Phones and Users File Formats

This chapter provides information to update phones and users file formats using a comma separated values (CSV) data file.

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Add Phone and User File Format

You can add the phone and user file format with a text-based CSV data file. After the CSV data file is created, you need to associate the file format with the text-based CSV data file. After associating the file format with the CSV file, the names for each field display as the first record in the CSV data file. You can use this information to verify that you entered the values for each field in the correct order.

Before You Begin

You must create a CSV data file that defines individual values for each user that you want to update. See Add Phones with Users Using the BAT Spreadsheet to create the CSV data file. For an example text-based CSV file, see the Phones with Users Combinations File Format.

When you use a text editor to create the CSV data file, you create a file format for entering values in the text-based file. You enter values in the text file in the order that the file format specifies.

Procedure

Step 1 Choose **Bulk Administration** > **Phones and Users** > **Phones & Users File Format** > **Assign File Format**. The **Add File Format Configuration** window displays.

Step 2 In the **File Name** field, choose the text-based CSV file that you created for this transaction.

Step 3 In the **Format File Name** field, choose the file format that you created for this type of bulk transaction.

Step 4 To create a job for associating the matching file format with the CSV data file, click **Submit**.

Step 5 To schedule and/or activate this job, use the Job Scheduler option in the **Bulk Administration** main menu.

Note   The user fields get added automatically when you add the file format.

Related Topics

Topics Related to Phone and User File Formats