

**Up one level:** [Administration Center Page References for Cisco Unified MeetingPlace](#)

In the Cisco Unified MeetingPlace Administration Center, the title of each page appears in the blue bar beneath the "Cisco Unified MeetingPlace System Administration Center" banner.

This section describes the fields and options on each page, presented in alphabetical order by page titles **I - L**.

## Contents

- [1 Import Meetings Page](#)
  - ◆ [1.1 Table: Field Reference: Import Meetings Page](#)
  - ◆ [1.2 Related Topics](#)
- [2 Import User Groups Page](#)
  - ◆ [2.1 Table: Field Reference: Import User Groups Page](#)
  - ◆ [2.2 Related Topics](#)
- [3 Import User Profiles Page](#)
  - ◆ [3.1 Table: Field Reference: Import User Profiles Page](#)
  - ◆ [3.2 Related Topics](#)
- [4 Import Video Terminal Profiles Page](#)
  - ◆ [4.1 Table: Field Reference: Import Video Terminal Profiles Page](#)
  - ◆ [4.2 Related Topics](#)
- [5 Import Video Types Page](#)
  - ◆ [5.1 Table: Field Reference: Import Video Types Page](#)
  - ◆ [5.2 Related Topics](#)
- [6 Install Licenses Page](#)
  - ◆ [6.1 Table: Field Reference: Install Licenses Page](#)
  - ◆ [6.2 Related Topics](#)
- [7 Licenses Summary Page](#)
  - ◆ [7.1 Table: Field Reference: Licenses Summary Page](#)
  - ◆ [7.2 Related Topics](#)

## Import Meetings Page

Use this page to schedule or cancel meetings by import. To find this page, select **Maintenance > Import Data > Import Meetings**.

**Table: Field Reference: Import Meetings Page**

| Field             | Description                             |
|-------------------|-----------------------------------------|
| Action to perform | Whether to schedule or cancel meetings. |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | Default: Schedule meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Data file to use        | Directory path and filename of the import file that contains the user profile information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Scheduler user ID       | User ID to enter as the owner of meetings with blank <u>SchedulerUid</u> fields in the import file.<br><br>Default: your user ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Send log information to | Select screen or file.<br><br>Default: Screen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Error threshold         | <p>If the number of errors that occur while importing a meeting file is greater than this error threshold, the system cancels the import.</p> <p>To estimate the error threshold, determine the number of meetings (not records) in the meetings file and add 10.</p> <p>These errors might be generated during the meeting-import process and saved in the import log:</p> <ul style="list-style-type: none"> <li>• An imported meeting cannot be scheduled for any reason, such as those described in the <u>Requirements for Importing Data</u> in the <u>Importing Data into Cisco Unified MeetingPlace</u> module.</li> <li>• The scheduled start date and time of an imported meeting is in the past.</li> <li>• An imported meeting has the same meeting ID as an existing meeting.</li> </ul> <p>Default: 5000</p> |

**Related Topics**

- Table: Import and Export Data Specifications for Meetings in the Raw Data Export and Import Specifications for Cisco Unified MeetingPlace module
- Importing Data into Cisco Unified MeetingPlace module

## Import User Groups Page

Use this page to import user groups that are specified in a comma-separated values (CSV) file. To find this page, select **Maintenance > Import Data > Import User Groups**.

