

**Main page:** [Cisco Unified MeetingPlace Express, Release 2.x](#)

**Previous page:** [Page References](#)

This page is used to add or delete meetings that are specified in a comma-separated values (CSV) formatted file.

**Table: Fields on the Import Meetings Page**

Field	Description	Value
Action to perform	Whether to schedule or cancel meetings from the database.	Schedule meetings/ Cancel meetings  Default: Schedule meetings
Data file to use	Directory path and filename of the import file that contains the user profile information.	To locate the file, click <b>Browse</b> .
Scheduler user ID	Username to enter as the owner of meetings with blank <u>SchedulerUid</u> fields in the import file.	Any valid username  Default: your username
Send log info to	See <u>Send log info to</u> .	Screen/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 the <u>Requirements for Import Files</u>.</li> </ul>	Range: 1 to 5000  Default: 50

- |  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><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> |  |
|--|--|--|

**Related Topics**

- [Output Fields of the Meeting Information Page-Used for Importing Meetings](#)