

[Cisco Unified MeetingPlace Release 6.1](#) > [Cisco Unified MeetingPlace Audio Server](#) > [Planning the installation](#)

Complete the following worksheets before you populate the Cisco Unified MeetingPlace Audio Server database.

When you are ready to enter the information in the database, you may rearrange the worksheets in any order.

Database planning worksheets:

- [Worksheet 5-1: Usage Parameters](#)
- [Worksheet 5-2: Scheduling Parameters](#)
- [Worksheet 5-3: Company Information](#)
- [Worksheet 5-4: Flex Fields](#)
- [Worksheet 5-5: Telephony Access](#)
- [Worksheet 5-6: Ports](#)
- [Worksheet 5-7: Port Groups](#)
- [Worksheet 5-8: System Parameters](#)
- [Worksheet 5-9: Reservationless Meetings Requirements](#)
- [Worksheet 5-10: Reservationless Meetings Systemwide Parameters](#)
- [Worksheet 5-11: Network Management Information](#)
- [Worksheet 5-12: Network Management Communities](#)
- [Worksheet 5-13: Server Configuration](#)
- [Worksheet 5-14: NS Site Configuration](#)
- [Worksheet 5-15: Multiserver Meeting Requirements](#)
- [Worksheet 5-16: Other Cisco Unified MeetingPlace Servers \(for Multiserver Meetings\)](#)
- [Worksheet 5-17: User Groups](#)
- [Worksheet 5-18: User Profiles](#)