



# User deletions

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This chapter provides information to delete a group of users from the Cisco 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, page 1](#)
- [Delete users using custom file, 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

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- 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:

- Click **Run Immediately** to delete user records immediately.
- 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](#)
- [Scheduling Jobs](#)
- [Topics related to user updates](#)

## Delete users using custom file

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

**REVIEW DRAFT - CISCO CONFIDENTIAL****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.

**Before You Begin**

- 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 Cisco Unified Communications Manager server.

**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](#)

[Scheduling Jobs](#)

[Topics related to user updates](#)

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