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Setting Up an Import File

Procedure

1. Export a similar file by following the steps in one of the following sections:
 - ◆ [Exporting Information about User Groups](#)

◆ [Exporting Information about User Profiles](#)

◆ [Exporting Information about Meetings](#)

For example, if you plan to import user groups, then first *export* existing user groups from Cisco Unified MeetingPlace Express. Use the export file as a template for the import file.

Note: In the "Include field header names" field, be sure to select **Yes**.

2. When prompted, save the exported file by clicking **Export to File**. Save the file with a .csv extension.
3. On your PC, open a spreadsheet application such as Excel.
4. Open the file that you saved in [Step 2](#).
5. In the spreadsheet application, the required headings are listed in the first row, and the data is listed in all subsequent rows. Do one of the following:
 - ◆ If you are modifying existing entries, then delete the rows that you do *not* want to modify. Do *not* delete the header row.
 - ◆ If you are adding entirely new entries, then delete all rows except for the header row.
6. For each group (or user or meeting) that you are importing, enter or modify the information in the appropriate fields.

If you are unsure about what to enter in any field, then we recommend that you delete that entire column (unless it is a required field). If you leave the field blank, then the system uses the default value, which may not be what you want. For descriptions and values of each field, see these sections:

 - ◆ [Output Fields of the Group Information Page-Used for Importing User Groups](#)
 - ◆ [Output Fields of the Profile Information Page-Used for Importing User Profiles](#)
 - ◆ [Output Fields of the Meeting Information Page-Used for Importing Meetings](#)
7. Save and close the file.

Related Topics

- [Examples of Import Files](#)

Importing User Groups

Note: If you want to add user groups one at a time, see the [Adding or Modifying a User Group Manually](#).

Before You Begin

- Create the import file. See the [Setting Up an Import File](#).

Restriction

- If the import file contains the [tzcode](#) header field, all user groups in the import file must have a valid entry for the field. For any invalid or blank [tzcode](#) values, the associated user group is not imported, and an error is logged.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Import Information > Group Profiles**.
3. Enter values in the fields.
4. Click **Execute**.
5. Click **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
 - ◆ Click the link to view the import log, which you may print.
 - ◆ Click **OK** to close the page.After you click **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- [Field Reference: Import Group Profiles](#)

Deleting User Groups by Import

Note: If you want to delete user groups one at a time, see the [Deleting a User Group](#).

Before You Begin

- Create the import file. See the [Setting Up an Import File](#).
- Make sure that the import file contains only the user groups that you want to *delete*.

Restrictions

- You cannot delete the group called system.
- If the import file contains the [tzcode](#) header field, all user groups in the import file must have a valid entry for the field. For any invalid or blank [tzcode](#) values, the associated user group is not imported, and an error is logged.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Import Information > Group Profiles**.
3. Enter values in the fields.
 - ◆ In the [Action to perform](#) field, select "Delete groups from system."
 - ◆ Ignore the [Overwrite duplicate information?](#) field. Its value does not affect the process.
4. Click **Execute**.
5. Click **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
 - ◆ Click the link to view the import log, which you may print.

- ◆ Click **OK** to close the page.
After you click **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- [Field Reference: Import Group Profiles](#)
- [Importing User Groups](#)

Importing Multiple User Profiles by Using the Import Process

You can import user profiles by using a spreadsheet in CSV text file format. This option can be useful for company mergers or for initial setup of user profiles when an external directory is not available for automatic profile creation during user authentication.

Note: If you want to add user profiles one at a time, see the [Adding User Profiles Manually](#).

Before You Begin

- Create the import file. See the [Setting Up an Import File](#).

Restrictions

- If the import file contains the [tzcode](#) header field, all user profiles in the import file must have a valid entry for the field. For any invalid or blank [tzcode](#) values, the associated user profile is not imported, and an error is logged.
- If the import file contains the [grpname](#), [grpnum](#), or both header fields, all user profiles in the import file must have a valid entry for each included field. Specifically:
 - ◆ Import user groups before you import user profiles.
 - ◆ If any [grpname](#) and [grpnum](#) fields are left blank in the import file, the associated user profiles are not imported, and an error is logged.
 - ◆ If any user groups that are specified in the [grpname](#) and [grpnum](#) fields do not already exist in the Cisco Unified MeetingPlace Express database, the associated user profiles are not imported, and an error is logged.
- If the import file does *not* contain the [grpname](#) or [grpnum](#) header fields, the imported user profiles are automatically assigned to the preconfigured group called system.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Import Information > User Profiles**.
3. Enter values in the fields.
4. Click **Execute**.

5. Click **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
 - ◆ Click the link to view the import log, which you may print.
 - ◆ Click **OK** to close the page.After you click **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- [Field Reference: Import User Profiles](#)

Deleting Multiple User Profiles by Using the Import Process

Note: If you want to delete user profiles one at a time, see the [Deleting a User Profile](#).

Before You Begin

- Create the import file. See the [Setting Up an Import File](#).
- Make sure that the import file contains only the user profiles that you want to *delete*.

