



## Exclusion Group

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This chapter provides information to use Cisco Unified Communications Manager Bulk Administration (BAT) to insert or delete Exclusion Group records in Cisco Unified Communications Manager database.

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## Insert IME Exclusion Group Configuration

You can add Exclusion Group Configuration to the database using a custom CSV data file.

### Before you begin

- You must have a CSV data file that contains the name and description.
- You can create the CSV data file by using the BAT spreadsheet that is converted to CSV format.

### Procedure

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- Step 1** Choose Bulk Administration > Intercompany Media Services > Exclusion Group > Insert Exclusion Group.
- Step 2** In the File Name field, choose the CSV data file that you created for this bulk transaction.
- Step 3** In the Job Information area, enter the Job description.  
The default description is Insert Exclusion Group.
- Step 4** To insert the Insert Unified Exclusion Group records immediately, click the Run Immediately radio button. Click Run Later to insert the records at a later time.
- Step 5** To create a job for inserting the Insert Unified Exclusion Group records, click Submit.
- Step 6** Use the Job Scheduler option in the Bulk Administration main menu to schedule and/or activate this job.
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### Related Topics

- [BAT Log Files](#)
- [Manage Scheduled Jobs](#)
- [Topics Related to IME Exclusion Group Configuration, on page 2](#)

# Delete IME Exclusion Group Configuration

You can delete Exclusion Group from the database using a custom CSV data file.



**Note** Do not use the insert transaction files that are created with bat.xlt for the delete transaction. Instead, you must create a custom file with details of the Exclusion Group records that need to be deleted. Use only this file for the delete transaction. In this custom delete file, you do not need a header, and you can enter values for name.

## Before you begin

1. Create a text file that lists the name of the Exclusion Group that you want to delete.
2. Upload the custom files to the server first node.

## Procedure

### Step 1

**Step 2** Choose Bulk Administration > Intercompany Media Services > Exclusion Group > Delete Exclusion Group.

**Step 3** From the Delete Exclusion Group where Name in custom file drop-down list, choose the filename of the custom file for this delete, and click Find.

**Step 4** Click Submit to create a job to delete the Exclusion Group.

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

## Related Topics

[BAT Log Files](#)

[Manage Scheduled Jobs](#)

[Topics Related to IME Exclusion Group Configuration](#), on page 2

[Upload File to Server](#)

# Topics Related to IME Exclusion Group Configuration

- [BAT Log Files](#)
- [BAT Spreadsheet Data Collection for CSV Data File Creation](#)
- [Create Text-Based CSV File for IME Exclusion Group Configuration](#)
- [CSV Data File Overrides Template Values](#)
- [Delete IME Exclusion Group Configuration](#), on page 2
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