Cisco_Unified_MeetingPlace,_Release_7.0_--_How_To_Import_Data

Main page: Cisco Unified MeetingPlace, Release 7.0

Up one level: Maintenance Page

Contents

Setting Up an Import File

Before You Begin

- Read Requirements for Importing Data.

- Create an import file template by exporting a similar file that includes field header names. See one of the following sections:
  - ♦ Exporting User Groups
  - ♦ Exporting User Profiles
  - ♦ Exporting Video Terminal Profiles
  - ♦ Exporting Meetings

- Care should be taken when opening a Cisco Unified MeetingPlace export file using Microsoft Excel, which by default removes any leading zeros (0) in the data and results in import errors. For example, to preserve leading 0s in the data using Microsoft Excel 2007:
  - ♦ Choose Data > From Text.
  - ♦ Open the .CSV export file. This launches the **File Import Wizard**.
  - ♦ During Step 3 of the **File Import Wizard**, you can choose the **Data Format** for each column. By default, Microsoft Excel uses General formatting, which removes all leading 0s. Make sure you do the following:
    - ◊ Select the column for numbers
    - ◊ Under **Column data format**, select the Text radio button.
    - ◊ Repeat this procedure for any other columns. When finished make sure to verify data.

Procedure

1. Use a spreadsheet application, such as Excel, to open a previously exported file.
2. In the spreadsheet application, the required headings are listed in the second row, and the data is listed in all subsequent rows. Perform one of the following actions:
   - ♦ If you are modifying existing entries, then delete the rows that you do *not* want to modify. Do *not* delete the first two rows.
   - ♦ If you are adding entirely new entries, then delete all rows except the first two rows.
3. Enter or modify the information in the appropriate fields.

Caution! Make sure that all values in the import file are valid. Invalid entries in the import file may introduce incorrect relationships in the database and cause erratic system behavior. If you are unsure about what to enter in any field, then we recommend that you delete that entire column (unless it is a required field). For descriptions of each field, see the following sections:

♦ Table: Import and Export Data Specifications for User Groups
♦ Table: Import and Export Data Specifications for User Profiles
♦ Table: Import and Export Data Specifications for Video Terminal Profiles
♦ Table: Import and Export Data Specifications for Meetings

4. Save and close the file.

Related Topics

- Examples of Import Files

Adding or Editing User Groups by Import

Before You Begin

- If you instead want to add user groups one at a time, see Adding or Editing a User Group Manually.

- Read Requirements for Importing Data.

- Create the import file. See Setting Up an Import File.

- Unspecified fields for new user groups in the import file use default values from the preconfigured System group.

Restriction

If the import file contains the tzcode header field, all user groups in the import file must have a valid entry for the field. For any invalid or blank tzcode values, the associated user group is not imported, and an error is logged.

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Import Data > Import User Groups**.
3. Enter values in the fields.
4. Click **Execute**.
5. Click **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
    ♦ Click the link to view the import log, which you may print.
    ♦ Click **OK** to close the page.
    After you click **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- [Examples of Import Files](#)

- [Import User Groups Page](#)

- [System User Group](#)

- [Replication Service](#)

What To Do Next

Proceed to [Updating All Groups](#) if you want the new or modified user group settings to take effect immediately. Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Deleting User Groups by Import

Note: If you want to delete user groups one at a time, see [Deleting a User Group](#).

Before You Begin

- Create the import file. See [Setting Up an Import File](#).

- Make sure that the import file contains only the user groups that you want to *delete*.

Restrictions

- You cannot delete the group called system.

- Deleting user groups is an irreversible operation. Before you delete user groups, consider creating a backup copy so that you can later retrieve the deleted user groups if necessary. Use one of the following options:
  - [Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server](#)
  - [Exporting User Groups](#)

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Import Data > Import User Groups**.

3. Enter values in the fields.
  ♦ In the <u>Action to perform</u> field, select "Delete groups from system."
  ♦ Ignore the <u>Overwrite duplicate information</u> field. Its value does not affect the process.
4. Click **Execute**.
5. Click **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
  ♦ Click the link to view the import log, which you may print.
  ♦ Click **OK** to close the page.
    After you click **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- <u>Examples of Import Files</u>

- <u>Import User Groups Page</u>

Adding or Editing User Profiles by Import

You can import user profiles by using a spreadsheet in CSV text file format. This option can be useful for:

- Making minor changes to a large number of user profiles, such as globally changing the domain name in all e-mail addresses.

- Company mergers or initial setup of user profiles when Directory Service is not an option.

Before You Begin

- If you instead want to add user profiles one at a time, see <u>Adding User Profiles Manually</u>.

- Read <u>Requirements for Importing Data</u>.

