

**Main page:** [Cisco Unified MeetingPlace, Release 7.0](#)

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This page provides information about each meeting that was cancelled during a specified range of dates. To find this page, click **Reports > Meeting Cancellation Report**.

**Table: Field Reference: Meeting Cancellation Report Page**

<b>Field</b>	<b>Description</b>
Report type	Output format, either text or HTML.  Restriction: If you select txt, all fields are displayed in the report output. The check boxes for selecting fields become dimmed.
Destination	Output destination. For restrictions and recommendations for each option, see <a href="#">Reports and Exported Data</a> .
Sort by	Whether you want the report data sorted by scheduler ID, meeting ID, or date.  Default: Meeting ID
Start date	Default: yesterday (mm/dd/yyyy)
End date	Default: today (mm/dd/yyyy)
<b>Check Boxes and Output Fields</b>	
Show all fields	Displays all fields in the report output.  Unchecking this clears all check boxes, except <a href="#">Scheduler ID</a> and <a href="#">Meeting ID</a> .
Scheduler ID	Name of the meeting owner.  Restriction: This check box cannot be cleared.
Meeting Subject	Meeting subject.
Number of required ports	Number of ports that were reserved for the meeting.
Required length of conference	Length of time scheduled for the meeting.
Meeting ID	Meeting ID.  Restriction: This check box cannot be cleared.
Start date/time of conference	Scheduled start date and time of the meeting.

Billing code	See <u>Billing code</u> .
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**Related Topics**

- Running Reports and Exporting Data from Cisco Unified MeetingPlace