.

For example, if you entered John, Bill as a text value, then you must enter the value as “John,Bill”.

If you entered a double quote in a value, then you must replace the double quote with two consecutive double quotes and enclose the value with double quotes. For example you must enter John “Chief as “John”“Chief”.

**Related Topics**

[Create text-based CSV file for IME Trusted Group configuration, on page 28](#)

## Export the fields for all phone details option

When you are using the export utility to generate a file that containing all the details for the phone records, the export file has the following format.

**Caution**

Cisco does not recommend editing the file that is generated with the export utility. The system dynamically generates fields, such as Logout time and Login time, that must not be edited at all. You must ensure that the login user ID and Product Specific XML fields are accurate for them to work properly, and you must not edit them. Use BAT to update the product specific configurations.

Device Name,Description,Device Pool,Phone Template,CSS,AAR CSS,Location,Extension  
 Mobility,Network Locale,Media Resource Group List,User Hold Audio Source,Network Hold Audio  
 Source,Device User Locale,Signal Packet Capture Mode,Packet Capture Duration,Built in  
 Bridge,Privacy,Retry Video Call as Audio,Ignore Presentation Indicators,Softkey  
 Template,Module 1,Module 2,Phone Load Name,Module 1 Load Name,Module 2 Load  
 Name,Information,Directory,Messages,Services,Authentication Server,Proxy Server,Idle,Idle  
 Timer,MLPP Indication,MLPP Preemption,MLPP Domain,Device Type,User ID,Common Profile,Owner  
 User ID,Allow CTI Control Flag,Device Presence Group,Security Profile,Device Subscribe  
 CSS,Unattended Port,Require DTMF Reception,RFC2833 Disabled,Certificate  
 Operation,Authentication String,Certification Operation Completion Time,Device Protocol,Secure  
 Shell User,Secure Shell Password,XML,Dial Rules,CSS Reroute,CSS Refer,DTMF Signalling,Default  
 DTMF Capability,SIP Profile,SIPCodec\_MTPPPreferredOrigCodec,Logout Profile,MTP Required,Digest  
 User,Always Use Prime Line,Always Use Prime Line for Voice Messages,Geo Location

Directory Number,Partition,Voice Mail Profile,Line CSS,AAR Group,Line User Hold Audio  
 Source,Line Network Hold Audio Source,Auto Answer,Forward All Voice Mail,Forward All  
 Destination,Forward All CSS,Forward Busy Internal Voice Mail,Forward Busy Internal  
 Destination,Forward Busy External CSS,Forward Busy External Voice Mail,Forward Busy External  
 Destination,Forward Busy External CSS,Forward No Answer Internal Voice Mail,Forward No  
 Answer Internal Destination,Forward No Answer Internal CSS,Forward No Answer External Voice  
 Mail,Forward No Answer External Destination,Forward No Answer External CSS,Forward No  
 Coverage Internal Voice Mail,Forward No Coverage Internal Destination,Forward No Coverage  
 Internal CSS,Forward No Coverage External Voice Mail,Forward No Coverage External  
 Destination,Forward No Coverage External CSS,Forward No Answer Ring Duration,Call Pickup  
 Group,MLPP Target,MLPP CSS,MLPP No Answer Ring Duration,Line Text Label,External Phone  
 Number Mask,Maximum Number of Calls,Busy Trigger,Message Waiting Lamp Policy,Ring setting  
 (Phone Idle),Ring Setting (Phone Active),Caller Name,Caller Number,Redirected Number,Dialed  
 Number,Line Description,Alerting Name,Alerting Name ASCII,Line Presence Group,Secondary  
 CSS for Forward All,Forward on CTI Failure Voice Mail,Forward on CTI Failure  
 Destination,Forward on CTI Failure CSS,Display,ASCII DisplayParty Entrance Tone,Log Missed  
 Calls,Park Monitor Forward No Retrieve Ext Voice Mail,Park Monitor Forward No Retrieve Int  
 Voice Mail,Park Monitor Forward No Retrieve Ext CSS,Park Monitor Forward No Retrieve Int

CSS, Park Monitor Forward No Retrieve Ext Destination, Park Monitor Forward No Retrieve Int Destination, Park Monitor Reversion Timer

Speed Dial Number, Speed Dial Label, Speed Dial Label ASCII, Service Name, Subscribed Service Name, Subscribed Service Name ASCII, Parameter Name, Parameter Value, Busy Lamp Field Destination, Busy Lamp Field Directory Number, Busy Lamp Field Label, Busy Lamp Field Label ASCII

### Related Topics

[Create text-based CSV file for IME Trusted Group configuration, on page 28](#)

## Phone CSV file examples

The following list provides examples of commonly used phone CSV data files:

### Using a Template Attribute-Forward Busy Destination

If Forward Busy Destination is 3001 on a phone template, all records in a CSV file that have no value for Forward Busy Destination use 3001.

```
1231123245AB, SEP1231123245AB, Dallas, johns, 9728437154, 9728437154, Mike, , 9728437196, 9728437127, 9728437154, 9728437178, 9728437189, 9728437121/TollByPass, 1230000000, Helpdesk
```

### No Phone Description Entry

If the description for a phone is blank, use this format:

```
1231123245AB, , Dallas, johns, 9728437154, 9728437154, Mike, 9728437172, 9728437196, 9728437127, 9728437154, 9728437178, 9728437189, 9728437121/TollByPass, 1230000000, Helpdesk
```

### No Active Line or Location Entry

If no active line is required and the location is also blank, use this format:

```
1231123245AB, SEP1231123245AB, , , 1230000000, HelpDesk
```

### Two Active Lines

If two active lines are required, use this format:

```
1231123245AB, SEP1231123245AB, Dallas, johns, 9725557154, 9725557154, Mike, 9725557172, 9725557196, 9728437127, 9728437154, 9728437178, 9728437189, 9725557121/TollByPass, 9725557155, 9725557155, Kelvin, 9725557133, 9725557196, 9728437112, 9728437145, 9728437187, 9728437198, 9725557112/TollByPass, 1230000000, Helpdesk
```



#### Note

For the MAC Address, enter MAC address values or check the option for creating dummy MAC addresses.

### Mandatory Phone Entries

If one line is required and you want to include only the required values and none of the optional values, use this format:

```
1231123245AB, , , , 9725557154, , , ,
```

### Using Dummy MAC Address Option

If the option is checked for a dummy MAC address and you want one line, use this format:

```
,Dallas,9725557154,9725557154,Mike,9725557172,9725557196,9728437127,9728437154,9728437178,9728437189,9725557121/TollByPass,johns,1230000000,Helpdesk
```

### Related Topics

[Create text-based CSV file for IME Trusted Group configuration, on page 28](#)

## Create text-based CSV user file

You can create a CSV text file for users using a text editor, such as Microsoft Notepad.