- Create the import file. See <u>Setting Up an Import File</u>.

- Unspecified fields for new user profiles in the import file use default values from the preconfigured guest profile.

Restrictions

- You cannot use the import process to modify the <u>User ID</u> (<u>uid</u>) or the <u>Profile number</u> (<u>prfnum</u>) of existing user profiles in the database.

- If the import file contains the <u>tzcode</u> header field, all user profiles in the import file must have a valid entry for the field. For any invalid or blank <u>tzcode</u> values, the associated user profile is not imported, and an error is logged.

- If the import file contains the grpnme, grpnum, or both header fields, all user profiles in the import file must have a valid entry for each included field. Specifically:
    - ♦ Import user groups before you import user profiles.
    - ♦ If any grpnme and grpnum fields are left blank in the import file, the associated user profiles are not imported, and an error is logged.
    - ♦ If any user groups that are specified in the grpnme and grpnum fields do not already exist in the Cisco Unified MeetingPlace database, the associated user profiles are not imported, and an error is logged.

- If the import file does *not* contain the grpnme or grpnum header fields, the imported user profiles are automatically assigned to the preconfigured System User Group.

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Import Data > Import User Profiles**.
3. Enter values in the fields.
4. Click **Execute**.
5. Click **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
    - ♦ Click the link to view the import log, which you may print.
    - ♦ Click **OK** to close the page.
        After you click **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files

- Table: Field Reference: Import User Groups Page

- Guest Profile Fields That Apply to New User Profiles

- Methods for Adding User Profiles

- Replication Service

What To Do Next

Proceed to Updating All User Profiles if any of the following apply to you:

- You want new user profiles to be available immediately for meeting invitations.

- You want modified user profile settings to take effect immediately.

Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Restrictions   6

Deleting User Profiles by Import

Before You Begin

- If you instead want to delete user profiles one at a time, see Deleting a User Profile.

- See Requirements for Importing Data.

- Create the import file. See Setting Up an Import File.

- Make sure that the import file contains only the user profiles that you want to *delete*.

- Deleting user profiles is an irreversible operation. Before you delete user profiles, consider creating a backup copy so that you can later retrieve the deleted user profiles if necessary. Use one of the following options:
    - ♦ Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server
    - ♦ Exporting User Profiles

Restrictions

- (Cisco WebEx integration only) Deleting user profiles on Cisco Unified MeetingPlace does *not* disable access to Cisco WebEx. You must also deactivate those users through the Cisco WebEx Site Administration.

- You cannot delete the preconfigured admin, guest, or recorder user profiles, nor can you delete the user profile with which you are currently logged in.

- If the import file contains the grpnme or grpnum header fields, all user profiles in the import file must have a valid entry for the field. For any invalid or blank values, the associated user profile is not deleted by import.

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Import Data > Import User Profiles**.
3. Enter values in the fields.
    In the Action to perform field, select **Delete users from system**.
4. Click **Execute**.
5. Click **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
    - ♦ Click the link to view the import log, which you may print.
    - ♦ Click **OK** to close the page.
    After you click **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- [Examples of Import Files](#)

- [Table: Field Reference: Import User Profiles Page](#)

- [Deactivating Cisco WebEx User Profiles](#)

Adding or Editing Video Terminal Profiles by Import

You can import video terminal profiles by using a spreadsheet in CSV text file format.

Before You Begin

- If you instead want to add VTPs one at a time, see [Adding or Editing a Video Terminal Profile](#).

- Read [Requirements for Importing Data](#).

- Create the import file. See [Setting Up an Import File](#).

Restrictions

- You cannot use the import process to modify the user ID ([uid](#)), profile number ([prfnum](#)), or video terminal ID ([videoTermId](#)) of existing VTPs in the database.

- If the import file contains the [tzcode](#) header field, all VTPs in the import file must have a valid entry for the field. For any invalid or blank [tzcode](#) values, the associated VTP is not imported, and an error is logged.

- If the import file contains the [grpnme](#), [grpnum](#), or both header fields, all VTPs in the import file must have a valid entry for each included field. Specifically:
  - Import user groups before you import VTPs.
  - If any [grpnme](#) and [grpnum](#) fields are left blank in the import file, the associated VTPs are not imported, and an error is logged.
  - If any user groups that are specified in the [grpnme](#) and [grpnum](#) fields do not already exist in the Cisco Unified MeetingPlace database, the associated VTPs are not imported, and an error is logged.

- If the import file does *not* contain the [grpnme](#) or [grpnum](#) header fields, the imported VTPs are automatically assigned to the preconfigured [System User Group](#).

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Import Data > Import Video Terminal Profiles**.

