Bulk Import Last Modified on 12/02/2019 12:05 pm EST

The Bulk Import process saves time and ensures multiple changes are made at the same time without conflict.

Administrators can use the Bulk Upload feature in Kerauno to upload information for blacklisting, devices, firewall rules, generic extensions, numbers, ring groups, SIP Trunks, Speed Dials, and Users. To use the bulk upload feature, select **System Admin > Bulk Import** from the menu at the left of the screen.

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-	Dial Plans	Choose File								
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•	Music on Hold									
•	Number Manager	Past Bulk Imports								
-	Presence Management	File Name	Date	Import Count	Download					
•	System Connector	N/A	07/31/2017 10:31:28 am	5	Download (460bytes)					
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	Figure 01: Bulk Import									

Select the **File Guidelines** tab to view information for constructing files to be uploaded.



Select one of the listed topics to view requirements for that file.

NOTE: All files for bulk upload must be CSV file types.

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+	Bulk Import		BLACKLIST -							
•	Dial Plans		DEVICES -							
•	Feature Codes		Column	Required	Description		Options			
•	Music on Hold		0	~	DEFINITION DEVICES					
•	Number Manager		1	~	Mac Address of the Device (12 digits, no delimite	rs)				
	Deserves Management		2	~	Extension assigned to the Device					
	Presence Management		3		Timezone in which the Device will operate					
•	System Connector		Guideline: [DEV	/ICES, 000000	BBBBBB, 1000, -5 United States-Eastern Time]					
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•	Voicemail Blasting NUMBERS -									
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	Figure 03: Bulk Import > File Guidelines Tab, File Requirements Displayed									

Once you have created your file, select the **Upload File** tab to upload your file.

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	Figure 04: Bulk Import > Upload File Tab								

Click the **Choose File** button to select the bulk upload file. Once the file has been chosen, click the **Upload Bulk Import File** button to upload your file.