Instead of using the BAT spreadsheet for data input when you are adding users, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You must use the user file format for the user CSV text file.



### Note

Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

### Procedure

- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
  - Step 2** Using a separate line for each user, enter the values for each user that you want to add to Cisco Unified Communications Manager.  
You can associate any number of existing devices to a new user by entering the device name of all the devices separated by a comma at the end of the record.  
You can associate a directory number to a user, even if that user does not control any device.
- Note** An error occurs if any blank lines exist in the CSV file.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.

### What to Do Next

Upload the file to first node of the Cisco Unified Communications Manager.

### Related Topics

[Create text-based CSV file for IME Trusted Group configuration, on page 28](#)

[Upload file to server](#)

[User file format, on page 8](#)

# User file format



## Tip

You must specify PIN and Password values, either on the CSV file or when using BAT for file insertion. If you want to apply individual PINs or passwords for each user or group of users, specify the PIN and password information in the CSV file. If you want to use a default PIN and password that all users can use, do not specify PIN or password values in the CSV file and instead provide this information when you use BAT to insert the CSV file in Cisco Unified Communications Manager.

The following sample format and examples show the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for users.

First Name (Optional, up to 64 characters), Last Name (Mandatory, 1 to 64 characters), User ID (Mandatory, up to 128 characters), Manager User ID (Optional, up to 128 characters, must use existing ID in global directory), Department (Optional, up to 64 characters), PIN (Optional, up to 128 numerals), Default Profile (Optional, up to 50 characters), User Locale (Optional, up to 50 characters), Telephone Number (Optional, up to 64 numerals), Primary Extension (Optional, up to 50 numerals), Associated PC (Optional, up to 50 characters), ICD Extension (Optional, up to 50 numerals), Mail ID (Optional, up to 255 characters), Presence Group (Optional, up to 50 characters), Subscribe Calling Search Space (Optional, up to 50 characters).

## Sample

```
John,Smith,johns,abc123de,karend,0012055,9989,johns profile,English
United States,SEP1231123245AB,9725557154,SEP0010EB001234
```

You must specify delimiters even if a field is blank. Refer to the following examples and sample CSV records when you are creating CSV files.

## Example 1

If the manager for a user is blank, use this format:

```
John,Smith,johns,abc123de,,0012055,9989,johns profile,English United
States,SEP1231123245AB,9725557154,SEP0010EB001234
```

## Example 2

When you want to complete only the mandatory fields, use this format:

```
Smith,johns,,,,,,,,
```

## Example 3

When you want to complete only the mandatory fields and associate the user to a phone, use this format:

```
Smith,johns,,,,,,,,SEP1231123245AB,
```

## Example 4

A user can control more than one device. You can add device names for additional devices at the end of the record.

- If the user controls only one device, use this format:

```
John,Smith,johns,abc123de,karend,0012055,9989,johns profile,English
United States,SEP1231123245AB,9725557154
```

- If the user controls three devices, use this format:

```
John,Smith,johns,abc123de,karend,0012055,9989,johns_profile,English
UnitedStates,SEP1231123245AB,9725557154,SEP0010EB001234,SEP0010EB432101
```

## Update users file format

Use a text editor to create the CSV text file for updating users. Upload the file to first node server.

When you are updating a record, you need to supply all mandatory fields for a file. If you have stored values in the optional fields, and you update a record with blank optional fields, you will reset the values to blank. It is possible for you to retain previously stored values during update.

The following sample format shows the field length and string types followed by examples of CSV files for updating users.

User ID (Mandatory, 1 to 128 characters), Password (Optional, up to 128 characters), Manager (Optional, up to 128 characters, must use existing ID in global directory), Department (Optional, up to 64 characters), PIN (Optional, up to 128 numerals), Default Profile (Optional, up to 50 characters), User Locale (Optional, up to 50 characters), Telephone Number (Optional, up to 64 numerals), Primary Extension (Optional, up to 50 numerals), Associated PC (Optional, up to 50 characters), ICD Extension (Optional, up to 50 numerals), Mail ID (Optional, up to 255 characters).

### Sample

```
johns,Daviss,123,johnProfile,English United States,SEP8612113425AC,9725557154
```



#### Note

You must specify delimiters even if a field is blank. Refer to the following examples and sample CSV records when you are creating CSV files.

### Example 1

If the manager for a user is blank, use this format:

```
johns,,123,johnProfile,English United States,SEP8612113425AC,9725557154
```

### Example 3

Mandatory fields include the following fields:

```
John,Daviss,123,johnProfile,,,
```

### Related Topics

[Create text-based CSV file for IME Trusted Group configuration, on page 28](#)

[Retain existing user information during update](#)

[Upload file to server](#)

## Create text-based CSV file for user device profile

You can create a CSV text file for user device profiles using a text editor, such as Microsoft Notepad.

Instead of using the BAT spreadsheet for data input when you are adding user device profiles, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You must use the user device profile file format for the CSV text file.



**Note** If you use comma or double quotes as part of string in one of the fields, you must enclose the entire text string with double quotes.



**Note** Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

## Procedure

- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Using a separate line for each user device profile, enter the values for each user device profile that you want to add to Cisco Unified Communications Manager.
- Note** An error occurs if any blank lines exist in the CSV file.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.

## What to Do Next

Upload the CSV file to the first node server for Cisco Unified Communications Manager.

