Cisco Unified MeetingPlace, Release 6.x > Web Conferencing > Configuring > Monitoring and Maintaining

Flex fields are customized profile and meeting fields that you can configure in MeetingTime. The information specified in flex fields is used for reports, permitting you to include unique business information, such as your company name or a user department number, in reports.

By using flex fields, you can customize profile or meeting fields with your business information.

You can create seven profile and seven meeting flex fields on your system. As the system administrator, you specify the protection level of each field (editable, read-only, or invisible to users). If you choose to display a flex field to other users, the field will appear in the scheduling and profile management sections of MeetingTime and the Cisco Unified MeetingPlace Web Conferencing administrative interfaces. For flex fields 4-7, you can also choose whether users must choose fields values from a list of possible entries (which you create), and whether a flex field requires a value.

Table: Flex Field Examples shows examples of profile and meeting flex fields you may want to use for your company.

Table: Flex Field Examples

Profile Flex Fields	Meeting Flex Fields
Cost Center	Conference Room
Billing Exemption	Building Number
Hire Date	Instructor Name
Department Name	Project Name

When you define a flex field, you specify the field title and import title information. The required information for a flex field can be of several different types-text, number, date, or yes/no.

Remember the following information:

- The first seven flex fields are for profile use, and the last seven flex fields are for meeting use.
- Flex fields 4-7 are available in MeetingTime Release 5.1 and later. Earlier versions do not display these fields in the user, group, and meeting records.
- Flex field values are always visible to system administrators in the Configure Profiles and Groups windows.

To Define Flex Fields

1. In the Configure tab, select the **Flex Fields** view, then click **Query** .
2. Assign attributes to the field (see the following table), then click **OK** .
   Use <u>Table: Flex Field Attributes</u> when you assign attributes to a flex field. Your settings display as field attributes and values in the Configure tab.

Table: Flex Field Attributes

Attribute	Description
Active?	Whether the flex field is active. When this attribute is *Yes* , the flex field is displayed and users can enter a value for it through MeetingTime and Cisco Unified MeetingPlace Web Conferencing.
Title	The name that displays for the flex field in MeetingTime and Cisco Unified MeetingPlace Web Conferencing.
Type	The type of information the flex field contains: Text, Number, Yes/No, or Date.
Import Title	The field title used when importing raw profile report information containing flex field data.
Protection Level	The access that end users have to the flex field-invisible, read-only, or editable. Protection levels are useful for flex fields with attributes you do not want users to override (such as billing codes). When this attribute is Invisible, end users cannot see the flex field. When the attribute is Read-only, end users can see, but not edit, the flex field. When the attribute is Editable, end users can see and edit the flex field. Active and visible flex fields are displayed to end users in the scheduling and profile management sections of MeetingTime and Cisco Unified MeetingPlace Web Conferencing.
Uses data from profile?	Whether the default value for the flex field is taken from the user profile.
Use defined choices (for flex fields 4-7 only)	Whether users must choose from a list of predefined values (which you create) to enter in the flex field, or enter an unrestricted value. When this attribute is Yes (the default), users see the list of predefined values in the Schedule and Review tabs. To define values, see the description for the next attribute, User Choice Strings.
User choice strings (for flex fields 4-7 only)	Use to define a list of predefined values when Use Defined Choices is Yes. (When Use Defined Choices is No, no list displays.) To define the values (when When Use Defined Choices is Yes), select User Choice Strings. Then click Add, enter the first value (up to 23 characters) and click OK. Repeat for each value you want in the list. (The combined length of all values cannot exceed 299 characters. Do not include commas in values.) Click OK to save all the values.

Required field? (for flex fields 4-7 only)	Whether the flex field requires a value when users schedule or change a meeting (in the Schedule tab). The default is No. When this attribute is *Yes* and users try to save a record that includes an empty required field, they see an error message. A flex field in a user profile that inherits the default value from the group profile flex field satisfies the requirement to contain a value.