



CHAPTER 34

Search Settings

GUI: Cisco Unified Communications Manager Business Edition 3000 Administrative Interface

On the search pages in the Cisco Unified Communications Manager Business Edition 3000 Administrative Interface, you can search for the following types of items that are configured. By default, all entries that are configured display; you use the search page to find specific items. From the search pages, you can also access the edit page for the configuration, duplicate some types of configuration, and delete some types of configuration.

- Users—Select **Users/Phones > Users**.
- Phones—Select **Users/Phones > Phones**.
- Departments—Select **Users/Phones > Departments**.
- Usage Profiles—Select **Users/Phones > Usage Profiles**. (The Search page acts as a listing page because a maximum of 30 usage profiles can exist in the system.)
- Phone Applications—Select **Users/Phones > Phone Applications**.
- Hunt Lists—Select **Users/Phones > Hunt Lists**.
- Sites—Select **System Settings > Sites**. (The Search page acts as a listing page because a maximum of 11 sites can exist in the system.)



Tip

You can also search for call detail records, which provide you with monitoring data about calls, in the Call Details Reports page (**Monitoring > Call Details Reports**).

[Table 34-1](#) describes the settings that are displayed on the search pages. Some settings are not displayed on every page.



Tip

To sort the search results, click the column headings. The arrow in the column indicates whether the results are ascending or descending in order; for example, an up arrow indicates ascending order.

Table 34-1 Settings on the Search Pages

Setting	Description
Filter	<p>To narrow your search to find a particular type of configuration, select a search parameter from the Filter drop-down list box; enter case-sensitive text next to the Filter button, and click Go, which is not enabled until you specify your search criteria.</p> <p>Tip Each search page allows you to filter on different criteria. For example, in the Users search page, you can search by last name, user ID, and so on. In the Phones search page, you can search by phone model, name of phone, line, and so on.</p> <p>Tip If no items exist that match the criteria, the system does not display any entries, and a message displays that indicates that no configuration was found.</p> <p>Tip The filter setting does not display on the Sites and Usage Profile search pages.</p>
Go	<p>To search for the item(s), click Go.</p> <p>This setting does not display on the Sites or Usage Profile search pages.</p>
Clear Filter	<p>When you click Clear Filter, the text that you entered is deleted, and all configured entries display.</p> <p>This setting does not display on the Sites or Usage Profile search pages.</p>
Edit	To make changes to an entry that you found, click Edit .
Delete	<p>To delete the entire configuration for the entry, click Delete. A message warns that you are deleting the configuration.</p> <p>You cannot delete the central site, so the Delete link does not display for the central site on the Sites search page.</p>
Duplicate	<p>This link displays only on the Usage Profiles search pages.</p> <p>By clicking Duplicate for an entry, you can copy some types of configuration; for example, usage profiles. Duplicating the configuration allows you to add a new item quickly without having to enter all the information for the new item. You can modify the duplicate item to create a new item.</p>

Table 34-1 Settings on the Search Pages (continued)

Setting	Description
Logout	<p>This link displays on the Phone search page only for phones where users are logged into Cisco Extension Mobility.</p> <p>If a user forgets to log out of the phone, you can click this link to automatically log the user off of the phone.</p>
Add <item, such as Phone, User, and so on; for example, Add Phone>	<p>To add a new configuration, click Add <item>.</p> <p>The Sites search page displays the Add Remote User and Add Site buttons. To add a new teleworker site, click Add Remote User site. (A teleworker site is for workers that do not work only at the central or branch offices. They work at home or other locations. You can only have one teleworkers site, so this button is disabled if a teleworkers site already exists.) To add a branch office, click Add Site.</p>
Import Users/Phones	<p>If you include phone and user information in the Cisco-provided .xls data configuration file, you can import the phone and user information from the Cisco-provided .xls data configuration file.</p> <p>After you click Import Users/Phones, you must select where the Cisco-provided .xls data configuration file is located. The Cisco-provided .xls data configuration file must exist on the desktop of your PC or on a USB key. After you select the location, the system attempts to import the users and phones. Cisco Unified Communications Manager Business Edition 3000 displays a report that indicates whether the insertion succeeded or failed. The report indicates the number of phones and users that successfully got inserted, the number of phones and users that failed to get inserted, and the reason why the insertion failed. If errors (failures) occur, you can save the errors to a .csv file so that you can correct the Cisco-provided .xls data configuration file. After you update the Cisco-provided .xls data configuration file, attempt the import again through the Search Users or Search Phones pages.</p> <p>Clicking Import Users/Phones imports users and phones if they are all in the Cisco-provided .xls data configuration file; you can click the button in either search page to import both users and phones. (The system always imports all at the same time if all are in the file.)</p>

Table 34-1 **Settings on the Search Pages (continued)**

Setting	Description
Showing per page	<p>From this drop-down list box, you can select the maximum number of entries that you want to display on the search page. This setting only displays if you have 10 or more entries.</p> <p>This setting does not display on the Usage Profile and Sites Search pages.</p>
Page	<p>The Page setting displays which page of entries you are viewing and the total number of pages of entries; for example, Page 1 of 2 indicates that you are displaying page 1 and that 2 total pages of entries exist. To go another page of entries, enter the page number.</p> <p>This setting does not display on the Sites or Usage Profile Search pages.</p>