## Related Topics

[Create text-based CSV file for IME Trusted Group configuration, on page 28](#)

[Upload file to server](#)

[User device profile file format, on page 10](#)

# User device profile file format

The following sample format shows the field length and string types followed by examples of a CSV files for user device profiles.

```
Device Profile Name(Mandatory, 1 to 50 characters),Description(Optional, 1 to 50
characters),Login UserID (Optional, 4 to 30 characters),Directory Number(Optional, up to
24 numerals and special characters),Display(Optional, for internal Caller ID, up to 30
characters),Line Text Label(Optional, up to 30 characters),Forward Busy External
Destination(Optional, up to 50 numerals),Forward No Answer External Destination(Optional,
up to 50 numerals),Forward No Coverage External(Optional, up to 50 numerals),Forward Busy
Internal Destination(Optional, up to 50 numerals),Forward No Answer Internal
Destination(Optional, up to 50 numerals),Forward No Coverage Internal(Optional, up to 50
numerals),Call Pickup Group(Optional, up to 50/50 characters),Speed Dial Number(Optional,
up to 50 numerals),Speed Dial Label(optional, up to 30 characters)
```

## Sample

```
John Profile,John's Profile,Johns,9725557154,9725557154,Mike,9725557172,9725557196,
9725557126,9725557154,9725557178,9725557189,9725557121/TollByPass,1230000000,Helpdesk
```

**Example 1**

You must specify delimiters even if a field is blank. The following example shows the correct format for not specifying a Display setting:

```
John Profile,John's
Profile,Johns,9725557154,,Mike,9725557172,9725557196,9725557126,9725557154,9725557178,
9725557189,9725557121/TollByPass,1230000000,Helpdesk
```

**Example 2**

If it is a 0-line profile and only mandatory fields are added, use the following example:

```
John Profile,,,,
```

**Example 3**

If only the mandatory fields are completed and you want to associate the user device profile to only one directory number, use this format:

```
John Profile,,,9725557154,,,,,
```

## User device profile with two lines and two speed dials

The following example format shows the field length and string types of a CSV file for user device profiles with two lines.

```
User Device Profile Name(Mandatory, 1 to 50 characters),Description(Optional, 1 to 50
characters),Login UserID (Optional, 4 to 30 characters),Directory Number1(Optional, up to
24 numerals and special characters),Display1(Optional, for internal Caller ID, up to 30
characters),Line Text Label1(Optional, up to 30 characters),Forward Busy External
Destination1(Optional, up to 50 numerals),Forward No Answer External Destination1(Optional,
up to 50 numerals),Forward No Coverage External Destination1(Optional, up to 50
numerals),Forward Busy Internal Destination1(Optional, up to 50 numerals),Forward No Answer
Internal Destination1(Optional, up to 50 numerals),Forward No Coverage Internal
Destination1(Optional, up to 50 numerals),Call Pickup Group1(Optional, up to 50/50
characters),Directory Number2(Optional, up to 24 numerals and special
characters),Display2(Optional, for internal Caller ID, up to 30 characters),Line Text
Label2(Optional, up to 30 characters),Forward Busy External Destination2(Optional, up to
50 numerals),Forward No Answer External Destination2(Optional, up to 50 numerals),Forward
No Coverage External Destination2(Optional, up to 50 numerals),Forward Busy Internal
Destination2(Optional, up to 50 numerals),Forward No Answer Internal Destination2(Optional,
up to 50 numerals),Forward No Coverage Internal Destination2(Optional, up to 50
numerals),Call Pickup Group2(Optional, up to 50/50 characters),Speed Dial Number1(Optional,
up to 50 numerals),Speed Dial Label1(optional, up to 30 characters),Speed Dial
Number2(Optional, up to 50 numerals),Speed Dial Label2(optional, up to 30 characters)
```

**Example**

```
John Profile,John's
Profile,John's,9725557154,9725557154,Mike,9725557172,9725557196,9725557126,9725557154,
9725557178,9725557189,9725557121/TollByPass,9725557155,9725557155,Kelvin,9725557133,9725557196,
9725557113,9725557145,9725557187,9725557198,9725557112/TollByPass,1230000000,Helpdesk,
2149523460,Keith
```

## Export file fields for user device profile with all details option

When you are using the export utility to generate a file that contains all the details for the user device profiles, the export file will have the following format. The example shows the length and type of fields in the export all details file.

The export utility does not generate model-specific fields for user device profiles.

**Caution**

Cisco does not recommend editing the file that is generated with the export utility. The system dynamically generates some fields, such as Logout time and Login time, that must not be edited at all. You must ensure that the login user ID and Product Specific XML fields are accurate for them to work properly, and you must not edit them. Use BAT to update the product-specific configurations.

Device Profile Name,Description,Device Pool,Phone Template,CSS,AAR CSS,Location,Extension Mobility,Network Locale,Media Resource Group List,User Hold Audio Source,Network Hold Audio Source,Device User Locale,Signal Packet Capture Mode,Packet Capture Duration,Built in Bridge,Privacy,Retry Video Call as Audio,Ignore Presentation Indicators,Softkey Template,Module 1,Module 2,Phone Load Name,Module 1 Load Name,Module 2 Load Name,Information,Directory,Messages,Services,Authentication Server,Proxy Server,Idle,Idle Timer,MLPP Indication,MLPP Preemption,MLPP Domain,Device Type,User ID,Common Profile,Owner User ID,Allow CTI Control Flag,Device Presence Group,Security Profile,Device Subscribe CSS,Unattended Port,Require DTMF Reception,RFC2833 Disabled,Certificate Operation,Authentication String,Certification Operation Completion Time,Device Protocol,Secure Shell User,Secure Shell Password,XML,Dial Rules,CSS Reroute,CSS Refer,DTMF Signalling,Default DTMF Capability,SIP Profile,SIPCodec MTPPreferredOrigCodec,Logout Profile,MTP Required,Digest User,Always Use Prime Line,Always Use Prime Line for Voice Message

Directory Number,Partition,Voice Mail Profile,Line CSS,AAR Group,Line User Hold Audio Source,Line Network Hold Audio Source,Auto Answer,Forward All Voice Mail,Forward All Destination,Forward All CSS,Forward Busy Internal Voice Mail,Forward Busy Internal Destination,Forward Busy External Voice Mail,Forward Busy External Destination,Forward Busy External CSS,Forward No Answer Internal Voice Mail,Forward No Answer Internal Destination,Forward No Answer Internal CSS,Forward No Answer External Voice Mail,Forward No Answer External Destination,Forward No Answer External CSS,Forward No Coverage Internal Voice Mail,Forward No Coverage Internal Destination,Forward No Coverage Internal CSS,Forward No Coverage External Voice Mail,Forward No Coverage External Destination,Forward No Coverage External CSS,Forward No Answer Ring Duration,Call Pickup Group,MLPP Target,MLPP CSS,MLPP No Answer Ring Duration,Line Text Label,External Phone Number Mask,Maximum Number of Calls,Busy Trigger,Message Waiting Lamp Policy,Ring setting (Phone Idle),Ring Setting (Phone Active),Caller Name,Caller Number,Redirected Number,Dialed Number,Line Description,Alerting Name,Alerting Name ASCII,Line Presence Group,Secondary CSS for Forward All,Forward on CTI Failure Voice Mail,Forward on CTI Failure Destination,Forward on CTI Failure CSS,Display,ASCII Display,Party Entrance Tone,Log Missed Calls,Park Monitor Forward No Retrieve Ext Voice Mail,Park Monitor Forward No Retrieve Int Voice Mail,Park Monitor Forward No Retrieve Ext CSS,Park Monitor Forward No Retrieve Int CSS,Park Monitor Forward No Retrieve Ext Destination,Park Monitor Forward No Retrieve Int Destination,Park Monitor Reversion Timer

Speed Dial Number,Speed Dial Label,Speed Dial Label ASCII,Service Name,Subscribed Service Name,Subscribed Service Name ASCII,Parameter Name,Parameter Value,Busy Lamp Field Destination,Busy Lamp Field Directory Number,Busy Lamp Field Label,Busy Lamp Field Label ASCII

**Note**

Use True and False for settings with Boolean values.

