Upload and Download Files

This chapter provides information to upload files to the Cisco Unified Communications Manager first node and download files to a local machine.

Find Downloadable File on Server

Use the following procedure to find files that you can download from the Unified Communications Manager server.

Procedure

Step 1   Choose **Bulk Administration** > **Upload/Download Files**. The **Find and List Files** window displays.

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

- Name
- Type

Step 3   In the second **Find Job where** drop-down list box, do one of the following:

a)   If you chose **Name** in Step 2, on page 1, choose one of the following options and continue with Step 4, on page 1:

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

b)   If you chose **Type** in Step 2, on page 1, continue with Step 4, on page 1.

Step 4   Specify the appropriate search text, if applicable.

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

Step 5   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 through Step 4, on page 1.

Step 6   If you chose **Type** inStep 2, on page 1, from the **Select item or enter search text** drop-down list box, choose one of the following options:

- Insert Files
- Export Files
- Report Files
- Custom Files
- Log Files
- BAT Excel Template

Step 7   Click **Find**.

A list of discovered files displays by the following:

- File Name
- Function Type

If you chose **Type** in Step 2, on page 1, the list of discovered files displays by the following:

- File Name
- Launch Date and Time

What to do next

You can download a file(s) that you chose.

Related Topics

Download File Off Server, on page 2

Download File Off Server

Use the following procedure to download a file from the Unified Communications Manager server.

Procedure

Step 1   Find the files that you want to download.

Tip   To find files on the server, see Find Downloadable File on Server, on page 1.

Step 2   Check the check boxes corresponding to the files that you want to download and click **Download Selected**.

If you select more than one file to download at a time, the files will be downloaded to a common zip file.

Tip   You can download all the files by clicking **Select All** and then clicking **Download Selected**.

Step 3   The **File Download** pop-up window displays. Click **Save**.

Step 4   In the **Save As** pop-up window, choose the location where you want to save the file and click **Save**.

Step 5   The **Download Complete** pop-up window displays. To open the downloaded file, click **Open**, or click **Close** to open it at a later time.

Upload File to Server

Use the following procedure to upload a file to the Unified Communications Manager server.

Note   The upload file format must always be using alphanumeric (a-z, A-Z and 0-9) characters. Valid characters include hyphens (-), dot (.), and underscore (_). Also, the file name should not begin with a dot nor contain double dots.

Procedure

Step 1   Choose **Bulk Administration** > **Upload/Download Files**.

Step 2   Click **Add New**.

Step 3   In the **File** text box, enter the full path of the file that you want to upload or click **Browse**, and locate the file.

Step 4   From the **Select the Target** drop-down list, choose the target for which you want to use the file.

Step 5   From the **Transaction Type** drop-down list, choose the transaction type that the file defines.

Step 6   If you want to overwrite an existing file with the same name, check the **Overwrite File if it Exists** check box.

Step 7   Click **Save**. The status displays that the upload is successful.

Delete File From Server

Use the following procedure to delete files from the Unified Communications Manager server. If you choose files to delete that are actively being used to execute jobs, those files will not get deleted.

Attention   Do not delete the BAT.xlt file.

Procedure

Step 1   Find the files that you want to delete.

Step 2   In the **Search Results** area, check the check box that corresponds to the files that you want to delete.

Step 3   Click **Delete Selected**.

Note   To delete all files that display in the **Search Results** area, click **Select All** and **Delete Selected**.

Step 4   To continue, click **OK**.

The files are now deleted from the server.

Related Topics