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To find this page, click **Reports > Port Utilization Report**.

Use this page to compare the number of ports scheduled to the number of ports actually used during a specified period of time. This information can help you determine the peak and off-peak times for your system and compare resource usage with available capacity.

Table: Field Reference: Port Utilization Report Page

Field	Description
Date	Default: today (mm/dd/yyyy)
Start time	The hour you want the port utilization report data to begin. Default: 8:00 AM
End time	The hour you want the port utilization report data to end. Default: 5:00 PM
Conference type	Whether you want report data about voice, web, or video meetings. Default: Voice

Output Reference: Port Utilization Report

The port utilization report output is a chart that shows the following information:

- Date and times represented by the report.
- Number of licensed ports on the system for the selected [Conference type](#).
- (Red data) Percentage of licensed ports that were *scheduled* for meetings of the selected [Conference type](#).
- (Blue data) Percentage of licensed ports that were actually *used* to attend meetings of the selected [Conference type](#).

Related Topics

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