**Related Topics**

[Create text-based CSV file for IME Trusted Group configuration, on page 28](#)

## Create text-based CSV file for Cisco Unified CM assistant manager-assistant associations

You can create a CSV text file for Unified CM Assistant manager and assistants using a text editor, such as Microsoft Notepad.

Instead of using the BAT spreadsheet for data input when you are adding Unified CM Assistant managers and assistants, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You must use the manager and assistants file format for the CSV text file.



---

**Note** Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

---

### Procedure

---

- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Using a separate line for each manager-assistants association, enter the values for each manager-assistant that you want to add to Cisco Unified Communications Manager.
- Note** An error occurs if any blank lines exist in the CSV file.
- You can assign multiple assistants to a manager by entering the user IDs of the manager and assistants separated by a comma at the end of the record.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.
- 

### What to Do Next

Upload the CSV file to the first node server for Cisco Unified Communications Manager.

### Related Topics

- [Create text-based CSV file for IME Trusted Group configuration, on page 28](#)
- [Managers and assistants file formats, on page 13](#)
- [Upload file to server](#)

## Managers and assistants file formats

The following sample formats and examples show the field length and string types for Unified Communications Manager Assistant manager and assistant associations. Use the user ID of the manager for the Manager ID and the user ID of the assistant for the Assistant ID. You can also associate many managers to one assistant by putting the Assistant ID first, followed by a list of Manager IDs. When you insert the CSV file, you select the type of association.

## Default manager-assistant association

Use the following default format for manager-assistant association.

```
ManagerID (Mandatory, 1 to 30 characters),AssistantID 1 (Mandatory, 1 to 30
characters),AssistantID 2 (Optional, 1 to 30 characters)...AssistantID # (Optional, 1 to
30 characters)
```

**Sample**

Johns, Mikeh, Larryh

## Default assistant-manager association

Use the following default format for assistant-manager association.

AssistantID (Mandatory, 1 to 30 characters), ManagerID 1 (Mandatory, 1 to 30 characters), ManagerID 2 (Optional, 1 to 30 characters)... ManagerID # (Optional, 1 to 30 characters)

**Sample**

Larryh, Johns, Mikeb, Karend

## Custom Manager-assistant association

For proxy line configurations, you can build a CSV data file that specifies the proxy lines on assistant phones by using this format.

ManagerID (Mandatory, 1 to 30 characters), Device Name (Optional, 15 characters), Intercom DN (Optional, 1 to 24 characters), Assistant User ID (Mandatory, 1 to 30 characters), Device Name (Optional, 15 characters), Intercom DN (Optional, 1 to 24 characters), Proxy Line DN (Mandatory, 1 to 24 characters), Manager Line DN (Mandatory, 1 to 24 characters)

**Example**

Johns, SEP1231123245AB, 90001, Mikeh, SEP2342342342AB, 20001, 20002, 90002

**Related Topics**

[Create text-based CSV file for IME Trusted Group configuration, on page 28](#)

## Create text-based CSV file for Cisco VG200 gateways

You can create a CSV text file for VG200 gateways using a text editor, such as Microsoft Notepad.

Instead of using the BAT spreadsheet for data input when you are adding Cisco VG200 gateways, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You must use the appropriate file format for the type of trunk and port for the gateway.

**Note**

Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

**Procedure**

- 
- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
  - Step 2** Using a separate line for each gateway, enter the values for each gateway and port that you want to add to Cisco Unified Communications Manager.

**Note** An error occurs if any blank lines exist in the CSV file.

**Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.

### What to Do Next

Upload the CSV file to the first node server for Cisco Unified Communications Manager.

### Related Topics

[Create text-based CSV file for IME Trusted Group configuration, on page 28](#)  
[FXO or FXS trunks CSV file format, on page 15](#)  
[T1 CAS T1 PRI or E1 PRI trunks file format, on page 15](#)  
[Upload file to server](#)

## FXO or FXS trunks CSV file format

The following sample format shows the required field length and string types followed by sample of CSV files for a Cisco VG200 gateway.

```
MGCP Domain Name (Mandatory, 1 to 64 characters), Description (Optional, up to 100 characters),
Slot (Mandatory, up to 3 numerals), Subunit (Mandatory, up to 3 numerals), Port
Number (Mandatory, up to 3 numerals), Port Description (Optional, up to 50 characters), Port
Directory Number (Optional, up to 24 numerals and special characters)
```

### Sample

```
MGCPTest, VG200 Lab Gateway, 0, 1, 0, Port 0, 97255576601 MGCPTest, VG200 Lab Gateway, 0, 1, 1, Port
1, 97255572001
```



### Note

You must include comma separators even if a field is blank. Specify the directory number and route partition only if the port type in the Cisco VG200 gateway template is POTS.

### Example 1

If the Description for a Cisco VG200 gateway is blank, use this format:

```
MGCPTest, , 0, 1, 0, Port 0, 97255576601
```

### Related Topics

[Related Topics, on page 34](#)

## T1 CAS T1 PRI or E1 PRI trunks file format

The following sample format shows the required field length and string types followed by examples of CSV files for the Cisco VG200 gateway.

### T1 CAS Trunks

MGCP Domain Name (Mandatory, 1 to 64 characters), Description (Optional, up to 100 characters), Slot (Mandatory, up to 3 numerals), Subunit (Mandatory, up to 3 numerals), Port Number (Mandatory, up to 3 numerals), Port Description (Optional, up to 50 characters), CAS Port Number (Optional, up to 3 numerals)

#### Sample 1

```
MGCPTest, VG200 Lab Gateway, 001, 001, 001, , ,
```

### T1 PRI or E1 PRI

MGCP Domain Name (Mandatory, 1 to 64 characters), Description (Optional, up to 100 characters), Slot (Mandatory, up to 3 numerals), Subunit (Mandatory, up to 3 numerals), Port Number (Mandatory, up to 3 numerals), Port Description (Optional, up to 50 characters)

#### Sample 2

```
MGCPTest, VG200 Lab Gateway, 001, 001, 001, ,
```

**Note**

You must include comma separators even if a field is blank.