3. Enter values in the fields.
4. Click **Execute**.
5. Click **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
    ◆ Click the link to view the import log, which you may print.
    ◆ Click **OK** to close the page.
       After you click **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files

- Table: Field Reference: Import Video Terminal Profiles Page

- Replication Service

What To Do Next

Proceed to Updating All Video Terminals if any of the following apply to you:

- You want new VTPs to be available immediately for meeting invitations.

- You want any modified VTP settings to take effect immediately.

Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Deleting Video Terminal Profiles by Import

Before You Begin

- If you instead want to delete VTPs one at a time, see Adding or Editing a Video Terminal Profile.

- See Requirements for Importing Data.

- Create the import file. See Setting Up an Import File.

- Make sure that the import file contains only the VTPs that you want to *delete*.

- Deleting VTPs is an irreversible operation. Before you proceed, consider creating a backup copy so that you can later retrieve the deleted VTPs if necessary. Use one of the following options:
    ◆ Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server
    ◆ Exporting Video Terminal Profiles

Restriction

If the import file contains the grpnme, grpnum, or both header fields, all VTPs in the import file must have a valid entry for the field. For any invalid or blank values, the associated VTP is not deleted by import.

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Import Data > Import Video Terminal Profiles**.
3. Enter values in the fields.
       In the Action to perform field, select **Delete video terminal profiles from system**.
4. Click **Execute**.
5. Click **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
       ♦ Click the link to view the import log, which you may print.
       ♦ Click **OK** to close the page.
         After you click **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files

- Table: Field Reference: Import Video Terminal Profiles Page

Importing Remote Servers

Before You Begin

Find the previously exported remote servers file.

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Import Data > Import Remote Servers**.
3. Enter the filename or click Browse to find the system configuration file.
4. Choose whether to overwrite duplicate information.
5. Click **Execute**.

Related Topics

- Exporting Remote Servers

Importing Meeting Categories

Before You Begin

Find the previously exported meeting categories file.

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Import Data > Import Meeting Categories**.
3. Enter the filename or click Browse to find the system configuration file.
4. Choose whether to overwrite duplicate information.
5. Click **Execute**.

Related Topics

- Exporting Meeting Categories

- Configuring Meeting Categories

Scheduling Meetings by Import

Use this procedure to schedule meetings by import. Although you can schedule meetings individually from the end-user web interface, you can schedule multiple meetings at one time by following this procedure.

Before You Begin

Create the import file. See Setting Up an Import File.

Restrictions

- An imported meeting cannot be scheduled if any of the following conditions are true:
  - The SchedulerUid field in the import file is blank, and a substitute username is not configured in the Scheduler user ID field on the Import Meetings page.
  - There are not enough voice or web ports available for the imported meeting.

- If the username in the SchedulerUid field does not correspond to an existing user profile, the import process replaces the SchedulerUid entry with the value entered in the Scheduler user ID field on the Import Meetings page.

- Continuous and recurring meetings are scheduled starting from the current time; meeting information from the past is not imported.

- When recurring meetings are imported to Cisco Unified MeetingPlace, each occurrence in the import file is scheduled as an individual meeting with no recurrence pattern.

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Import Data > Import Meetings**.
3. Enter values in the fields.
4. Click **Execute**.
5. Click **OK** to confirm your request to import the meeting records.
6. The system displays the import status and provides a link to the meeting import log:
    - ♦ Click the link to view the import log, which you may print.
    - ♦ Click **OK** to close the page.
      After you click **OK**, the meeting import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files

- Table: Field Reference: Import Meetings Page

Canceling Meetings by Import

Use this procedure to use the import process to cancel meetings in the Cisco Unified MeetingPlace database. Although you can cancel meetings individually from the end-user web interface, you can cancel multiple meetings at one time by following this procedure.

Before You Begin

Create the import file. See Setting Up an Import File.

Restrictions

Only future instances of recurring meetings are cancelled; meeting information from the past is not imported.

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Import Data > Import Meetings**.
3. Enter values in the fields.
      In the Action to perform field, select **Cancel meetings**.

4. Click **Execute**.
5. The system displays the import status and provides a link to the meeting import log:
    ♦ Click the link to view the import log, which you may print.
    ♦ Click **OK** to close the page.
       After you click **OK**, the meeting import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files

- Table: Field Reference: Import Meetings Page

Importing the System Configuration

Before You Begin

- Find the previously exported system configuration file.

- The system ignores any system configuration settings that are missing from the import file. The system displays warning messages for conditions such as missing parameters, invalid parameter values, and inconsistencies.

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Import Data > Import System Configuration**.
3. Enter the filename or click Browse to find the system configuration file.
4. Click **Execute**.

Related Topics

- Exporting the System Configuration