



Job Aid: Avaya Bulk Import Tool

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Purpose

This job aid provides instructions for using the Avaya Bulk Import Tool (ABIT).

Audience

This document provides information for network administrators and engineers who are responsible for managing the Avaya Communication Manager server. Using ABIT requires knowledge of telephony and Avaya Communication Manager.

Overview

The Avaya Bulk Import Tool is an Excel Spreadsheet that uses macros to prepare a formatted text file consisting of station administration data. The Integrated Management tools, Avaya Site Administration (ASA) and MultiSite Administration (MSA), are used to import the data in the ABIT output file.

ABIT can be used to prepare an import file with Name (Name1), Native Name (Name2) or both names for import by MSA 3.0. ASA 3.0 supports Name but it does not support importing Native Name so this column must be left blank when preparing an import file for ASA 3.0.

Usage

ABIT is an Excel Spreadsheet so you will need to have Microsoft Excel installed on your computer. You must enable macros to use ABIT. You have the option of manually entering data, using Excel provided functions (such as drag-down, copy, etc.) for generating data, doing a copy and paste or you may input prepared data from a file. Rows without an extension value and blank rows will not be saved to the output file! Column(s) with the field title blank will not be saved to the output file! ABIT will automatically save all changes in the Excel spreadsheet when you close ABIT.

The detailed steps in preparing an import file for ASA and MSA are:

- Step 1: Open abit.xls with Microsoft Office Excel
- Step 2: Enable Macros
- Step 3: Enter data starting in A11
- Step 4: After entering all data, click the Check button

- Step 5: Correct any errors found in previous step
- Step 6: Click the Output button
- Step 7: Select filename and location to save the file
- Step 8: Click the Save button

You can now use the saved file as an import file for ASA 3.0 and MSA 3.0. See the ASA 3.0 and MSA 3.0 sections for more details.

Fields

The pre-defined fields used in ABIT are:

Extension: A 1 to 10 digit number by which calls are routed through a communications system or with a Uniform Dial Plan (UDP) through a private network.

Set Type: For each station that you want to add to your system, you must specify the type of station in this Set Type field. This is how you distinguish between the many different types of stations. For more details on valid types refer to the Type table under Station in the Administrator's Guide for Avaya Communication Manager.

Port: Enter 7 characters to specify a port, or an x.

Name: Enter a name for the person associated with this station. The system uses the **Name** field to create the system Directory. You may directly enter a name using Katakana, European, Russian and Ukrainian characters as long as these characters are supported in Avaya Communication Manager. For a list of supported characters, refer to Mapping enhanced display characters in the Feature Description and Implementation for Avaya Communication Manager.

Native Name: Communication Manager supports Unicode for the "Name" associated with a station. The Native Name (also referred to as *Unicode Name* and *Name2*) field is not displayed on the System Access Terminal (SAT) station form that is associated with the name field you administer, but is displayed and administrable with ASA and MSA.

Script Tag: The Script Tag defines the writing scripts used in a Native Name value. The script tag does not use a column in the spread sheet but it will be a value in the formatted text file when a Native Name is used. The script tag is the value following the Native Name value in the output file. The script tag can also be seen in the status window (see the ABIT Screen Shot section for detail).

Additional Fields: You may use additional fields of your choice starting in Column F. However, ABIT does not do any validity checking of additional fields.

Note: If you don't want the column data for a field to be imported (or generated in the formatted output file), including the pre-defined fields, select or leave the field title BLANK.

Status Window

The status window provides details on the pre-defined fields. In particular you will see the tilde format for non-English Name values. The tilde format is a mapping used by SAT to enter non-English characters. For more details on this mapping refer to the “Mapping enhanced display characters“ in the Feature Description and Implementation for Avaya Communication Manager.

The Native Name will display the name as entered along with the script tag and the UTF-8 hex encoding. Both the script tag and hex encoding are used internally by Communication Manager and are provided as general information.

For more details on the status window see the ABIT Screen Shot section.

Functions

Input: A wizard that allows you to input a prepared formatted text file into ABIT. The input will overwrite any existing data starting from the beginning cell (top left) that you specify. There is no Undo so it is highly recommended to do a backup before this operation.

