



User Record Exports

When you use Unified Communications Manager Bulk Administration (BAT) to export user records, the export utility sorts users according to the organizational hierarchy in the database.

From the Exports Users Configuration window, if Default User Format is selected from the File Format drop-down list box, the export utility only exports the default user device profile that is associated with a user. You must insert the other user device profiles for that user separately by using Cisco Unified Communications Manager Administrator.

- [Export User Records, on page 1](#)
- [Topics Related to User Record Exports, on page 3](#)

Export User Records

When you export user records using BAT, some users might have a blank PIN because these user records were created prior to Unified Communications Manager 3.1. If this is the case, you must specify a default PIN before reinserting the user records in the BAT user interface.



Caution

The user ID, PKID, password, pin, and digest credentials columns in the exported file should not be modified under any circumstances.

Procedure

Step 1 Choose Bulk Administration > Users > Export Users.

The Find and List Users to Export window displays.

Step 2 In the first Find User where drop-down list, choose a field to query from the following options:

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

- Department

Step 3 In the second drop-down list, choose from the following options:

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

Step 4 In the search field/list box, enter the value that you want to locate, such as a specific name or User ID.

Note To choose users from more than one department, enter multiple departments in this field. For example, to choose users from departments 12 and 34, enter 12, 34 in the third box instead of performing two operations.

Step 5 You can click the Search Within Results check box and choose AND or OR to add multiple filters and repeat [Step 2, on page 1](#) through [Step 4, on page 2](#) to further define your query.

Step 6 Click Find. The search results display.

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

Step 7 Click Next.

Step 8 Enter the export users file name in the File Name text box.

Step 9 Choose file format from the File Format drop-down list.

Step 10 In the Job Information area, enter the Job description.

Step 11 Choose a method to export user records. Do one of the following:

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

Step 12 To create a job for exporting user records, click Submit.

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

What to do next

You can search and download the exported file using the Upload/Download Files option in the Bulk Administration menu.



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Related Topics

[BAT Log Files](#)

[Manage Scheduled Jobs](#)

[Topics Related to User Record Exports](#), on page 3

[Upload and Download Files](#)

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- [BAT Log Files](#)
- [Upload and Download Files](#)

