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Use this page to import user groups that are specified in a comma-separated values (CSV) file. To find this page, click **Maintenance > Import Data > Import User Groups**.

Table: Field Reference: Import User Groups Page

Field	Description
Action to perform	Whether to add or delete user groups from the database. Default: Add groups to system
Data file to use	Directory path and filename of the import file that contains the user group information.
Overwrite duplicate information	Whether to overwrite data that is duplicated in the target file as a result of importing. <ul style="list-style-type: none"> • No -- Existing user groups in the database are skipped and remain as is. • Yes -- Existing user groups in the database are overwritten by any imported user groups that have identical user group <u>Numbers</u>. Note that the group <u>Name</u> is not overwritten. Restriction: This field is ignored when you select "Delete groups from system" in the <u>Action to perform</u> field. Default: No
Send log info to	Choose screen or file. Default: Screen
Error threshold	If the number of errors that occur while importing groups is greater than this error threshold, the system aborts the import. To estimate the error threshold, determine the number of groups in the import file and add 10. Default: 5000

Related Topics

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