Note: An alternative to the Input wizard, is to use copy and paste. You can select the data to be copied from another Excel Spreadsheet and then paste the data to the appropriate cells in ABIT.

Check: Verifies the data in Extension, Set Type, Port, Name and Native Name contains valid characters and does not exceed the maximum length. This function should be used after inputting data from a file or from a copy and paste operation.

Output: Produces a formatted text file for use by ASA 3.0 (Does not support importing Native Name) and MSA 3.0 (which does support the import of Native name). The delimiter separating fields is the horizontal tab (HTAB). For more details on the output file see the “Output File” section.

ASA 3.0

To use the formatted file created by ABIT, go to the Advanced tab and select Import Data. From there you select the object as station and either an Add or Change command. At this point you will get an Excel looking spreadsheet. On the top left toolbar select the folder icon. This will prompt you to specify the file that was created from ABIT. Once the file is selected, you will be presented with a File Import screen. In this screen you can set the delimiters and a sample of how the file will be parsed is shown below. The delimiters should be set to a Field delimiter of (tab) and a Text qualifier of (none).

ASA expects the data in a certain order, if the order is not what ASA expects the import may not work correctly. Alternatively you can create a header file with the type of data (i.e. Extension Type Port Name). Then ASA will check the headers and align the data correctly.

For more details, refer to the Online Help "Data Import Screen".

MSA 3.0

The Station Import Wizard in MSA 3.0 supports two new fields that are used to support import of Native Name information. These are the “Native Name (In Hex)” and “Script Tag (In Hex)” fields. The existing “Name” field supported in the Station Import Wizard may be used to import Name1 information. These fields are selected when defining the external file format to be used for importing station data.

The specific steps to use the ABIT tool in conjunction with the MSA 3.0 Station Import Wizard are as follows:

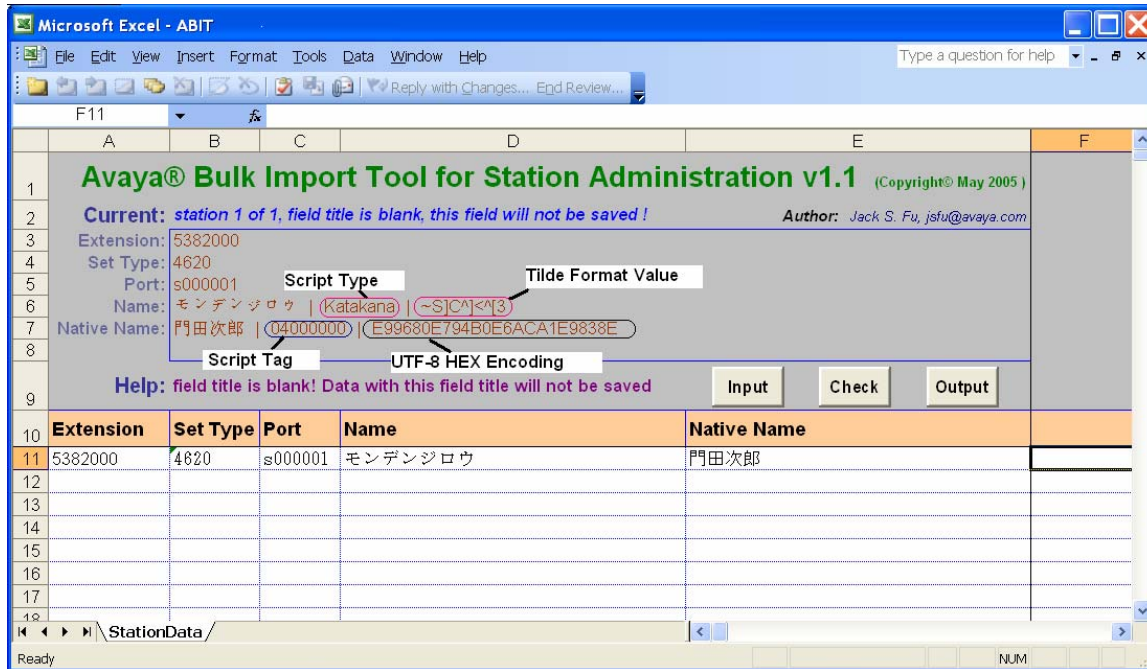
- 1) Use ABIT to capture Name1 and/or Native Name information as desired for stations.
- 2) Use the Output function of ABIT to export Name1 and/or Native Name information to a formatted text file. This formatted text file will be used as the source of data for the MSA Station Import Wizard.
- 3) Login to the MSA application. Note that MSA provides access to the Station Import Wizard only from MSA logins which support the System Manager role. Also note that you must access the specific voice system that you wish to import station data for. This can be done by selecting the specific voice system during the login process or by changing the voice system after you have logged in.
- 4) Access the Station Import Wizard. Click on the Station icon in the System Manager Task tab. When voice system stations are listed, an “Import” button is available at the bottom of the right-hand panel. Click the “Import” button to access the Station Import Wizard.
- 5) The first page of the Station Import Wizard is labeled “Import Translation Data From File – station”. On this page, be sure to select the proper usage at the top of the page. The three possible usages are:
 - a) Change on system: Here, it is assumed that the stations are already configured on the voice system and that the imported file will contain supplementary Name1 and/or Native Name information that will be changed for the existing stations. In this case, the imported file only needs to contain records with extension numbers and associated name information. It is expected that this will be the desired usage in most cases where the ABIT tool is used.
 - b) Add to system: Here, it is assumed the stations are not already configured on the voice system. In this case, the imported file can contain supplementary name information but must also contain all the data required to create the stations from scratch.
 - c) Remove from system: Here, it is assumed that the stations are already configured on the voice system and that the imported file will identify a list of stations to remove. It is not expected that this usage will be selected when the ABIT tool is used.
- 6) On the first page of the Station Import Wizard, use the “Select Input File:” button to browse for and select the formatted text file created in Step 2 above. This button is in the middle of the page. You may select a file that has already been uploaded to the MSA server or browse your local PC to upload a new file. If an import file has not yet been uploaded to the MSA server, MSA will warn you of this and allow you to browse your local PC in order to upload an import file.