**Table: Field Reference: Import User Groups Page**

| <b>Field</b>                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action to perform               | Whether to add or delete user groups from the database.<br><br>Default: Add groups to system                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Data file to use                | Directory path and filename of the import file that contains the user group information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Overwrite duplicate information | Whether to overwrite data that is duplicated in the target file as a result of importing. <ul style="list-style-type: none"> <li>• <b>No</b>-All existing user groups in the database are skipped and remain as is.</li> <li>• <b>Yes</b>-Existing user groups in the database are overwritten by any imported user groups that have identical user group <u>Numbers</u>. Note that the group Name is not overwritten.</li> </ul> Restriction: This field is ignored when you select "Delete groups from system" in the Action to perform field.<br><br>Default: No |
| Send log information to         | Select screen or file.<br><br>Default: Screen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Error threshold                 | If the number of errors that occur while importing groups is greater than this error threshold, the system aborts the import.<br><br>To estimate the error threshold, determine the number of groups in the import file and add 10.<br><br>Default: 5000                                                                                                                                                                                                                                                                                                            |

**Related Topics**

- [Table: Import and Export Data Specifications for User Groups](#) in the [Raw Data Export and Import Specifications for Cisco Unified MeetingPlace](#) module
- [Importing Data into Cisco Unified MeetingPlace](#) module

## **Import User Profiles Page**

Use this page to import user profile information that is specified in a comma-separated values (CSV) file. To find this page, select **Maintenance > Import Data > Import User Profiles**.

**Table: Field Reference: Import User Profiles Page**

| Field                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action to perform               | Whether to add or delete user profiles from the database.<br><br>Default: Add profiles to system                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Data file to use                | Directory path and filename of the import file.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Overwrite duplicate information | When set to No, existing user profiles in the database are <i>not</i> modified by the import process.<br><br>When set to Yes, the system overwrites each existing user profile in the database that matches <i>both</i> the <u>Profile number</u> and <u>User ID</u> of an imported user profile. Exceptions: <ul style="list-style-type: none"> <li>• In the preconfigured Admin profile, the <u>User status</u> and <u>Type of user</u> fields are not updated with imported values.</li> <li>• In the preconfigured Guest profile, the <u>Profile PIN</u> and <u>Type of user</u> fields are not updated with imported values.</li> </ul> Restriction: The system does <i>not</i> import any user profile that matches only one (not both) of the <u>Profile number</u> and <u>User ID</u> fields of an existing user profile in the database. Instead, the system reports an error and treats this as an attempt to add a new user profile whose <u>Profile number</u> or <u>User ID</u> (both of which must be unique) conflicts with an existing user profile in the database.<br><br>Default: No |
| Send log information to         | Select screen or file.<br><br>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.<br><br>To estimate the error threshold, determine the number of users in the import file and add 10.<br><br>Default: 5000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**Related Topics**

- [Table: Import and Export Data Specifications for User Profiles in the Raw Data Export and Import Specifications for Cisco Unified MeetingPlace module](#)

- [Importing Data into Cisco Unified MeetingPlace](#) module

## Import Video Terminal Profiles Page

Use this page to import video terminal profile (VTP) information that is specified in a comma-separated values (CSV) file. To find this page, select **Maintenance > Import Data > Import Video Terminal Profiles**.

**Table: Field Reference: Import Video Terminal Profiles Page**

| Field                           | Description                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action to perform               | Whether to add or delete VTPs from the database.<br><br>Default: Add video terminal profiles to system                                                                                                                                                                                                                                                                                                 |
| Data file to use                | Directory path and filename of the import file.                                                                                                                                                                                                                                                                                                                                                        |
| Overwrite duplicate information | When set to No, existing VTPs in the database are <i>not</i> modified by the import process.<br><br>When set to Yes, the system overwrites each existing VTP in the database that matches one or both of the following fields in an imported VTP: <ul style="list-style-type: none"> <li>• <a href="#">Video terminal name</a></li> <li>• <a href="#">Endpoint E.164 number</a></li> </ul> Default: No |
| Send log information to         | Select screen or file.<br><br>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.<br><br>To estimate the error threshold, determine the number of users in the import file and add 10.<br><br>Default: 5000                                                                                                                                         |

**Related Topics**

- [Table: Import and Export Data Specifications for Video Terminal Profiles](#) in the [Raw Data Export and Import Specifications for Cisco Unified MeetingPlace](#) module

Topics in the [Importing Data into Cisco Unified MeetingPlace](#) module:

- [Requirements for Importing Data](#)
- [Adding or Editing Video Terminal Profiles by Import](#)
- [Deleting Video Terminal Profiles by Import](#)
- [Examples of Import Files](#)

## Import Video Types Page

Use this page to import video type information that is specified in a comma-separated values (CSV) file. To find this page, select **Maintenance > Import Data > Import Video Types**. You can import video types only if the [Type of media server](#) is set to Express Media Server.

