

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

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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 Browse .
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"> An imported meeting cannot be scheduled for any reason, such as those described in the <u>Requirements for Import Files</u>. 	Range: 1 to 5000 Default: 50

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| | <ul style="list-style-type: none">• The scheduled start date and time of an imported meeting is in the past.• An imported meeting has the same meeting ID as an existing meeting. | |
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Related Topics

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