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This report provides information about meetings that occur in the specified date range. The output is grouped by User ID of the meeting owner. To find this page, click **Reports > Meeting Information Report**.

**Table: Field Reference and Output Field Reference: Meeting Information Report Page**

<b>Field</b>	<b>Description</b>
Report type	Output format, either text or HTML.
Destination	Output destination. For restrictions and recommendations for each option, see <a href="#">Reports and Exported Data</a> .
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. <b>Note:</b> Unchecking this clears all check boxes that are not dimmed.
Owner ID	<u>User ID</u> of the meeting owner.
Date held	Date and time that this meeting took place.
Billing code	<u>Billing code</u> for the meeting.
Disk space purge date	Date and time when recordings for the meeting will be deleted from the Application Server. This purge date cannot be changed, and it is set to 7 days after the meeting ends.
Scheduled length	Length of time scheduled for the meeting.
Actual length	Actual meeting length, from when the first meeting participant joined to when the last meeting participant left.
Roll call	Number of minutes used to record the participant names or locations.
Has recording	<i>Not supported.</i> Appears only in Release 7.0.1.
<b>Additional Output Fields</b>	
Total for < <u>User ID</u> >	Sums of the following items for the user: <ul style="list-style-type: none"> <li>• <u>Scheduled length</u></li> <li>• <u>Actual length</u></li> <li>• <u>Roll call</u></li> </ul>
Number of Meetings	Number of meetings in this report that were owned by the user.

**Related Topics**

- [Running Reports and Exporting Data from Cisco Unified MeetingPlace](#)