Main page: Cisco Unified MeetingPlace, Release 7.0

Up one level: Maintenance Page

The following requirements apply to user groups, user profiles, video terminal profiles, and meetings:

- Import files must use the comma-separated value (CSV) format.
- The first or second line of the import file contains header fields that specify the order in which data appears in all subsequent lines. The header fields may be in any order.

  If the second line contains the header fields, then the first line of the import file contains the product version information, which must exactly match the first line of an equivalent export file from the same Cisco Unified MeetingPlace system.
- All subsequent lines of the import file contain the actual data. The data must appear in the order specified in the first line of the import file.
- Each import file must contain the required headers specified in Table: Required Headers in Import Files. For all optional header fields that are *not* included in the import file, the system uses the default value for the import data.

Table: Required Headers in Import Files

Type of Import File	Purpose	Required Header Fields
User groups	Adding or deleting	• grpnum • Name
User profiles	Adding	• EncryptedProfilePWD or prfpwd (for locally authenticated users), or ProfilePWD (for externally authenticated users) • EncryptedUserPWD or upwd • prfnum • uid
	Deleting	• prfnum • uid
Video terminal profiles	Adding	Release 7.0.2 and later releases: • videoTermName • videoTermId • videoEndPtAddStr

		Release 7.0.1: • uid • videoTermName • videoTermId • videoEndPtAddStr
	Deleting	Release 7.0.2 and later releases: • videoTermName Release 7.0.1: • uid • prfnum
Meetings	Scheduling or canceling	• DialableConfID • ReqLengthOfConf • StartDateTimeOfConf

- If you are importing data that was previously exported, then the field values must retain any leading zeros (0) that were in the original export file.
  - If you lose the leading zeros, then you will see import errors. For example, if you try to import user profiles whose group numbers are missing leading zeros, then import errors will indicate that the user group cannot be found.
  - Note that some spreadsheet applications, such as Microsoft Excel, automatically delete leading 0s from cells that the application formats as numbers. See the documentation for your spreadsheet application to make sure that all fields are treated as text instead of numbers.

- All values in the import file must be valid. Otherwise, the import file may introduce incorrect relationships in the database and cause erratic system behavior. For descriptions of available import fields, see the following:
  - 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

- The following notes apply to the import file:
  - Any spaces placed at the beginning or end of a value are deleted during the import process unless the value and the leading or ending spaces are enclosed in double quotation marks (" "). Spaces within a value, for example in *Tech Support* for a billing code, are imported without being deleted.
  - Any commas used in a value must be enclosed in double quotation marks, such as using "Smith, John" for a user ID.
  - All text is case insensitive.

Related Topics

- How To Import Data

- Examples of Import Files