

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

Previous page: [Page References](#)

This page is used to import user profile information that is specified in a comma-separated values (CSV) formatted file.

Table: Fields on the Import User Profiles Page

| Field | Description | Value |
|---------------------------------|---|---|
| Action to perform | Whether to add or delete user profiles from the database. Note: If you delete a user, all meetings associated with that user are deleted, too. | Add profiles to system/ Delete profiles from system Default: Add profiles to system |
| Data file to use | Directory path and filename of the import file that contains the user profile information. | To locate the file, click Browse . |
| Overwrite duplicate information | Whether to overwrite data that is duplicated in the target file as a result of importing. If you select No , all existing user profiles in the database are skipped and remain as is. If you select Yes , existing user profiles in the database are overwritten by any duplicate imported user profiles. Exceptions: <ul style="list-style-type: none">• User profiles with the same <u>Profile number</u> but a different <u>User ID</u> are not imported because this is considered an error.• 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. | No/Yes Default: No |
| Send log information to | See Send log info to . | Screen/File Default: Screen |
| Error threshold | If the number of errors that occur while importing user profiles is greater than this error threshold, the system aborts the import. | Range: 1 to 5000 |

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| | To estimate the error threshold, determine the number of users in the import file and add 10. | Default: 50 |
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Related Topics

- [Output Fields of the Profile Information Page-Used for Importing User Profiles](#)