### Example for Both Trunk Options

If you provide only the mandatory value, use this format:

```
MGCPTest, , 001, 001, 001, , ,
T1 CAS Examples
```

If the Description for a Cisco VG200 gateway is blank, use this option:

```
MGCPTest, , 001001, 001, 001, MGCP Port,
```

For port identifiers, ensure the first digit is either 0 or 1 (signifying either Sub-Unit 0 or Sub-Unit 1), followed by the port number, 01 to 24. Acceptable values include 001 through 024 or 101 through 124. If the Cisco VG200 gateway template has three port identifiers, use this option:

```
MGCPTest, VG200 Lab Gateway, 001, 002, 003
```

### Related Topics

[Related Topics, on page 34](#)

## Create text-based CSV file for Cisco VG224 gateways

You can create a CSV text file for VG224 gateways using a text editor, such as Microsoft Notepad.

Instead of using the BAT spreadsheet for data input when you are adding Cisco VG224 gateways, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You must use the appropriate file format for the type of trunk and port for the gateway.

**Note**

Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

## Procedure

- 
- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Using a separate line for each gateway, enter the values for each gateway and port that you want to add to Cisco Unified Communications Manager.
- Note** An error occurs if any blank lines exist in the CSV file.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.
- 

## What to Do Next

Upload the CSV file to the first node server for Cisco Unified Communications Manager.

## Related Topics

- [Create text-based CSV file for IME Trusted Group configuration, on page 28](#)
- [FXS trunks CSV file format for VG224, on page 17](#)
- [Upload file to server](#)

# FXS trunks CSV file format for VG224

The following sample format shows the required field length and string types followed by sample of CSV files for a Cisco VG224 gateway.

```
MGCP Domain Name(Mandatory, 1 to 64 characters),Description(Optional, up to 100
characters),Slot(Mandatory, up to 3 numerals), Subunit (Mandatory, up to 3 numerals), Port
Number(Mandatory, up to 3 numerals), Port Description Optional, up to 50 characters),Port
Directory Number(Optional, up to 24 numerals and special characters)
```

## Sample

```
MGCPTest,VG224 Lab Gateway,2,0,0,Port 0,97255576601MGCPTest,VG224 Lab Gateway,2,0,1,Port
1,97255572001
```




---

**Note** You must include comma separators even if a field is blank. Specify the directory number and route partition only if the port type in the Cisco VG224 gateway template is POTS.

---

## Example 1

If the Description for a Cisco VG224 gateway is blank, use this format:

```
MGCPTest, ,2,0,0,Port 0,97255576601
```

## Related Topics

- [Related Topics, on page 34](#)

# Create text-based CSV file for Cisco Catalyst 6000 FXS ports

You can create a CSV text file for Cisco Catalyst 6000 FXS ports using a text editor, such as Microsoft Notepad.

Instead of using the BAT spreadsheet for data input when you are adding Cisco Catalyst 6000 FXS ports, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You must use the appropriate file format for the type of gateway.

## Procedure

- 
- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Using a separate line for each port, enter the values for each port that you want to add to Cisco Unified Communications Manager.
- Note** An error occurs if any blank lines exist in the CSV file.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.
- 

## What to Do Next

Upload the CSV file to the first node server for Cisco Unified Communications Manager.

## Related Topics

[Cisco Catalyst 6000 \(FXS\) torts file format, on page 18](#)  
[Related Topics, on page 34](#)

# Cisco Catalyst 6000 (FXS) torts file format

The CSV file contains information about each port as a record. Each record specifies the gateway MAC address and port number on that gateway to which you want to add or update the port details.



**Note** BAT does not add Cisco Catalyst 6000 (FXS) gateways. It only adds or updates ports to an existing gateway.

For the MAC address, enter no MAC address values for an existing Cisco Catalyst 6000 (FXS) gateway. This MAC address uses the last 12 characters in the Gateway Name.

If you provide no values for Partition for any record on the CSV file, the system uses values from the BAT template for these fields.

The following sample format shows the required field length and string types followed by examples of CSV files for Catalyst 6000 (FXS) ports.

```
MAC Address (Mandatory, 12 characters),Port Number (Mandatory, 2 numerals),Directory
Number(Optional, up to 24 numerals and special characters)
```

**Sample**

```
1231123245AB,23,9725557250
```



**Note** You must include comma separators even if a field is blank.



**Note** Do not specify a partition unless you have also specified a directory number.

**Examples**

If the directory number for a port is blank, use this format:

```
1231123245AB,23,
```

If you want to add only the mandatory values, use this format:

```
1231123245AB,23,
```

**Related Topics**

[Related Topics, on page 34](#)

## Create text-based CSV file for Cisco VG202 and VG204 gateways

You can create a CSV text file for VG202 or VG204 gateways using a text editor, such as Microsoft Notepad.

Instead of using the BAT spreadsheet for data input when you are adding Cisco VG202 and VG204 gateways, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You must use the appropriate file format for the gateway.



**Note** Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

**Procedure**

- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Using a separate line for each gateway, enter the values for each gateway and port that you want to add to Cisco Unified Communications Manager.
 

**Note** An error occurs if any blank lines exist in the CSV file.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.

**What to Do Next**

Upload the CSV file to the first node server for Cisco Unified Communications Manager.

**Related Topics**

- [Create text-based CSV file for IME Trusted Group configuration, on page 28](#)
- [CSV file format for VG202 and VG204 gateways, on page 20](#)
- [Upload file to server](#)

## CSV file format for VG202 and VG204 gateways

The following sample formats and examples show the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for VG202 and VG204 Gateways.

There are two CSV file formats for VG202 and VG204 Gateways depending upon the Protocol:

- MGCP
- SCCP

**For MGCP Gateway**

Domain Name (Mandatory, 1 to 64 characters), Description (Optional, up to 100 characters), Slot (Mandatory, up to 3 numerals), Subunit (Mandatory, up to 3 numerals), Port Number (Mandatory, up to 3 numerals), Port Description (Optional, up to 50 characters), Port Directory Number (Optional, up to 24 numerals and special characters).

