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

Table: Field Reference: Import User Profiles Page

Field	Description
Action to perform	Whether to add or delete user profiles from the database. Default: Add profiles to system
Data file to use	Directory path and filename of the import file.
Overwrite duplicate information	<p>When set to No, existing user profiles in the database are <i>not</i> modified by the import process.</p> <p>When set to Yes, the system overwrites each existing user profile in the database that matches <i>both</i> the <u>Profile number</u> and <u>User ID</u> of an imported user profile. Exceptions:</p> <ul style="list-style-type: none"> • In the preconfigured Admin profile, the <u>User status</u> and <u>Type of user</u> fields are not updated with imported values. • In the preconfigured Guest profile, the <u>Profile password</u> and <u>Type of user</u> fields are not updated with imported values. <p>Restriction: The system does <i>not</i> import any user profile that matches only one (not both) of the <u>Profile number</u> and <u>User ID</u> fields of an existing user profile in the database. Instead, the system reports an error and treats this as an attempt to add a new user profile whose <u>Profile number</u> or <u>User ID</u> (both of which must be unique) conflicts with an existing user profile in the database.</p> <p>Default: No</p>
Send log information to	Choose screen or file. Default: Screen
Error threshold	<p>If the number of errors that occur while importing user profiles is greater than this error threshold, the system aborts the import.</p> <p>To estimate the error threshold, determine the number of users in the import file and add</p>

10.

Default: 5000

Related Topics

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