

**Main page:** [Cisco Unified MeetingPlace, Release 8.0](#)

**Up one level:** [Configuration](#)

**Note:** This topic does *not* apply to deployments in which users schedule meetings from the Cisco WebEx site. For information about Cisco WebEx integration deployments, see the *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).

The Cisco Unified MeetingPlace web user portal is composed of a set of template pages that allow users to complete various Cisco Unified MeetingPlace functions. As a system administrator, you can configure which fields are exposed to your users. This information is preserved in the MPWEB database and remains unaffected by Cisco Unified MeetingPlace Web Server software upgrades.

This module describes how to configure the web pages and features that your users see.

- [Inserting a Logo on the Cisco Unified MeetingPlace Home Page](#)
- [How to Configure Which Fields Appear in the Web User Portal](#)
- [How to Configure Field Names and Descriptions](#)
- [How to Reload a Custom Configuration](#)
- [How to Restore Default User Interface Settings](#)
- [Customizing the Session Expired Page](#)
- [Customizing the Web User Portal with Cascading Style Sheets](#)

## Contents

- [1 Inserting a Logo on the Cisco Unified MeetingPlace Home Page](#)
  - ◆ [1.1 Before You Begin](#)
  - ◆ [1.2 Procedure](#)
- [2 How to Configure Which Fields Appear in the Web User Portal](#)
  - ◆ [2.1 Configuring Which Fields Appear in the Web User Portal](#)
    - ◇ [2.1.1 Procedure](#)
    - ◇ [2.1.2 What to Do Next](#)
  - ◆ [2.2 Saving Your Field Configuration Changes](#)
    - ◇ [2.2.1 Procedure](#)
    - ◇ [2.2.2 Related Topics](#)
- [3 How to Configure Field Names and Descriptions](#)
  - ◆ [3.1 Determining the String ID of Text in the Web User Portal](#)
    - ◇ [3.1.1 Procedure](#)
    - ◇ [3.1.2 What to Do Next](#)
  - ◆ [3.2 Modifying or Creating a Field Name or Description](#)
    - ◇ [3.2.1 Before You Begin](#)

- ◇ [3.2.2 Procedure](#)
- ◆ [3.3 Modifying an Error Message](#)
  - ◇ [3.3.1 Before You Begin](#)
  - ◇ [3.3.2 Procedure](#)
- ◆ [3.4 Saving Your Text Configuration Changes](#)
  - ◇ [3.4.1 Procedure](#)
  - ◇ [3.4.2 Related Topics](#)
- [4 How to Reload a Custom Configuration](#)
  - ◆ [4.1 Reloading a Saved Field Configuration](#)
    - ◇ [4.1.1 Restriction](#)
    - ◇ [4.1.2 Procedure](#)
    - ◇ [4.1.3 Related Topics](#)
  - ◆ [4.2 Reloading a Saved Text Configuration](#)
    - ◇ [4.2.1 Restriction](#)
    - ◇ [4.2.2 Procedure](#)
    - ◇ [4.2.3 Related Topics](#)
- [5 How to Restore Default User Interface Settings](#)
  - ◆ [5.1 Restoring Default Field Settings](#)
    - ◇ [5.1.1 Procedure](#)
  - ◆ [5.2 Restoring Default Text Settings](#)
    - ◇ [5.2.1 Procedure](#)
- [6 Customizing the Session Expired Page](#)
  - ◆ [6.1 Procedure](#)
- [7 Customizing the Web User Portal with Cascading Style Sheets](#)
  - ◆ [7.1 Before You Begin](#)
  - ◆ [7.2 Procedure](#)

## Inserting a Logo on the Cisco Unified MeetingPlace Home Page

Complete this procedure to insert either a company logo or a blank logo on the Cisco Unified MeetingPlace home page.

### Before You Begin

- Locate a logo 148 x 65 pixels or less and save it as logo.gif. A smaller logo works in this space, but a larger one results in the content of the screen shifting to the right.
- (Optional) If you do not want to include a logo on the Cisco Unified MeetingPlace home page, create a blank file 148 x 65 pixels and save it as logo.gif.

### Procedure

Copy the logo.gif file into drive:\Program Files\Cisco Systems\MPWeb\Images.

The logo you inserted displays on the Cisco Unified MeetingPlace home page the next time you open your web browser.

## How to Configure Which Fields Appear in the Web User Portal

- [Configuring Which Fields Appear in the Web User Portal](#)
- [Saving Your Field Configuration Changes](#)

### Configuring Which Fields Appear in the Web User Portal

Complete this procedure to select which fields appear on each page of the Cisco Unified MeetingPlace web user portal.

#### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal.
2. Select **Admin**.
3. Select **User Interface Fields**.
4. Locate the "General" section of the page.
5. Select the name of the Cisco Unified MeetingPlace page that you want to configure.  
The user interface fields for that page appear.
6. Select an object in the Enabled column to expose or hide fields in the Cisco Unified MeetingPlace web user portal.
  - ◆ A checkmark means that this field is exposed in the web user portal.
  - ◆ An X means that this field is hidden in the web user portal.**Note:** Hiding a field removes it from the web user portal and disables access to its functionality.
7. Select **Back** to return to the main User Interface Fields administration page.

#### What to Do Next

(Optional) Proceed to the [Modifying or Creating a Field Name or Description](#) if you want to modify the names or descriptions displayed next to your exposed fields.

### Saving Your Field Configuration Changes

Complete this procedure to save an XML copy of the configuration changes that you made in your browser. This is useful if you ever need to reload the configuration.

#### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal.
2. Select **Admin**.
3. Select **User Interface Fields**.
4. Locate the "Actions" section of the page.
5. Select **Export Custom User Interface Field Configuration**.

6. Save the resulting XML file to your hard drive by using the Save As option in your browser.

#### Related Topics

- [Configuring Which Fields Appear in the Web User Portal](#)

## How to Configure Field Names and Descriptions

- [Determining the String ID of Text in the Web User Portal](#)
- [Modifying or Creating a Field Name or Description](#)
- [Modifying an Error Message](#)
- [Saving Your Text Configuration Changes](#)

### Determining the String ID of Text in the Web User Portal

Complete this procedure to find the string ID associated with a field on the Cisco Unified MeetingPlace web user portal. You will need this string ID to do any modifications to the associated text.

#### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal.
2. Browse to the page that contains the UI element you want to modify.
3. Right-click next to the UI element and select **View Source**.  
Notepad displays with the source code for the UI element.
4. Open the Find window by pressing **Ctrl + F** on your keyboard.
5. Enter your search term and select **Find Next**.
6. When you locate the element you want to modify, read across to find its associated string ID, such as *String1234*.

#### What to Do Next

Proceed to the [Modifying or Creating a Field Name or Description](#) for instructions on how to modify this string.

### Modifying or Creating a Field Name or Description

After configuring which fields will appear on Cisco Unified MeetingPlace web pages, you can select to modify the names or descriptions next to the exposed fields. This requires configuring the relevant strings in the MPWEB database. Such configurations are preserved in the database; therefore, the configurations are not affected by Cisco Unified MeetingPlace Web Server software upgrades. This tool also allows you to create new strings to enter into the MPWEB database.

#### Procedure

### Before You Begin

If you are modifying the name of a current field, make sure that you know the string ID for that field. See the [Determining the String ID of Text in the Web User Portal](#) for instructions

### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal.
2. Select **Admin**.
3. Select **User Interface Text**.
4. Select **Configure Strings**.
5. Enter a string ID.
  - ◆ If you are modifying a string, enter the ID number for the string that you want to modify, such as *1234*.
  - ◆ If you are creating a new string, enter a new string ID.
6. Select the language of the string.
7. Select **Submit**.

Default and custom information about this string displays.
8. Locate the New String field.
9. Enter the new text that you want to associate with this string.
10. Select **Change**.
11. Select **Done** or select **Restore Default** to revert to the default text.
12. (Optional) Select **Look Up a Different String** and repeat Step 5 through Step 11.

## Modifying an Error Message

### Before You Begin

Complete the [Determining the String ID of Text in the Web User Portal](#) so that you can identify the IDs for the error message strings that you want to modify.

### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal.
2. Select **Admin**.
3. Select **User Interface Text**.
4. Select **Configure Strings**.
5. Enter the sum of 1 million plus the error number that you want to modify.

For example, if you want to modify error 5432, enter 1005432.
6. Select the language of the error message that you want to modify.
7. Select **Submit**.

Default and custom information about this string displays.
8. Locate the New String field.
9. Enter the new text that you want to associate with this error number.
10. Select **Change**.
11. Select **Done** or select **Restore Default** to revert to the default text.
12. (Optional) Select **Look Up a Different String** and repeat Step 5 through Step 11.

## Saving Your Text Configuration Changes

Complete this procedure to save an XML copy of the configuration changes you made in your browser. This is useful if you ever need to reload the configuration.

### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal.
2. Select **Admin**.
3. Select **User Interface Text**.
4. Select **Export Custom User Interface Strings**.
5. Save the resulting XML file to your hard drive by using the Save As option in your browser.