**Sample**

```
test,test,0,0,0,sample,1000
```

**For SCCP Gateway**

Mac Address (Mandatory, 1 to 64 characters), Description (Optional, up to 100 characters), Slot (Mandatory, up to 3 numerals), Subunit (Mandatory, up to 3 numerals), Port Number (Mandatory, up to 3 numerals), Port Description (Optional, up to 50 characters), Port Directory Number (Optional, up to 24 numerals and special characters).

**Sample**

```
SKIGW1111111111, test,0,0,0,sample,1000
```

## Create custom text-based CSV files for Client Matter Codes and Forced Authorized Codes

You can create a custom text-based CSV file using a text editor, such as Microsoft Notepad.

**Procedure**

- 
- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Using a separate line for each code, create a custom Client Matter Codes (CMC) CSV file or a Forced Authorized Codes (FAC) CSV file, as described in the following steps:
- For CMC—Step 3 and Step 4
  - For FAC— Step 3 and Step 4

**Tip** Remember that you must create two separate CSV files, one for CMC and one for FAC.

**Step 3** To create a CMC CSV file, enter the corresponding information, where x, y represent the following fields:

- x—The client matter code (mandatory entry for all additions, updates, and deletions)
- y—The description (optional if you update the entry)

For example, you may enter 5555,Acme Toys, where 5555 equals the mandatory client matter code, and Acme Toys equals the description.

**Step 4** To create a FAC CSV file, enter the corresponding information, where x,y,z represent the following fields:

- x—The forced authorization code (mandatory entry for all additions, updates, and deletions)
- y—The authorization code name (optional if you update the entry)
- z—The authorization level (optional if you update the entry)

For example, you may enter 1234,John Smith,20, where 1234 equals the forced authorization code, John Smith equals the authorization code name, and 20 equals the authorization level.

**Caution** If you add new codes at the same time that you update them, make sure that you enter all required information. You can change any part of an existing record, but you must include the code; for example, the forced authorization code or client matter code. Deleting information and leaving it blank does not remove the information from the database; a blank value does not overwrite an existing value in the database, but, updating the value, for example, to Acme Toys, Inc., or John L. Smith from the preceding examples, overwrites the existing value in the database.

**Step 5** Upload the CSV file to the first node of Cisco Unified Communications Manager. While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.

**Note** Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

**Step 6** Perform one of the following tasks:

- If you made additions or updates, insert the file in the CUCM database using BAT.
- You can delete code settings.

**Note** You cannot perform insert and update operations simultaneously with the same CSV file. You have to create separate CSV files for insert and update.

---

## Related Topics

[Code setting deletion examples](#)

[Related Topics, on page 34](#)

[Update CMC or FAC in CUCM database using BAT](#)

[Upload file to server](#)

## CMC file format

The following sample format and examples show the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for client matter codes.

Client Matter Code (Mandatory, 1 to 16 numerals), Description (Optional, 1 to 50 Characters)

### Sample

1234567890123456, Marketing

### Example

If the value of the field includes a comma, that field must be enclosed in double quotes. Use this format for fields with commas:

1234567890123456, "Marketing, team"

### Related Topics

[Related Topics, on page 34](#)

## Update CMC file format

Use a text editor to create the CSV text file for updating client matter codes.

The following sample format shows the field length and string types followed by examples of CSV files for updating client matter codes.

Client Matter Code (Mandatory, 1 to 16 numerals), Description (Optional, 1 to 50 Characters)

### Sample

1234567890123456, Marketing

### Example

If the description is empty, use this format:

1234567890123456,

### Related Topics

[Related Topics, on page 34](#)

## FAC file format

The following sample format and examples show the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for forced authorization codes.

Forced Authorization Code (Mandatory, 1 to 16 numerals), Authorization Code Name (Mandatory, 1 to 50 Characters), Authorization Level (Mandatory, values range from 0 to 255)

### Sample

1234567890123456, John FAC, 251

**Related Topics**[Related Topics, on page 34](#)

## Update FAC file format

Use a text editor to create the CSV text file for updating forced authorization codes.

The following sample format shows the field length and string types followed by examples of CSV files for updating forced authorization codes.

```
Forced Authorization Code(Mandatory, 1 to 16 numerals),Authorization Code Name (Mandatory,
1 to 50 Characters),Authorization Level(Mandatory,values range from 0 to 255)
```

**Sample**

```
1234567890123456,John FAC,251
```

**Example**

Values you do not want to update must still include the delimiter. If only the Authorization Code Name has to be updated use the following format:

```
1234567890123456,John FAC,
```

If only the Authorization level has to be updated, use the following format:

```
1234567890123456,John FAC,220
```

**Related Topics**[Related Topics, on page 34](#)

## Create text-based CSV file for call pickup groups

You can create a custom text-based CSV file for call pickup groups using a text editor, such as Microsoft Notepad.

**Procedure**

- 
- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file. Use a separate line for each call pickup group name.
  - Step 2** Enter the Pickup Group Name, Pickup Group Number, Partition, Other Pickup Group Name-Member1... Other Pickup Group Name-Member10.  
For example, you may enter Marketing,7815,Part1,Marketing,Managers,Training, where Marketing is the mandatory pickup group name, 7815 is the mandatory pickup group number. Part1 is the partition, Marketing, Managers, and Training are the other pickup group names that are associated to the pickup group Marketing.
  - Caution** Deleting information and leaving it blank does not remove the information from the database; a blank value does not overwrite an existing value in the database, but updating the value, for example, to Sales from Marketing, from the preceding examples, overwrites the existing value in the database.
  - Step 3** Upload the CSV file to the first node of Cisco Unified Communications Manager.

While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.

**Note** Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

**Step 4** Perform one of the following tasks:

- If you made additions or updates, insert the file in the CUCM database using BAT.
- You can delete call pickup groups settings.

---

### Related Topics

[Related Topics, on page 34](#)

[Code setting deletion examples](#)

[Update CMC or FAC in CUCM database using BAT](#)

[Upload file to server](#)

## CPG file format

The following sample format and examples show the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for call pickup groups.

```
Pickup Group Name(Mandatory, 1 to 50 characters),Pickup Group Number(Mandatory, 1 to 24
numerals),Partition(Optional, 1 to 50 Characters),Other Pickup Group Name-Member1... Other
Pickup Group Name-Member10(Optional, 1 to 50 Characters)
```

### Sample

```
Marketing,7815,Part1,Marketing,Managers,Training
```

### Example

Optional values that you do not want to specify at this time must still include the delimiter (a comma) except for Other Pickup Group members.

