Main page: Cisco Unified MeetingPlace, Release 8.0

Up one level: Configuration

- Requirements for Importing Data
- How To Import Data
- Examples of Import Files

Contents

- 1 Requirements for Importing Data
  - 1.1 Table: Required Headers in Import Files
  - 1.2 Related Topics
- 2 How To Import Data
  - 2.1 Preparing the Export File for Import
    - 2.1.1 Before You Begin
    - 2.1.2 Procedure
  - 2.2 Setting Up an Import File
    - 2.2.1 Before You Begin
    - 2.2.2 Procedure
    - 2.2.3 Related Topics
  - 2.3 Adding or Editing User Groups by Import
    - 2.3.1 Before You Begin
    - 2.3.2 Restriction
    - 2.3.3 Procedure
    - 2.3.4 Related Topics
    - 2.3.5 What To Do Next
  - 2.4 Deleting User Groups by Import
    - 2.4.1 Before You Begin
    - 2.4.2 Restrictions
    - 2.4.3 Procedure
    - 2.4.4 Related Topics
  - 2.5 Adding or Editing User Profiles by Import
    - 2.5.1 Before You Begin
    - 2.5.2 Restrictions
    - 2.5.3 Procedure
    - 2.5.4 Related Topics
    - 2.5.5 What To Do Next
  - 2.6 Deleting User Profiles by Import
    - 2.6.1 Before You Begin
    - 2.6.2 Restrictions
    - 2.6.3 Procedure
    - 2.6.4 Related Topics
  - 2.7 Adding or Editing Video Terminal Profiles by Import

- 2.7.1 Before You Begin
- 2.7.2 Restrictions
- 2.7.3 Procedure
- 2.7.4 Related Topics
- 2.7.5 What To Do Next
- 2.8 Deleting Video Terminal Profiles by Import
  - 2.8.1 Before You Begin
  - 2.8.2 Restriction
  - 2.8.3 Procedure
  - 2.8.4 Related Topics
- 2.9 Adding Video Types by Import
  - 2.9.1 Before You Begin
  - 2.9.2 Restrictions
  - 2.9.3 Procedure
  - 2.9.4 Related Topics
- 2.10 Deleting Video Types by Import
  - 2.10.1 Before You Begin
  - 2.10.2 Restrictions
  - 2.10.3 Procedure
  - 2.10.4 Related Topics
- 2.11 Importing Remote Servers
  - 2.11.1 Before You Begin
  - 2.11.2 Procedure
  - 2.11.3 Related Topics
- 2.12 Importing Meeting Categories
  - 2.12.1 Before You Begin
  - 2.12.2 Procedure
  - 2.12.3 Related Topics
- 2.13 Scheduling Meetings by Import
  - 2.13.1 Before You Begin
  - 2.13.2 Restrictions
  - 2.13.3 Procedure
  - 2.13.4 Related Topics
- 2.14 Canceling Meetings by Import
  - 2.14.1 Before You Begin
  - 2.14.2 Restrictions
  - 2.14.3 Procedure
  - 2.14.4 Related Topics
- 2.15 Importing the System Configuration
  - 2.15.1 Before You Begin
  - 2.15.2 Procedure
  - 2.15.3 Related Topics

- 3 Examples of Import Files
  - 3.1 Related Topics

Requirements for Importing Data

These requirements apply to user groups, user profiles, video terminal profiles, and meetings:

- Import files must use the comma-separated value (CSV) format.
- The first or second line of the import file contains header fields that specify the order in which data appears in all subsequent lines. The header fields can be in any order.

If the second line contains the header fields, the first line of the import file contains the product version information, which must exactly match the first line of an equivalent export file from the same Cisco Unified MeetingPlace system.

- All subsequent lines of the import file contain the actual data. The data must appear in the order specified in the first line of the import file.
- Each import file must contain the required headers specified in Table: Required Headers in Import Files. For all optional header fields that are *not* included in the import file, the system uses the default value for the import data.

