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You can define custom fields for meetings, user profiles, and user groups. Use these flex fields to track site- or organization-specific information by meeting or user.

You can set the [Protection level](#) to control which flex fields appear in or can be modified from the end-user web interface.

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Table: Default Flex Field Values

Type of Flex Field	Default Value of Flex Field
Text	(blank)
Number	0
Date	Jan 01 1970
Yes/No	No

Restrictions

- Flex fields are not included in exported output.
- Flex fields cannot be imported.
- If you modify the [Type](#) of an existing flex field, the flex field value in existing user groups, user profiles, and meeting records that contain that flex field will be replaced by the *default* value applicable to the newly specified [Type](#). See [Table: Default Flex Field Values](#).

Procedure

1. Log in to the Administration Center.
2. Click **System Configuration > Flex Fields Configuration**.
3. Click one of the flex field entries.

4. Configure the fields on the [Edit Flex Fields Page](#).
5. Click **Save**.

Related Topics

- [Table: Field Reference: Edit Flex Fields Page](#)
- [Configuring the Cisco Unified MeetingPlace Web Conferencing User Interface](#)
- [Customizing the Cisco Unified MeetingPlace Scheduling Form for Microsoft Outlook](#)