



## User Deletions

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This chapter provides information to delete a group of users from the Unified Communications Manager directory. You can locate existing user records to delete using either a query search or a custom file.

- [Delete Users Using Query, on page 1](#)
- [Delete Users Using Custom File, on page 2](#)

## Delete Users Using Query

You can create a query filter to locate the user records for the users that you want to delete.



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**Caution** The delete action is final. You cannot retrieve deleted records.

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### Procedure

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**Step 1** Choose Bulk Administration > Users > Delete Users > Query.

The Delete Users Configuration window displays.

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

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

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

- begins with
- contains

- is exactly
- ends with
- is empty
- is not empty

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

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

**Step 4** 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](#).

**Step 5** Click Find.

A list of discovered templates displays by:

- User ID
- First Name
- Middle Name
- Last Name
- Manager
- Department Name
- LDAP Sync Status

**Step 6** In the Job Information area, enter the Job description.

**Step 7** Choose a method to delete user records. Do one of the following:

- a) Click Run Immediately to delete user records immediately.
- b) Click Run Later to delete the user records at a later time.

**Caution** The delete action is final. You cannot retrieve deleted records.

**Step 8** To create a job for deleting the user records, click Submit.

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

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#### Related Topics

- [BAT Log Files](#)
- [Manage Scheduled Jobs](#)
- [Topics Related to User Updates](#)

## Delete Users Using Custom File

1. Create a text file that lists each user ID that you want to delete on a separate line.
2. Upload the custom file with the first node of the Unified Communications Manager server.

To locate and delete users, you can create a custom file of user IDs by using a text editor.



**Note** 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 user 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 user ID.



**Caution** The delete action is final. You cannot retrieve deleted records.

### Procedure

- Step 1** Choose Bulk Administration > Users > Delete Users > Custom File.  
The Find and List Users - Delete Users Based on Custom File window displays.
- Step 2** In Delete Users where drop-down list box, choose one of the following criteria:
- User ID
  - First Name
  - Middle Name
  - Last Name
  - Department
- Step 3** In the Custom file where drop-down list box, choose the filename for the custom file.
- Step 4** To check that the query includes the information that you need, click Find.
- Step 5** In the Job Information area, enter the Job description.
- Step 6** Choose a method to delete user records. Do one of the following:
- a) Click Run Immediately to delete user records immediately.
  - b) Click Run Later to delete the user records at a later time.
- Caution** The delete action is final. You cannot retrieve deleted records.
- Step 7** To create a job for deleting the user records, click Submit.  
To schedule and/or activate this job, use the Job Scheduler option in the Bulk Administration main menu.

### Related Topics

- [BAT Log Files](#)
- [Manage Scheduled Jobs](#)
- [Topics Related to User Updates](#)
- [Upload and Download Files](#)