Table: Required Headers in Import Files

Type of Import File	Purpose	Required Header Fields
User groups	Adding or deleting	• grpnum • Name
User profiles	Adding	• EncryptedProfilePWD or prfpwd • EncryptedUserPWD or upwd • prfnum • uid
	Deleting	• prfnum • uid
Video terminal profiles	Adding	• videoTermName • videoTermId • videoEndPtAddStr
	Deleting	• videoTermName
Meetings	Scheduling or canceling	• DialableConfID • ReqLengthOfConf • StartDateTimeOfConf

- If you are importing data that was previously exported, the field values must retain any leading zeros (0) that were in the original export file.
    - If you lose the leading zeros, you will see import errors. For example, if you try to import user profiles whose group numbers are missing leading zeros, import errors will indicate that the user group cannot be found.
    - Note that some spreadsheet applications, such as Microsoft Excel, automatically delete leading 0s from cells that the application formats as numbers. See the documentation for your spreadsheet application to make sure that all fields are treated as text instead of numbers.
- All values in the import file must be valid. Otherwise, the import file might introduce incorrect relationships in the database and cause erratic system behavior. For descriptions of available import fields, see these sections of the Raw Data Export and Import Specifications for Cisco Unified

MeetingPlace module:

- Table: Import and Export Data Specifications for User Groups
- Table: Import and Export Data Specifications for User Profiles
- Table: Import and Export Data Specifications for Video Terminal Profiles
- Table: Import and Export Data Specifications for Meetings

- These notes apply to the import file:
  - Any spaces placed at the beginning or end of a value are deleted during the import process unless the value and the leading or ending spaces are enclosed in double quotation marks (" "). Spaces within a value, for example in *Tech Support* for a billing code, are imported without being deleted.
  - Any commas used in a value must be enclosed in double quotation marks, such as using "Smith, John" for a user ID.
  - All text is case insensitive.

Related Topics

- How To Import Data
- Examples of Import Files

How To Import Data

- Preparing the Export File for Import
- Setting Up an Import File
- Adding or Editing User Groups by Import
- Deleting User Groups by Import
- Adding or Editing User Profiles by Import
- Deleting User Profiles by Import
- Adding or Editing Video Terminal Profiles by Import
- Deleting Video Terminal Profiles by Import
- Adding Video Types by Import
- Deleting Video Types by Import
- Importing Remote Servers
- Importing Meeting Categories
- Scheduling Meetings by Import
- Canceling Meetings by Import
- Importing the System Configuration

Preparing the Export File for Import

Care should be taken when opening a Cisco Unified MeetingPlace export file using Microsoft Excel, which by default removes any leading zeros (0) in the data and results in import errors.

Use these instructions to preserve leading 0s in the data using Microsoft Excel 2007.

Before You Begin

- Read the Requirements for Importing Data.

Procedure

1. Select **Data > From Text**.
2. Open the .CSV export file, which launches the File Import Wizard.
3. During Step 3 of the File Import Wizard, you can choose the Data Format for each column. By default, Microsoft Excel uses General formatting, which removes all leading 0s. Make sure you do the following:
    1. Select the column for numbers.
    2. Under Column Data Format, select the Text radio button.
    3. Repeat this procedure for any other columns. When finished make sure to verify data.

Setting Up an Import File

Before You Begin

- Read the Preparing the Export File for Import.
- Create an import file template by exporting a similar file that includes field header names. See one of these sections in the Running Reports and Exporting Data from Cisco Unified MeetingPlace module:
    - Exporting User Groups
    - Exporting User Profiles
    - Exporting Video Terminal Profiles
    - Exporting Meetings

Procedure

1. Use a spreadsheet application, such as Excel, to open a previously exported file.
2. In the spreadsheet application, the required headings are listed in the second row, and the data is listed in all subsequent rows. Perform one of these actions:
    - If you are modifying existing entries, delete the rows that you do *not* want to modify. Do *not* delete the first two rows.
    - If you are adding entirely new entries, delete all rows except the first two rows.
3. Enter or modify the information in the appropriate fields.

