Phones and Users File Format

To create a comma separated values (CSV) data file to define individual values for each user that you want to update.

- See the "Using the BAT Spreadsheet to Add Phones with Users" section on page 22-1.
- For a text-based CSV file, see the "Phones With Users Combinations File Format" section on page A-2.

When you use a text editor to create the CSV data file, you create a file format for entering values in the text-based file. You enter values in the text file in the order that the file format specifies.

After the CSV data file is completed, you need to associate the file format with the text-based CSV data file. After associating the file format with the CSV file, the names for each field display as the first record in the CSV data file. You can use this information to verify that you entered the values for each field in the correct order.

Adding Phones/Users File Format

To add the file format with the text-based CSV data file, use the following procedure.

Procedure

Step 1 Choose **Bulk Administration > Phones and Users> Phones & Users File Format > Assign File Format**. The Add File Format Configuration window displays.

Step 2 In the File Name field, choose the text-based CSV file that you created for this transaction.

Step 3 In the File Format Name field, choose the file format that you created for this type of bulk transaction.

Step 4 Click **Submit** to create a job for associating the matching file format with the CSV data file.

Step 5 Use the Job Scheduler option in the Bulk Administration main menu to schedule and/or activate this job.

For more information on jobs, see the Chapter 51, "Scheduling Jobs."

For information on log files, see "BAT Log Files" section on page 54-3.

Additional Topics

See the "Related Topics" section on page 23-2.

Related Topics

- Using the BAT Spreadsheet to Add Phones with Users, page 22-1

- Phones With Users Combinations File Format, page A-2

- BAT Log Files, page 54-3