



Deleting Managers

When you delete Unified CM Assistant managers, 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.

Deleting Managers from Cisco Unified Communications Manager

You can delete managers with all their manager-assistant associations from the Cisco Unified Communications Manager database and LDAP Directory. To access the Delete Managers option, choose **Bulk Administration > Managers/Assistants > Delete Managers**.

You have two ways for locating existing records to delete:

- [Using Query to Delete Manager Associations, page 32-1](#)
- [Using a Custom File to Delete Manager Associations, page 32-2](#).

Using Query to Delete Manager Associations

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

Procedure

- Step 1** Choose **BAT Administration > Managers/Assistants > Delete Managers > Query**. The Delete Managers Configuration window displays.
- 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.



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



Note 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.

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 Steps 2 and 3.

Step 5 Click **Find**.

A list of discovered managers displays by

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

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

Step 7 To delete the managers immediately, click the Run Immediately radio button. Click Run Later to delete the managers at a later time.

Step 8 To create a job for deleting chosen managers, click **Submit**.

Step 9 To schedule and/or activate this job, use the Job Scheduler option in the Bulk Administration main menu. For more information on jobs, see the [Chapter 82, “Scheduling Jobs.”](#) For information on log files, see [“BAT Log Files” section on page 83-3.](#)

Additional Topics

See the [“Related Topics” section on page 32-3.](#)

Using a Custom File to Delete Manager Associations

You can create a custom file by using a text editor to locate manager associations that you want to delete.

Before You Begin

1. Create a text file that lists user IDs for managers that you want to delete
2. Put each user ID on a separate line.
3. Upload the custom file to the first node of Cisco Unified Communications Manager server. See the [“Uploading a File” section on page 2-3](#)

To delete managers associations by using a custom file, use the following procedure.



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 manager association 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 manager association ID.

Procedure

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- Step 1** Choose **BAT Administration > Managers/Assistants > Delete Managers > Custom File**. The Delete Managers Configuration window displays.
 - 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** To delete the managers immediately, click the **Run Immediately** radio button. Click **Run Later** to delete the managers at a later time.
 - Step 7** To create a job for deleting chosen managers, click **Submit**.
 - Step 8** To schedule and/or activate this job, use the Job Configuration window.
For more information on jobs, see the [Chapter 82, “Scheduling Jobs.”](#)
For information on log files, see [“BAT Log Files” section on page 83-3.](#)
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Related Topics

- [Deleting Manager-Assistant Associations from Cisco Unified Communications Manager, page 31-1](#)
- [Deleting Assistants from Cisco Unified Communications Manager, page 33-1](#)
- [BAT Log Files, page 83-3](#)
- [Uploading a File, page 2-3](#)
- [Scheduling Jobs, page 82-1](#)