If the Partition for a Pickup Group is blank, use the following format:

```
Marketing,7815,
```

### Related Topics

[Related Topics, on page 34](#)

## Update CPG file format

Use a text editor to create the CSV text file for updating the call pickup group.

The following sample format shows the field length and string types followed by examples of CSV files for updating call pickup groups.

```
Pickup Group Name(Mandatory, 1 to 50 characters),Pickup Group Number(Mandatory, 1 to 24
numerals),Partition(Optional, 1 to 50 Characters),Other Pickup Group Name-Member1... Other
Pickup Group Name-Member10(Optional, 1 to 50 Characters)
```

### Sample

```
Marketing,,Marketing,Managers,Training
```

### Example

```
Marketing,,Managers,Marketing,Training
```

If you do not want to update Other Pickup Group member, do not include the delimiter (a comma). Use the following format:

### Related Topics

[Related Topics, on page 34](#)

## Create text-based CSV file for remote destination profile

Instead of using the BAT spreadsheet for data input when you are adding Remote Destination Profiles (RDPs), you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You can use a text editor such as Microsoft Notepad.



### Note

---

Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

---

### Procedure

---

- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Use a separate line to enter the values for each RDP that you want to add to Cisco Unified Communications Manager. Keep in mind the following rules when you create the CSV data file.
- Always include comma separators, even if a field is blank.
  - Specify the user ID if the RDP is to be associated to a user.
  - Consider Directory Number fields as optional only when you are creating the CSV file for use with a BAT template that has no lines. If lines are configured on the BAT RDP template, you must supply directory numbers in the CSV file for each RDP.
  - An error occurs when you insert a CSV file with blank lines.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.
-

**What to Do Next**

Upload the CSV file to the first node of Cisco Unified Communications Manager.

**Related Topics**

[Upload file to server](#)

## Creating text-based CSV file for phone migration

Instead of using the BAT spreadsheet for data input when you are migrating phones, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You can use a text editor such as Microsoft Notepad.

**Note**

Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

**Procedure**

- 
- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Use a separate line to enter the values for each phone that you want to migrate. Keep in mind the following rules when you create the CSV data file.
- Always include comma separators, even if a field is blank.
  - An error occurs when you insert a CSV file with blank lines.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.
- 

**What to Do Next**

Upload the CSV file to the first node of Cisco Unified Communications Manager.

**Related Topics**

[Upload file to server](#)

## Phone migration file format

The following sample format and example shows the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for phone migration.

```
Old Device Name(Mandatory, 1 to 50 characters),New Device MAC Address(Mandatory, 12
characters)Description(Optional, 1 to 50 characters).
```

### Sample

Old Device Name,New Device MAC Address,Description

SEP123456789012,123333789012,Marketing

## Create text-based CSV file for IME trusted element configuration

Instead of using the BAT spreadsheet for data input when you are inserting IME Trusted Element Configuration, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You can use a text editor such as Microsoft Notepad.



**Note** Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

### Procedure

- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Use a separate line to enter the values for each IME Trusted Element Configuration that you want to add. Keep in mind the following rules when you create the CSV data file.
  - Always include comma separators, even if a field is blank.
  - An error occurs when you insert a CSV file with blank lines.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.

### What to Do Next

Upload the CSV file to the first node server for Cisco Unified Communications Manager.

### Related Topics

[Upload file to server](#)

## IME Trusted Element configuration file format

The following sample format and example shows the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for IME Trusted Element Configuration.

Name (Mandatory 1 to 50 characters), Description (Optional, 1 to 128 characters), Element Type (Mandatory, 1 to 50 characters), Cisco IME Link Route Filter Group (Mandatory, 1 to 50 characters).

**Sample**

Name, Description, Element Type, Cisco IME Link Route Filter Group

Elem1, sample\_file, Prefix, grp1

## Create text-based CSV file for IME Trusted Group configuration

Instead of using the BAT spreadsheet for data input when you are inserting IME Trusted Group Configuration, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You can use a text editor such as Microsoft Notepad.

**Note**

Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

**Procedure**

- 
- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Use a separate line to enter the values for each IME Trusted Group Configuration that you want to add. Keep in mind the following rules when you create the CSV data file.
- Always include comma separators, even if a field is blank.
  - An error occurs when you insert a CSV file with blank lines.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.
- 

**What to Do Next**

Upload the CSV file to the first node of Cisco Unified Communications Manager.

**Related Topics**

[Upload file to server](#)

## IME Trusted Element Configuration file format

The following sample format and example shows the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for IME Trusted Group Configuration.

Name (Mandatory 1 to 50 characters), Description (Optional, 1 to 128 characters), Element Type (Mandatory, 1 to 50 characters), Cisco IME Link Route Filter Group (Mandatory, T/F).

**Sample**

Name, Description, Trusted

```
grp1,sample_file,t
```

## Create text-based CSV file for IME enrolled group configuration

Instead of using the BAT spreadsheet for data input when you are inserting IME Enrolled Group Configuration, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You can use a text editor such as Microsoft Notepad.

**Note**

Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

**Procedure**

- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Use a separate line to enter the values for each IME Enrolled Group Configuration that you want to add. Keep in mind the following rules when you create the CSV data file.
  - Always include comma separators, even if a field is blank.
  - An error occurs when you insert a CSV file with blank lines.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.

**What to Do Next**

Upload the CSV file to the first node of Cisco Unified Communications Manager.

**Related Topics**

[Upload file to server](#)

## IME Enrolled Group configuration file format

The following sample format and example shows the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for IME Enrolled Group Configuration.

Group Name (Mandatory 1 to 50 characters), Description (Optional, 1 to 128 characters), Fallback Profile (Optional, 1 to 50 characters), All Patterns In Group Are Aliases (Optional, T/F).

**Sample**

Group Name, Description, Fallback Profile, All Patterns In Group Are Aliases

```
Enrol_grpl, sample_file, profile1, t
```

## Create text-based CSV file for IME Exclusion Group configuration

Instead of using the BAT spreadsheet for data input when you are inserting IME Exclusion Group Configuration, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You can use a text editor such as Microsoft Notepad.

**Note**

Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

**Procedure**

- 
- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Use a separate line to enter the values for each IME Exclusion Group Configuration that you want to add. Keep in mind the following rules when you create the CSV data file.
- Always include comma separators, even if a field is blank.
  - An error occurs when you insert a CSV file with blank lines.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.
- 

**What to Do Next**

Upload the CSV file to the first node of Cisco Unified Communications Manager. See the [Upload file to server](#).