    Caution! Make sure that all values in the import file are valid. Invalid entries in the import file might introduce incorrect relationships in the database and cause erratic system behavior. If you are unsure about what to enter in any field, we recommend that you delete that entire column (unless it is a required field). For descriptions of each field, see these sections of the Raw Data Export and Import Specifications for Cisco Unified MeetingPlace module:
    - Table: Import and Export Data Specifications for User Groups
    - Table: Import and Export Data Specifications for User Profiles
    - Table: Import and Export Data Specifications for Video Terminal Profiles
    - Table: Import and Export Data Specifications for Meetings
4. Save and close the file.

Related Topics

- Examples of Import Files

Adding or Editing User Groups by Import

Before You Begin

- If you instead want to add user groups one at a time, see the Adding or Editing a User Group Manually.
- Read the Requirements for Importing Data.
- Create the import file. See the Setting Up an Import File.
- Unspecified fields for new user groups in the import file use default values from the preconfigured System group.

Restriction

If the import file contains the tzcode header field, all user groups in the import file must have a valid entry for the field. For any invalid or blank tzcode values, the associated user group is not imported, and an error is logged.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import User Groups**.
3. Enter values in the fields.
4. Select **Execute**.
5. Select **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
   - Select the link to view the import log, which you can print.
   - Select **OK** to close the page.
     After you select **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files
- Import User Groups Page
- System User Group in the Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module
- Replication Service in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module

What To Do Next

Proceed to Updating All Groups in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module if you want the new or modified user group settings to take effect immediately. Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Deleting User Groups by Import

Note: If you want to delete user groups one at a time, see the Deleting a User Group.

Before You Begin

- Create the import file. See the Setting Up an Import File.
- Make sure that the import file contains only the user groups that you want to *delete*.

Restrictions

- You cannot delete the group called system.
- Deleting user groups is an irreversible operation. Before you delete user groups, consider creating a backup copy so that you can later retrieve the deleted user groups if necessary. Use one of these options:
    - Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server module
    - Exporting User Groups in the Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import User Groups**.
3. Enter values in the fields.
    - In the Action to perform field, select "Delete groups from system."
    - Ignore the Overwrite duplicate information field. Its value does not affect the process.
4. Select **Execute**.
5. Select **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
    - Select the link to view the import log, which you can print.
    - Select **OK** to close the page.
      After you select **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files
- Import User Groups Page in the Administration Center Page References for Cisco Unified MeetingPlace (I - L pages)

Adding or Editing User Profiles by Import

You can import user profiles by using a spreadsheet in CSV text file format. This option can be useful for:

- Making minor changes to a large number of user profiles, such as globally changing the domain name in all email addresses.
- Company mergers or initial setup of user profiles when Directory Service is not an option.

Before You Begin

- If you instead want to add user profiles one at a time, see the Adding User Profiles Manually.
- Read the Requirements for Importing Data.
- Create the import file. See the Setting Up an Import File.
- Unspecified fields for new user profiles in the import file use default values from the preconfigured guest profile.

Restrictions

- You cannot use the import process to modify the User ID (uid) or the Profile number (prfnum) of existing user profiles in the database.
- If the import file contains the tzcode header field, all user profiles in the import file must have a valid entry for the field. For any invalid or blank tzcode values, the associated user profile is not imported, and an error is logged.
- If the import file contains the grpnme, grpnum, or both header fields, all user profiles in the import file must have a valid entry for each included field. Specifically:
    - Import user groups before you import user profiles.
    - If any grpnme and grpnum fields are left blank in the import file, the associated user profiles are not imported, and an error is logged.
    - If any user groups that are specified in the grpnme and grpnum fields do not already exist in the Cisco Unified MeetingPlace database, the associated user profiles are not imported, and an error is logged.
- If the import file does *not* contain the grpnme or grpnum header fields, the imported user profiles are automatically assigned to the preconfigured System User Group.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import User Profiles**.
3. Enter values in the fields.
4. Select **Execute**.
5. Select **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
    - Select the link to view the import log, which you can print.
    - Select **OK** to close the page.
      After you select **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files
- Table: Field Reference: Import User Groups Page in the Administration Center Page References for Cisco Unified MeetingPlace (I - L pages)
- Guest Profile Fields That Apply to New User Profiles in the Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module
- Methods for Adding User Profiles in the Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module
- Replication Service in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module

What To Do Next

Proceed to Updating All User Profiles in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module if any of these apply to you:

- You want new user profiles to be available immediately for meeting invitations.
- You want modified user profile settings to take effect immediately.

Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Deleting User Profiles by Import

Before You Begin

- If you instead want to delete user profiles one at a time, see the Deleting a User Profile.
- See the Requirements for Importing Data.
- Create the import file. See the Setting Up an Import File.
- Make sure that the import file contains only the user profiles that you want to *delete*.
- Deleting user profiles is an irreversible operation. Before you delete user profiles, consider creating a backup copy so that you can later retrieve the deleted user profiles if necessary. Use one of these options:
    - Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server module
    - Exporting User Profiles in the Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module

Restrictions

- (Cisco WebEx integration only) Deleting user profiles on Cisco Unified MeetingPlace does *not* disable access to Cisco WebEx. You must also deactivate those users through the Cisco WebEx Site Administration.
- You cannot delete the preconfigured admin, guest, or recorder user profiles, nor can you delete the user profile with which you are currently signed in.
- If the import file contains the grpnme or grpnum header fields, all user profiles in the import file must have a valid entry for the field. For any invalid or blank values, the associated user profile is not

deleted by import.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import User Profiles**.
3. Enter values in the fields.
   In the Action to perform field, select **Delete users from system**.
4. Select **Execute**.
5. Select **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
   - Select the link to view the import log, which you can print.
   - Select **OK** to close the page.
     After you select **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files
- Table: Field Reference: Import User Profiles Page in the Administration Center Page References for Cisco Unified MeetingPlace (I - L pages)
- Deactivating Cisco WebEx User Profiles in the Integrating Cisco Unified MeetingPlace with Cisco WebEx module

Adding or Editing Video Terminal Profiles by Import

You can import video terminal profiles by using a spreadsheet in CSV text file format.

Before You Begin

- If you instead want to add VTPs one at a time, see Adding or Editing a Video Terminal Profile in the Configuring Endpoints for Cisco Unified MeetingPlace module.
- Read the Requirements for Importing Data.
- Create the import file. See the Setting Up an Import File.

Restrictions

- You cannot use the import process to modify the user ID (uid), profile number (prfnum), or video terminal ID (videoTermId) of existing VTPs in the database.
- If the import file contains the tzcode header field, all VTPs in the import file must have a valid entry for the field. For any invalid or blank tzcode values, the associated VTP is not imported, and an error is logged.
- If the import file contains the grpnme, grpnum, or both header fields, all VTPs in the import file must have a valid entry for each included field. Specifically:
  - Import user groups before you import VTPs.
  - If any grpnme and grpnum fields are left blank in the import file, the associated VTPs are not imported, and an error is logged.
  - If any user groups that are specified in the grpnme and grpnum fields do not already exist in

the Cisco Unified MeetingPlace database, the associated VTPs are not imported, and an error is logged.

- If the import file does *not* contain the grpnme or grpnum header fields, the imported VTPs are automatically assigned to the preconfigured System User Group.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import Video Terminal Profiles**.
3. Enter values in the fields.
4. Select **Execute**.
5. Select **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
   - Select the link to view the import log, which you can print.
   - Select **OK** to close the page.
     After you select **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files
- Table: Field Reference: Import Video Terminal Profiles Page in the Administration Center Page References for Cisco Unified MeetingPlace (I - L pages)
- Replication Service in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module

What To Do Next

Proceed to Updating All Video Terminals in theConfiguring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module if any of these apply to you:

- You want new VTPs to be available immediately for meeting invitations.
- You want any modified VTP settings to take effect immediately.

Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Deleting Video Terminal Profiles by Import

Before You Begin

- If you instead want to delete VTPs one at a time, see Adding or Editing a Video Terminal Profile in the Configuring Endpoints for Cisco Unified MeetingPlace module.
- See the Requirements for Importing Data.
- Create the import file. See the Setting Up an Import File.
- Make sure that the import file contains only the VTPs that you want to *delete*.
- Deleting VTPs is an irreversible operation. Before you proceed, consider creating a backup copy so

that you can later retrieve the deleted VTPs if necessary. Use one of these options:

- Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server module
- Exporting Video Terminal Profiles in the Running Reports and Exporting Data from Cisco Unified MeetingPlace module

Restriction

If the import file contains the grpnme, grpnum, or both header fields, all VTPs in the import file must have a valid entry for the field. For any invalid or blank values, the associated VTP is not deleted by import.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import Video Terminal Profiles**.
3. Enter values in the fields.
   In the Action to perform field, select **Delete video terminal profiles from system**.
4. Select **Execute**.
5. Select **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
   - Select the link to view the import log, which you can print.
   - Select **OK** to close the page.
     After you select **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files
- Table: Field Reference: Import Video Terminal Profiles Page in the Administration Center Page References for Cisco Unified MeetingPlace (I - L pages)

Adding Video Types by Import

Before You Begin

Find the previously exported video types file.

Restrictions

- You can import video types only if the Type of media server is set to Express Media Server. You cannot import, add, or delete video types when the Type of media server is set to Hardware Media Server, even if you manually change the mode to hardware in the xml file.
- You cannot edit default video types when importing even if you select the overwrite function; importing does not change the default video types.
- If import overwrite duplicate information is set to No and you try to import a video type with the same ID and name as an existing video type on the system, the system skips this video type and retains the existing information. If, however, the ID is the same but the name is different, the system

changes the name.
- If import overwrite duplicate information is set to Yes and you try to import the video type with the same name and ID as an existing video type on the system, the system updates that video type with values from the import file.
- The system supports a maximum of 50 video types.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import Video Types**.
3. Enter values in the fields.
   In the Action to perform field, select **Add video types to system**.
4. Select **Execute**.
5. Select **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
   - Select the link to view the import log, which you can print.
   - Select **OK** to close the page.
     After you select **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files
- Table: Field Reference: Import Video Types Page in the Administration Center Page References for Cisco Unified MeetingPlace (I - L pages)
- Exporting Video Types in the Running Reports and Exporting Data from Cisco Unified MeetingPlace module

Deleting Video Types by Import

Before You Begin

- See the Requirements for Importing Data.
- Create the import file. See the Setting Up an Import File.
- Make sure that the import file contains only the video types that you want to *delete*.

Restrictions

- The system prevents you from deleting video types that are currently assigned to profiled users or groups.
- The system prevents you from deleting the default video types that are preconfigured on the system during installation.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import Video Types**.
3. Enter values in the fields.
   In the Action to perform field, select **Delete video types from system**.
4. Select **Execute**.
5. Select **OK** to confirm your request to import records.
6. The system displays the import status and provides a link to the import log:
   - Select the link to view the import log, which you can print.
   - Select **OK** to close the page.
     After you select **OK**, the import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files
- Table: Field Reference: Import Video Types Page in the Administration Center Page References for Cisco Unified MeetingPlace (I - L pages)

Importing Remote Servers

Before You Begin

Find the previously exported remote servers file.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import Remote Servers**.
3. Enter the filename or select **Browse** to find the system configuration file.
4. Choose whether to overwrite duplicate information.
5. Select **Execute**.

Related Topics

- Exporting Remote Servers in the Running Reports and Exporting Data from Cisco Unified MeetingPlace module

Importing Meeting Categories

Before You Begin

Find the previously exported meeting categories file.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import Meeting Categories**.
3. Enter the filename or select **Browse** to find the system configuration file.
4. Choose whether to overwrite duplicate information.
5. Select **Execute**.