**Table: Field Reference: Import Video Types Page**

| Field                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action to perform               | Whether to add or delete video types from the database.<br><br>Default: Add video types to system                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Data file to use                | Directory path and filename of the import file.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Overwrite duplicate information | When set to No, existing video types in the database are <i>not</i> modified by the import process.<br><br>When set to Yes, the system overwrites existing video types with duplicate imported video types in the database: <ul style="list-style-type: none"> <li>• The system warns you before deleting manually added video types that are currently assigned to profiled users or groups. As a result, those profiled users who have <a href="#">Can attend + host video meetings</a> usage setting are assigned the default video type. For profiled groups, the system assigns the default video type regardless of the <a href="#">Video usage</a> setting.</li> <li>• The system prevents you from deleting (or modifying) the default video types.</li> </ul> Default: No |

**Related Topics**

- [Adding Video Types by Import](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module
- [Deleting Video Types by Import](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module

## Install Licenses Page

To find this page, select **Maintenance > Licenses > Install Licenses**.

**Table: Field Reference: Install Licenses Page**

| Field                           | Description                                                                                                                                                                                                                                                                      |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Upload new license file         | Specifies to delete all previously installed licenses before installing the license file.<br><br>Restriction: Select this option only when uploading licenses to your system for the first time, or in the unlikely event that you must install an entirely new set of licenses. |
| Append incremental license file | Specifies to keep all the previously installed licenses and to add additional licenses from the license file.                                                                                                                                                                    |
| Host ID (MAC address)           | <i>Display only.</i> MAC address of the Application Server. You need this address to obtain licenses.                                                                                                                                                                            |
| License file to use             | Directory path and filename of the license file.                                                                                                                                                                                                                                 |
| Install License                 | Installs the file specified in the License file to use field.                                                                                                                                                                                                                    |
| Restart License Manager         | Use this button to start or restart the license manager.                                                                                                                                                                                                                         |
| Download License                | Use this button to save a copy of the license file.                                                                                                                                                                                                                              |

**Related Topics**

- [Installing and Managing Licenses for Cisco Unified MeetingPlace](#) module
- [Planning Guide for Cisco Unified MeetingPlace](#) at [http://docwiki.cisco.com/wiki/Cisco Unified MeetingPlace%2C Release 8.0 -- Planning Your Deployment](http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_--_Planning_Your_Deployment)

## Licenses Summary Page

Use this page to display and download licenses for the Cisco Unified MeetingPlace system. To find this page, select **Maintenance > Licenses > Licenses Summary**.

**Table: Field Reference: Licenses Summary Page**

| <b>Field</b> | <b>Description</b>                                                                                                                   |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Name         | The type of license.                                                                                                                 |
| Enabled      | (Yes/No) Whether the license is enabled.<br>or<br>(number) The number of licenses or ports of this type that are enabled.            |
| Installed    | (Yes/No) Whether the license was installed.<br>or<br>(number) The total number of licenses or ports of this type that are installed. |
| Comment      | Additional information about the license, such as an expiration date or any limitations that are specific to your system.            |

**Related Topics**

- [Installing and Managing Licenses for Cisco Unified MeetingPlace](#) module
- *Planning Guide for Cisco Unified MeetingPlace* at [http://docwiki.cisco.com/wiki/Cisco Unified MeetingPlace%2C Release 8.0 -- Planning Your Deployment](http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_--_Planning_Your_Deployment)