Manager Deletions

This chapter provides information to delete managers with all their manager-assistant associations from the Unified Communications Manager database and LDAP Directory. You can use either a query search or a custom file to locate existing records to delete.

Manager Deletions From Cisco Unified Communications Manager

When you delete Unified CM Assistant managers with all their manager-assistant associations from the Unified Communications Manager database and LDAP Directory, Cisco Unified Communications Manager maintains information on the manager as a user in the directory. For example, if a manager with the user ID, rmartinez, has two assistants with user IDs, dbell and jkent, you can disassociate rmartinez from both assistants by deleting rmartinez as a manager in the Cisco Unified Communications Manager database. The directory still shows rmartinez as a user.

You can use either a query search or a custom file to locate existing records to delete.

Delete Manager Associations Using Query

You can delete managers from their associations with assistants from Cisco Unified Communications Manager directory, use this procedure.

Procedure

Step 1 Choose **BATAdministration** > **Managers/Assistants** > **Delete Managers** > **Query**.

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

- User ID

- First Name

- Middle Name

- Last Name

• Department

From the second **Find Managers 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, then click **Find**.

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

a) To choose managers from more than one department, enter multiple departments in this field. For example, to choose managers from departments 12 and 24, enter 12, 24 in the third box instead of performing two operations.
b) 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.

A list of discovered managers displays by

• User ID

• First Name

• Middle Name

• Last Name

• Department

Step 4   In the **Job Information** area, enter the Job description.

Step 5   Choose a delete method. Do one of the following:

a) Click **Run Immediately** to delete managers immediately.
b) Click **Run Later** to delete managers at a later time.

Step 6   Click **Submit** to create a job for deleting the chosen managers.

Use the **Job Configuration** window to schedule and/or activate this job.

Related Topics

BAT Log Files

Manage Scheduled Jobs

Topics Related to Manager Deletions, on page 4

Delete Manager Associations Using Custom File

You can delete managers associations from the Cisco Unified Communications Manager database using a custom file that you create using a text-editor. Use the custom file to locate manager associations that you want to delete.

⚠️

Attention 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 manager association records that need to be deleted. Use only this file for the delete transaction.

Before you begin

1. Create a custom text-based CSV data file that lists user IDs for managers that you want to delete. Make sure you put each user ID on a separate line.

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Note The custom delete CSV data file does not need a header and you can enter values for manager association IDs.

2. Upload the custom file to the first node of Cisco Unified Communications Manager server.

Procedure

Step 1	Choose **BATAdministration**>**Managers/Assistants** > **Delete Managers** > **Custom File**.
Step 2	In **Select managers where** field, keep the identifier, User ID.
Step 3	In the second field, in **Custom File** drop-down list box, choose the name of the custom file that you created for this transaction.
Step 4	Click **Find**. The list of discovered managers displays.
Step 5	In the **Job Information** area, enter the Job description.
Step 6	Choose a delete method. Do one of the following: a) Click **Run Immediately** to delete managers immediately. b) Click **Run Later** to delete manages at a later time.
Step 7	Click **Submit** to create a job for deleting chosen managers. Use the **Job Configuration** window to schedule and/or activate this job.

Related Topics

> BAT Log Files
> Manage Scheduled Jobs
> Upload File to Server

Topics Related to Manager Deletions

- Delete Specific Manager-Assistant Associations From Cisco Unified Communications Manager
- Assistant Deletions From Cisco Unified Communications Manager
- BAT Log Files
- Upload File to Server
- Manage Scheduled Jobs