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You can define custom fields for meetings, user profiles, and user groups. Use these flex fields to track site- or organization-specific information by meeting or user.

You can set the Protection level to control which flex fields appear in or can be modified from the Cisco Unified MeetingPlace web user portal.

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Table: Default Flex Field Values

Type of Flex Field	Default Value of Flex Field
Text	(blank)
Number	0
Date	Jan 01 1970
Yes/No	No

Restrictions

- Flex fields are not included in exported output.
- Flex fields cannot be imported.
- If you modify the Type of an existing flex field, the flex field value in existing user groups, user profiles, and meeting records that contain that flex field will be replaced by the *default* value applicable to the newly specified Type. See [Table: Default Flex Field Values](#).

Procedure

1. Sign in to the Administration Center.
2. Select **System Configuration > Flex Fields Configuration**.
3. Select one of the flex field entries.
4. Configure the fields on the Edit Flex Fields Page.
5. Select **Save**.

Related Topics

- [Table: Field Reference: Edit Flex Fields Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(D - G pages\)](#)
- [Customizing the Cisco Unified MeetingPlace Web User Portal](#) module
- [Customization Options for Scheduling from Microsoft Outlook](#) section in the [Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook](#) module