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The online administrative interface allows you to complete various configuration and maintenance tasks through a convenient graphic user interface.

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## Signing In

### Before You Begin

You must have a Cisco Unified MeetingPlace profile with System Manager privileges to access the online administrative page.

### To Sign In to the Online Administrative Interface

1. Sign in to Cisco Unified MeetingPlace Web Conferencing by using your System Manager-level profile.
2. From the Welcome page, click **Admin** .
3. From the Administration page, click an option to begin configuration.

## Checking Which Conferences Are Currently Running

Use the Web Conferences link to check which conferences are currently running on the web server. This is useful as a debugging tool.

### To Check Which Conferences Are Currently Running

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Web Conferences** .
  - A list of currently running web conferences displays with the following properties:
    - ◆ Conference Name-A text identifier made up of the meeting subject and the dialable meeting ID.
    - ◆ Current User Count-Lists the total number of web participants who are currently attending the conference. (Users dialed in to the meeting without an associated web session are not counted here.)
    - ◆ Peak User Count-Lists the highest number of web participants who are concurrently attending the conference at any point since it began. (Users dialed in to the meeting without an associated web session are not counted here.)
    - ◆ Active Server-The origin server that is hosting the meeting.
    - ◆ Duration-Lists the elapsed time since the conference began.
3. (Optional) To return to the main Administration page, click **Back** .

## Using the Database Command

The Database administration page allows you to access information that is on the SQL Server database.

### To Use the Database Command

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Database** .
3. For Database Command, choose to count all entries in your database tables or to rebuild all database indices.
4. Click **Submit** .

## Checking the Versions of Local Cisco Unified MeetingPlace Web Conferencing Services

The Versions option allows you to check the release number of most local Cisco Unified MeetingPlace Web Conferencing services. Releases of all listed local Web services, with the exception of Gateway SIM, must match, that is, 6.1. *x.x* , where *x.x* is the same across all services.

## Adding a New Group

Groups define users with shared attributes, like common system settings (such as class of service or regions) and other common business characteristics (such as departments, levels of management, or billing codes). By arranging users into groups, you can easily maintain profiles for similar users. When something about a group changes (such as the departmental contact), you can update all the users in the group at one time. Users are assigned to only one group.

### To Add a New Group

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Groups** .
3. For Name, enter a name for this group.
4. For Number, assign a number for this group.
5. For Billing Code, enter the code of the group or department that will be billed for meetings by this group.
6. Click **Add** .

## Adding Meeting Categories

Meeting categories may assist in organizing your reports.

### To Add Meeting Categories

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Meeting Categories** .
3. For Name, enter a name for this meeting category.
4. For Description, enter a brief description to help users understand the purpose of this meeting category.
5. Click **Add** .

## Deleting Meeting Categories

#### To Delete Meeting Categories

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Meeting Categories** .
3. From the "View" section of the page, locate the meeting category that you want to remove and click **Delete** .

## Rebooting the Server

Use the following procedure to shut down and restart the Web Conferencing server machine from the web interface.

#### To Reboot the Server

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Reboot Server** .
3. Click **OK** to confirm the reboot. The system shuts down and restarts.

## Adding a Site Route

The Site Routes option allows you to configure server dialing plans for multiserver meetings.

#### Before You Begin

A site must be configured and submitted before you can select it in the Site Routes administration page.

#### To Add a Site Route

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Site Routes** .
3. From the "Add" section of the Site Routes administration page, configure your site route by choosing a site **From** and **To** .
4. Click **Add** .

## Deleting a Site Route

#### To Delete a Site Route

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Site Routes** .
3. From the "View" section of the Site Routes administration page, locate the site route you want to remove and click **Delete** .