- 7) On the first page of the Station Import Wizard, click the “Format of Input File” button to define the format of the file that will be imported. This button is on the bottom of the page. This will take you to a page labeled “Define External File Format – station (Voice System)” where “Voice System” is the name of the voice system you are working on. Make the following settings on this page:
 - a) Select desired station fields on the left and then use the “Add ->” button to add the selected field to the right. Select undesired station fields on the right and use the “Remove <-” button to remove the selected field. Use the “Move Up ->” and “Move Down ->” buttons as needed to reorder selected station fields on the right. The station fields on the right need to match the exact contents and order of fields in your imported file.
 - b) Use the “Name” field to represent Name1 information in your imported file. The “Name” field will be needed if you intend to import Name1 information for stations.
 - c) Use the “Native Name (In Hex)” and “Script Tag (In Hex)” fields to represent Native Name and Script Tag information in your imported file. Note that these two fields are added or removed in unison by MSA. The “Native Name (In Hex)” and “Script Tag (In Hex)” fields will be needed if you intend to import Native Name information for stations.
 - d) Make sure the “Field Delimiter:” selection on the lower left-hand portion of the page is set to “HTAB (Control I)”. This corresponds to the use of a horizontal tab as a delimiter character and is required since ABIT uses a horizontal tab when outputting formatted text files.
 - e) Click the “OK” button to save your settings and return to the first page of the Station Import Wizard.
- 8) Click “OK” the first page of the Station Import Wizard to complete the definition of the translation.
- 9) You will then be prompted for other options for the translation. These options are the same as for other MSA translations and include, for example, the ability to process the translation immediately or schedule it for the future.

Warnings

1. ABIT automatically saves your changes when you exit so it is recommended that you make a backup copy before making any changes.
2. The formatted text file that ABIT creates will not work as an input file to ABIT. The reason for this is that the formatted text file data is in the format expected by Avaya Communication Manager and ABIT does not provide the capability to convert tilde format and UTF-8 Hex Encoding back to displayable characters.

ABIT Screen Shot



Output File

The data shown in the ABIT screen shot will produce the following output file

```
5382000 4620 s000001 ~S]C^]<^[3 E99680E794B0E6ACA1E9838E 04000000
```

This output file contains six fields. Each field is separated by a TAB. The fields starting from the right are: Extension, Set Type, Port, Name, Native Name and Script Tag.

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