

**Main page:** [Cisco Unified MeetingPlace, Release 7.0](#)

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Use this page to schedule or cancel meetings by import. To find this page, click **Maintenance > Import Data > Import Meetings**.

**Table: Field Reference: Import Meetings Page**

Field	Description
Action to perform	Whether to schedule or cancel meetings.  Default: Schedule meetings
Data file to use	Directory path and filename of the import file that contains the user profile information.
Scheduler user ID	Username to enter as the owner of meetings with blank <a href="#">SchedulerUid</a> fields in the import file.  Default: your username
Send log info to	Choose screen or file.  Default: Screen
Error threshold	<p>If the number of errors that occur while importing a meeting file is greater than this error threshold, then the system aborts the import.</p> <p>To estimate the error threshold, determine the number of meetings (not records) in the meetings file and add 10.</p> <p>The following errors may be generated during the meeting-import process and logged in the import log:</p> <ul style="list-style-type: none"> <li>• An imported meeting cannot be scheduled for any reason, such as those described in <a href="#">Requirements for Importing Data</a>.</li> <li>• The scheduled start date and time of an imported meeting is in the past.</li> <li>• An imported meeting has the same meeting ID as an existing meeting.</li> </ul> <p>Default: 5000</p>

**Related Topics**

- [Table: Import and Export Data Specifications for Meetings](#)
- [Importing Data into Cisco Unified MeetingPlace](#)