**Related Topics**

[Upload file to server](#)

## IME Exclusion Group Configuration file format

The following sample format and example shows the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for IME Exclusion Group Configuration.

Group Name (Mandatory 1 to 50 characters), Description (Optional, 1 to 128 characters).

**Sample**

```
Name,Description
Exclu_grp1,sample_file
```

## Create text-based CSV file for Fallback profile configuration

Instead of using the BAT spreadsheet for data input when you are inserting Fallback Profile Configuration, you can create the comma-separated values (CSV) file by using lines of ASCII text with values that are separated by commas. You can use a text editor such as Microsoft Notepad.

**Note**

Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

**Procedure**

- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Use a separate line to enter the values for each Fallback Profile Configuration that you want to add. Keep in mind the following rules when you create the CSV data file.
  - Always include comma separators, even if a field is blank.
  - An error occurs when you insert a CSV file with blank lines.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.

**What to Do Next**

Upload the CSV file to the first node of Cisco Unified Communications Manager.

**Related Topics**

[Upload file to server](#)

## Fallback profile configuration file format

The following sample format and example shows the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for Fallback Profile Configuration.

Name (Mandatory, 1 to 50 characters), Description (Optional, 1 to 128 characters), Advertised Fallback Directory E.164 Number (Optional, 1 to 16 characters), Fallback Qos Sensitivity Level (Mandatory, 1 to 2 characters), Fallback Call CSS (Mandatory, 1 to 2 characters), Fallback Call Answer Timer (Mandatory, 1 to 2 characters), Fallback Directory Number Partition (Mandatory, 1 to 50 characters), Fallback Directory Number (Mandatory, 1 to 50 characters), Number of Digits for Caller Id Partial Match (Mandatory, 1 to 2 characters).

**Sample**

Name,Description,Advertised Fallback Directory E.164 Number, Fallback Qos Sensitivity Level, Fallback Call CSS, Fallback Call Answer Timer, Fallback Directory Number Partition, Fallback Directory Number, Number of Digits for Caller Id Partial Match.

```
profile1,sample_file,+91233232,1,Trunk Reroute Calling Search Space,2,partition1,1212,1
```

## Create text-based CSV file for end user CAPF profile

Instead of using the BAT spreadsheet for data input when you are inserting end user CAPF profiles, you can create the comma-separated values (CSV) file by using lines of ASCII text with values separated by commas. You can use a text editor such as Microsoft Notepad.



**Note** Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

**Procedure**

- 
- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Use a separate line to enter the values for each end user CAPF profile that you want to add. Keep in mind the following rules when you create the CSV data file:
- Always include comma separators, even if a field is blank.
  - An error occurs when you insert a CSV file with blank lines.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-' from the Encoding dropdown.
- 

**What to Do Next**

Upload the CSV file to the first node of Cisco Unified Communications Manager.

**Related Topics**

[Upload file to server](#)

## End user CAPF profile file format

The following sample format and example shows the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for end user CAPF profile.

Instance ID (Mandatory, 1 to 132 characters), End User ID (Mandatory, 1 to 128 characters), Certificate Operation (Mandatory, 1 to 100 characters), Authentication Mode (Mandatory, 1 to 100 characters), Authentication String (Optional, 1 to 50 characters), Key Size (Mandatory, 1 to 4 characters), Operation Completes By (Mandatory, 1 to 15 characters)

### Sample

Instance ID,End User ID,Certificate Operation,Authentication Mode,Authentication String,Key Size,Operation Completes By

```
11,user,No Pending Operation,By Existing Certificate (precedence to LSC),1234567,512,2010:1:21:12
```

## Create text-based CSV file for mobility profile

Instead of using the BAT spreadsheet for data input when you are inserting mobility profiles, you can create the comma-separated values (CSV) file by using lines of ASCII text with values that are separated by commas. You can use a text editor such as Microsoft Notepad.

**Note**

Cisco recommends uploading Text-Based CSV files saved in the UTF-8 format only, as characters other than ASCII characters can be stored in this format. Text-Based CSV files saved in formats other than UTF-8 may render garbled when downloaded from Cisco Unified Communications Manager.

### Procedure

- Step 1** Open a text editor or any application that allows you to export or create a text-based CSV file.
- Step 2** Use a separate line to enter the values for each mobility profile that you want to add. Keep in mind the following rules when you create the CSV data file:
  - Always include comma separators, even if a field is blank.
  - An error occurs when you insert a CSV file with blank lines.
- Step 3** While saving your CSV file, choose to save it as UTF-8 encoded. In Notepad, you can select encoding as UTF-8 from the Encoding dropdown.

### What to Do Next

Upload the CSV file to the first node of Cisco Unified Communications Manager.

### Related Topics

[Upload file to server](#)

## Mobility profile file format

The following sample format and example shows the fields, field length, and whether the field is optional or mandatory for a text-based CSV file for Mobility Profile.

Mobility Profile Name (Mandatory, 1 to 50 characters), Description (Optional, 1 to 128 characters), Service Access Number (Optional, 1 to 50 characters), Enterprise Feature Access Number/Partition (Optional, 1 to 50 characters), Callback Caller ID (Optional, 1 to 50 characters), Mobile Client Calling Option (Mandatory, 1 to 50 characters).

**Sample**

Mobility Profile Name,Description,Service Access Number,Enterprise Feature Access Number/Partition,Callback Caller Id,Mobile Client Calling Option

```
MoProfile1,testexport,2323,123456 in part1,33,Dial via Office Reverse
```

## Related Topics

- [Create text-based CSV file for Phones, on page 2](#)
- [Create text-based CSV user file, on page 7](#)
- [Create text-based CSV file for user device profile, on page 9](#)
- [Create text-based CSV file for Cisco Unified CM assistant manager-assistant associations, on page 12](#)
- [Create text-based CSV file for Cisco VG200 gateways, on page 14](#)
- [Create text-based CSV file for Cisco Catalyst 6000 FXS ports, on page 18](#)
- [Create custom text-based CSV files for Client Matter Codes and Forced Authorized Codes, on page 20](#)
- [Create text-based CSV file for call pickup groups, on page 23](#)
- [Create text-based CSV file for remote destination profile, on page 25](#)
- [Creating text-based CSV file for phone migration, on page 26](#)
- [Create text-based CSV file for IME trusted element configuration, on page 27](#)
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- [Create text-based CSV file for Fallback profile configuration, on page 31](#)
- [Create text-based CSV file for end user CAPF profile, on page 32](#)
- [Create text-based CSV file for mobility profile, on page 33](#)