Restrictions

- You cannot delete the preconfigured admin and guest profiles, nor can you delete the user profile with which you are currently logged in.
- If the import file contains the [tzcode](#) header field, all user profiles in the import file must have a valid entry for the field. For any invalid or blank [tzcode](#) values, the associated user profile is not imported, and an error is logged.
- If the import file contains the [grpname](#), [grpnum](#), or both header fields, all user profiles in the import file must have a valid entry for each included field. Specifically:
 - ◆ Import user groups before you import user profiles.
 - ◆ If any [grpname](#) and [grpnum](#) fields are left blank in the import file, the associated user profiles are not imported, and an error is logged.
 - ◆ If any user groups that are specified in the [grpname](#) and [grpnum](#) fields do not already exist in the Cisco Unified MeetingPlace Express database, the associated user profiles are not imported, and an error is logged.
- If the import file does *not* contain the [grpname](#) or [grpnum](#) header fields, the imported user profiles are automatically assigned to the preconfigured group called system.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Import Information > User Profiles**.
3. Enter values in the fields. In the [Action to perform](#) field, select **Delete users from system**.
4. Click **Execute**.

5. Click **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
 - ◆ Click the link to view the import log, which you may print.
 - ◆ Click **OK** to close the page.After you click **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- [Field Reference: Import User Profiles](#)

Importing and Scheduling Multiple Meetings by Using the Import Process

This topic describes how to schedule meetings by import. Although you can schedule meetings individually from the End-User Interface, you can schedule multiple meetings at one time by following this procedure.

Before You Begin

- Create the import file. See the [Setting Up an Import File](#)

Restrictions

- An imported meeting cannot be scheduled if any of the following conditions are true:
 - ◆ The [SchedulerUid](#) field in the import file is blank, and a substitute username is not configured in the [Scheduler user ID](#) field on the Import Meetings page.
 - ◆ There are not enough voice or web ports available for the imported meeting.
- If the username in the [SchedulerUid](#) field does not correspond to an existing user profile, the import process replaces the [SchedulerUid](#) entry with the value entered in the [Scheduler user ID](#) field on the Import Meetings page.
- Continuous and recurring meetings are scheduled starting from the current time; meeting information from the past is not imported.
- When recurring meetings are imported to Cisco Unified MeetingPlace Express, each occurrence in the import file is scheduled as an individual meeting with no recurrence pattern.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Import Information > Meetings**.
3. Enter values in the field.
4. Click **Execute**.
5. Click **OK** to confirm your request to import the meeting records.
6. The system displays the import status and provides a link to the meeting import log:
 - ◆ Click the link to view the import log, which you may print.

- ◆ Click **OK** to close the page.
After you click **OK**, the meeting import log can no longer be viewed or retrieved.

Related Topics

- [Field Reference: Import Meetings](#)

Canceling Multiple Meetings by Using the Import Process

This topic describes how to use the import process to cancel meetings in the Cisco Unified MeetingPlace Express database. Although you can cancel meetings individually from the End-User Interface, you can cancel multiple meetings at one time by following this procedure.

Before You Begin

- Create the import file. See the [Setting Up an Import File](#)

Restrictions

- An imported meeting cannot be scheduled if any of the following conditions are true:
 - ◆ The [SchedulerUid](#) field in the import file is blank, and a substitute username is not configured in the [Scheduler user ID](#) field on the Import Meetings page.
 - ◆ There are not enough voice or web ports available for the imported meeting.
- If the username in the [SchedulerUid](#) field does not correspond to an existing user profile, the import process replaces the [SchedulerUid](#) entry with the value entered in the [Scheduler user ID](#) field on the Import Meetings page.
- Continuous and recurring meetings are scheduled starting from the current time; meeting information from the past is not imported.
- When recurring meetings are imported to Cisco Unified MeetingPlace Express, each occurrence in the import file is scheduled as an individual meeting with no recurrence pattern.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Import Information > Meetings**.
3. Enter values in the fields. In the [Action to perform](#) field, select **Cancel meetings**.
4. Click **Execute**.
5. The system displays the import status and provides a link to the meeting import log:
 - ◆ Click the link to view the import log, which you may print.
 - ◆ Click **OK** to close the page.
After you click **OK**, the meeting import log can no longer be viewed or retrieved.

Related Topics

- [Field Reference: Import Meetings](#)

Importing Video Types

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Import Information > Video Types**.
3. Enter values in the fields. In the Action to perform field, select **Add video types to system**.
4. Click **Execute**.
5. The system displays the import status and provides a link to the import log:
 - ◆ Click the link to view the import log, which you may print.
 - ◆ Click **OK** to close the page.

Related Topics

- [Field Reference: Import Video Types](#)

Importing System Configuration

This page is used to import a system configuration, which consists of the following information: usage configuration, meeting configuration, H.323 call configuration, SIP call configuration, ad hoc meeting configuration, dial configuration, and media parameter configuration.

If any of these settings are missing in the import file, the system ignores them. The system displays warning messages for conditions such as missing parameters, invalid parameter values, and inconsistencies.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Import Information > System Configuration**.
3. Enter the name of the import file.
4. Click **Execute**.

Related Topics

- [Field Reference: Import System Configuration](#)