



Configuring Flex Fields for Cisco Unified MeetingPlace

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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 end-user web interface.

Table 1 **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, then 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 1](#).

Procedure

- Step 1** Log in to the Administration Center.
 - Step 2** Select **System Configuration > Flex Fields Configuration**.
 - Step 3** Select one of the flex field entries.
 - Step 4** Configure the fields on the [Edit Flex Fields Page](#).
 - Step 5** Select **Save**.
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Related Topics

- [Field Reference: Edit Flex Fields Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace](#) module
- [Configuring the Cisco Unified MeetingPlace Web Conferencing User Interface](#) module
- [Customizing the Cisco Unified MeetingPlace Scheduling Form for Microsoft Outlook](#) in the [Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook](#) module