

By using MeetingTime, you can import profile and group information using a comma-delimited ASCII file. The import file must contain the user ID and profile number for each user profile record. If used, the group name and group number values must also be included.

Including other fields is optional. If fields are excluded from the import file, Cisco Unified MeetingPlace takes the values from the guest profile or from the user group to which the user has been assigned. The first line of the ASCII file must contain field names that denote the order of the data in the import records.

See the following sections:

- [Import Database Fields](#)
- [Import Database Default Fields](#)

Before you perform a manual file import, remember the following information:

- Only the User ID (Uid) and Profile number (Prfnum) fields are required. Any fields that are not included in the import file automatically derive their value from either the guest profile or the user group to which the user has been assigned.
- If you do not assign users to groups, make sure the settings in the guest profile are correct for the users you add to the system. For example, to allow users to outdial from meetings when the value of the guest profile's Can Call Out from Mtgs parameter is No, change this setting in the guest profile before importing the profiles. After importing, make sure the values for the guest profile are correct.
- If you assign users to groups, you must include the Group Name or Group Number field in the import file.
- You must use unique values for the user ID and profile number. For example, if you import the data from your voice-mail system, use each person's phone number as the profile numbers. If an e-mail system database is your source, use the person's e-mail user ID as the Cisco Unified MeetingPlace user ID. If used, the group name and group number values must also be unique.

Note the following points:

- Active values can be one of *y* or *yes*, *n* or *no*, *gd* or *group default*. Values are not case sensitive.
- Fields with an asterisk (\*) are user-specific fields. When you add users to the system, these are the most important fields to include in the import file.
- Fields with two asterisks (\*\*) are group-specific fields. When you add groups to the system, these are the most important fields to include in the import file.
- For fields with three asterisks (\*\*\*), specifying *gd* for any of the search fields configures the other search fields with the same value. For example, if you assign *gd* for First Search, then *gd* is applied to Second Search and Third Search.