



## Phone and User Validations

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You can use Cisco Unified Communications Manager Bulk Administration (BAT) to add a group of users and their phones on a Cisco Unified Communications Manager server in one bulk transaction. Two options exist for creating a CSV data file for the phones:

- Use the BAT spreadsheet (BAT.xlt) and export the data to the CSV format.
- Use a text editor to create a text file in CSV format (for experienced users).

You can access the Insert Phones with Users option by choosing **Bulk Administration > Phones and Users** from the Cisco Unified Communications Manager Administration main menu.

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## Validate Phones and User Records

You can validate your CSV data file records for phones and users. When you choose Validate Phones/Users, the system runs a validation routine to check that the CSV data file and BAT phone template have populated all required fields, such as device pool and locations. The validation checks only the device fields and their dependencies.



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**Note** The Primary Extension and Primary User Device of the user do not get validated.

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### Before you begin

1. You must have a BAT phone template for the devices that you are adding. You can use a master phone template with multiple lines to add phones that have a single line or several lines.
2. You must create a comma separated values (CSV) data file that defines individual values for each phone/user that you want to validate. You can create the CSV data file using the BAT spreadsheet (BAT.xlt) and export data to the CSV format, or use a text editor to create a custom text file in CSV format.
3. Associate the file format with the CSV data file.

## Procedure

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- Step 1** Choose **Bulk Administration > Phones and Users > Validate Phones/Users**. The **Validate Phones/Users Configuration** window displays.
- Step 2** In the **File Name** field, choose the CSV data file that you created for this specific bulk transaction.
- Step 3** In the **Phone Template Name** field, choose the BAT phone template that you created for this bulk transaction.
- Step 4** To create a job for validating users and phones, click **Submit**.
- Step 5** To schedule and/or activate this job, use the Job Scheduler option in the **Bulk Administration** main menu.
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## Related Topics

- [Associate Text-Based File Format with CSV Data File](#)
- [BAT Log Files](#)
- [Master Phone Templates](#)
- [Phones with Users Combinations File Format](#)
- [Manage Scheduled Jobs](#)
- [Topics Related to Phone and User Validation](#), on page 2
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# Topics Related to Phone and User Validation

- [Phones with Users Combinations File Format](#)
- [Associate Text-Based File Format with CSV Data File](#)
- [BAT Log Files](#)
- [Manage Scheduled Jobs](#)