### Related Topics

- [Reloading a Saved Text Configuration](#)

## How to Reload a Custom Configuration

- [Reloading a Saved Field Configuration](#)
- [Reloading a Saved Text Configuration](#)

## Reloading a Saved Field Configuration

### Restriction

You must have already saved a custom configuration to complete this procedure. See the [Saving Your Field Configuration Changes](#) for instructions.

### Procedure

1. Stop the Cisco Unified MeetingPlace Web Master Service.
2. Locate the XML copy of your configuration changes on your hard drive.
3. Copy the XML file to C:\Program Files\Cisco Systems\MPWeb\DataSvc.
4. Start the Cisco Unified MeetingPlace Web Master Service.

### Related Topics

- [Stopping, Starting, or Restarting the Cisco Unified MeetingPlace Web Master Service module](#)

## Reloading a Saved Text Configuration

### Restriction

You must have already saved a custom configuration to complete this procedure. See the [Saving Your Text Configuration Changes](#).

### Procedure

1. Stop the Cisco Unified MeetingPlace Web Master Service.
2. Locate the XML copy of your configuration changes on your hard drive.
3. Copy it to C:\Program Files\Cisco Systems\MPWeb\DataSvc.
4. Start the Cisco Unified MeetingPlace Web Master Service.

### Related Topics

- [Stopping, Starting, or Restarting the Cisco Unified MeetingPlace Web Master Service](#) module

## How to Restore Default User Interface Settings

- [Restoring Default Field Settings](#)
- [Restoring Default Text Settings](#)

### Restoring Default Field Settings

**Caution!** Following this procedure removes all of the configurations that were completed with the User Interface Field configuration tool.

### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal.
2. Select **Admin**.
3. Select **User Interface Fields**.
4. Locate the "Actions" section of the page.
5. Select **Revert to Default**.
6. Select **OK** in the pop-up window to confirm your action.

### Restoring Default Text Settings

**Caution!** This procedure removes all of the text configurations that were completed with the User Interface Text configuration tool.

#### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal.
2. Select **Admin**.
3. Select **User Interface Text**.
4. Select **Revert to Default**.
5. Select **OK** in the pop-up window to confirm your action.

## Customizing the Session Expired Page

By default, profiled users with expired or invalid session IDs are redirected to the home page, from which they can sign in again. Complete this procedure to change this behavior, for example, to display an error message and redirect users to a particular site.

#### Procedure

1. Create a template called **SessionExpired.tpl**.
2. Save this template to the program files\mpweb\template folder.

## Customizing the Web User Portal with Cascading Style Sheets

The Cisco Unified MeetingPlace Web Server software applies cascading style sheets (CSS) to determine the look of the web user portal. These CSS files affect all web pages (the home page, meeting scheduling pages, Admin pages, account settings, and so on).

When a web page links to multiple CSS files, the styles defined in these files affect the page in a cascading manner—styles applied later in the chain override earlier styles. The Cisco Unified MeetingPlace web pages link first to up to two predefined mpweb.css files (one for the base page and the other for a specific language if the page is not in U.S. English) and then to two customer-definable custom.css files (again for the base page and for another language).

You can create custom.css files to do the following two things. Because these files are not created during installation, they are preserved during upgrades.

- Define specific styles (for example, to change the page background colors).
- Hide strings that you cannot hide by using the User Interface Field configuration tool.

**Caution!** Do not modify the installed mpweb.css files. Modifications to these files are not supported and will not be preserved during upgrades.



**Caution!** You cannot use the [Restoring Default Text Settings](#) to re-display strings that you hide by using this procedure. Instead, you will have to delete the text that you enter in this procedure.

### Before You Begin

- We recommend that you do not alter the style sheet files unless you are familiar with HTML style sheets.
- If you are hiding strings, complete the [Determining the String ID of Text in the Web User Portal](#) so that you can identify the IDs for the strings that you want to modify.

### Procedure

1. Create a file named `custom.css`.
2. Apply the `custom.css` file to a language by completing one of the following:
  - ◆ Save the file to `drive:\Cisco Systems\MPWeb\HTML` to apply the file to U.S. English.
  - ◆ Save the file to `drive:\Program Files\Cisco Systems\MPWeb\HTML\xxx`, where `xxx` is one of the following language IDs:
    - ◇ Chinese (China) \022
    - ◇ Chinese (Taiwan) \023
    - ◇ English \000
    - ◇ French \006
    - ◇ German \007
    - ◇ Japanese \021
    - ◇ Portuguese (Brazil) \017
    - ◇ Spanish (Latin America) \014
    - ◇ Russian \030
3. (Optional) To turn off a string, enter the following information in the file:

```
.string-number
{
    display:none
}
```
4. Apply the desired style in the `custom.css` file.
5. Save the `custom.css` file.