Related Topics

- Exporting Meeting Categories in the Running Reports and Exporting Data from Cisco Unified MeetingPlace module
- Configuring Meeting Categories in the Configuring Meetings for Cisco Unified MeetingPlace module

Scheduling Meetings by Import

Use this procedure to schedule meetings by import. Although you can schedule meetings individually from the web user portal, you can schedule multiple meetings at one time by following this procedure.

Before You Begin

Create the import file. See the Setting Up an Import File

Restrictions

- An imported meeting cannot be scheduled if any of these conditions are true:
  - The SchedulerUid field in the import file is blank, and a substitute user ID is not configured in the Scheduler user ID field on the Import Meetings page.
  - There are not enough voice or web ports available for the imported meeting.
- If the user ID in the SchedulerUid field does not correspond to an existing user profile, the import process replaces the SchedulerUid entry with the value entered in the Scheduler user ID field on the Import Meetings page.
- Continuous and recurring meetings are scheduled starting from the current time; meeting information from the past is not imported.
- When recurring meetings are imported to Cisco Unified MeetingPlace, each occurrence in the import file is scheduled as an individual meeting with no recurrence pattern.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import Meetings**.
3. Enter values in the fields.
4. Select **Execute**.

5. Select **OK** to confirm your request to import the meeting records.
6. The system displays the import status and provides a link to the meeting import log:
   - Select the link to view the import log, which you can print.
   - Select **OK** to close the page.
     After you select **OK**, the meeting import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files
- Table: Field Reference: Import Meetings Page in the Administration Center Page References for Cisco Unified MeetingPlace (I - L pages)

Canceling Meetings by Import

Use this procedure to use the import process to cancel meetings in the Cisco Unified MeetingPlace database. Although you can cancel meetings individually from the web user portal, you can cancel multiple meetings at one time by following this procedure.

Before You Begin

Create the import file. See the Setting Up an Import File

Restrictions

Only future instances of recurring meetings are cancelled; meeting information from the past is not imported.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import Meetings**.
3. Enter values in the fields.
   In the Action to perform field, select **Cancel meetings**.
4. Select **Execute**.
5. The system displays the import status and provides a link to the meeting import log:
   - Select the link to view the import log, which you can print.
   - Select **OK** to close the page.
     After you select **OK**, the meeting import log can no longer be viewed or retrieved.

Related Topics

- Examples of Import Files
- Table: Field Reference: Import Meetings Page in the Administration Center Page References for Cisco Unified MeetingPlace (I - L pages)

Importing the System Configuration

Before You Begin

- Find the previously exported system configuration file.
- The system ignores any system configuration settings that are missing from the import file. The system displays warning messages for conditions such as missing parameters, invalid parameter values, and inconsistencies.

Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Import Data > Import System Configuration**.
3. Enter the filename or select **Browse** to find the system configuration file.
4. Select **Execute**.

Related Topics

- Exporting the System Configuration in the Running Reports and Exporting Data from Cisco Unified MeetingPlace module

Examples of Import Files

Data Type	Basic Import File Content
User groups	grpnum,Name,ContactID,CanOutdial 1,group1,username3,Yes 2,group2,username3,No
User profiles	uid,upwd,prfnum,prfpwd,fnm,lnm,phnum,ctctuid,grpnme username1,password1,206,12345,terry,smith,5550191,username3,system username2,password2,207,23456,robin,smith,5550192,username3,system
Video terminal profiles	videoTermName,videoTermId,videoEndPtAddStr Sample1 Room (System calls at mtg start),1226050345261,5550111 Sample2 Room (System calls at mtg start),1226050345262,5550112
Meetings	StartDateTimeOfConf,DialableConfID,ReqLengthOfConf,allowguestoutdial

	04/05/2006 14:00,12321,120,No 04/05/2006 16:00,23432,60,No

If you want to force a user to change their user password and profile PIN upon first sign-in to the system, modify wfpasswordlastchanged and vupasswordlastchanged to have "1/1/1970 0:00" entry in these columns in the spreadsheet prior to import. Make sure that you keep the full time stamp and the date format.

Related Topics

- Requirements for Importing Data
- Raw Data Export and Import Specifications for Cisco Unified MeetingPlace module