Assistant Deletions

This chapter provides information to delete assistants from the Unified Communications Manager database and LDAP Directory. You can use either a query search or a custom file to locate existing records to delete.

Assistant Deletions From Cisco Unified Communications Manager

When you delete Unified CM Assistant assistants from the Cisco Unified Communications Manager database and LDAP Directory, Cisco Unified Communications Manager maintains information on the assistant as a user in the directory. For example, Assistant thudson is assigned to two managers, hart and dstewart. You can disassociate thudson from both managers by deleting thudson as an assistant in the Cisco Unified Communications Manager database. The directory still shows thudson as a user.

You can use either a query search or a custom file to locate existing records to delete.

Delete Assistants Associations Using Query

You can delete assistants from their associations with managers from the Cisco Unified Communications Manager directory.

Procedure

Step 1 Choose **BAT Administration** > **Managers/Assistants** > **Delete Assistants** > **Query**.
The **Delete Assistants Configuration** window displays.

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

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

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

	• begins with

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

Step 3 Specify the appropriate search text, if applicable, then click **Find**.

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

a) To choose assistants from more than one department, enter multiple departments in this field. For example, to choose managers from departments 12 and 24, enter 12, 24 in the third box instead of performing two operations.

b) To further define your query and to add multiple filters, check the **Search Within Results** check box, choose AND or OR from the drop-down box, and repeat Step 2, on page 1 and Step 3, on page 2.

A list of discovered assistants displays by

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

Step 4 In the **Job Information** area, enter the Job description.

Step 5 Choose a delete method. Do one of the following:

a) Click **Run Immediately** to delete assistants immediately.

b) Click **Run Later** to delete assistants at a later time.

Step 6 Click **Submit** to create a job for deleting the chosen assistants.

Use the **Job Configuration** window to schedule and/or activate this job.

Related Topics

BAT Log Files

Manage Scheduled Jobs

Delete Assistant Associations Using Custom File

You can delete assistants associations from the Cisco Unified Communications Manager database using a custom file that you create using a text-editor. Use the custom file to locate assistant associations that you want to delete.

⚠️

Attention 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 assistant association records that need to be deleted. Use only this file for the delete transaction.

Before you begin

1. Create a custom text-based CSV data file that lists user IDs for assistants that you want to delete. Make sure you put each user ID on a separate line.

Note The custom delete CSV data file does not need a header and you can enter values for assistants association IDs.

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

Procedure

Step 1 Choose **BAT Administration** > **Managers/Assistants** > **Delete Assistants** > **Custom File**.
The **Delete Assistants Configuration** window displays.

Step 2 In **Select Assistants where** field, keep the identifier, User ID.

Step 3 In the second field, in **Custom File** drop-down list box, choose the name of the custom file that you created for this transaction.

Step 4 Click **Find**.
The list of discovered assistants displays.

Step 5 In the **Job Information** area, enter the Job description.

Step 6 Choose a delete method. Do one of the following:

a) Click **Run Immediately** to delete assistants immediately.
b) Click **Run Later** to delete assistants at a later time.

Step 7 Click **Submit** to create a job for deleting chosen assistants.

Use the **Job Configuration** window to schedule and/or activate this job.

Related Topics
> BAT Log Files
> Manage Scheduled Jobs
> Upload File to Server