Main page: Cisco Unified MeetingPlace Express, Release 2.x

Report and export data enables you to monitor resource usage, monitor end-user activity, gather billing information, and watch for toll fraud. This data can help you answer questions such as:

- How frequently are people in my company using Cisco Unified MeetingPlace Express? How many meetings did an end user schedule or attend?
- Are there enough licenses, voice recording space, and other system resources to support the number of calls being made by end users?
- Is there an unusual number of calls on one port?

Two areas of the Administration Center provide useful data that you can analyze and save:

- Reports
- Maintenance > Export Information

The output produced in these two areas differs in format. The reports area provides information that is formatted in tables, either in HTML or plain text. The Export Information area provides data in comma-delimited text files, which you may sort and format using any generally available third-party report-generation application.

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Report and Export Destinations

When you run reports and export data in Cisco Unified MeetingPlace Express, you can choose the destination of the generated report output. Table: Report Destination Options describes the destination options.

Table: Report Destination Options

Destination	Description for Reports	Description for Exporting
Screen	The report output appears on the screen. From the screen output, you have the option to print the information or export it to a file.	The exported data appears on the screen. From the screen output, you have the option to print the information or export it to a file. **Note:** Screen output is limited to 500 results. If the exported data exceeds 500 results, you must choose

	Note: Screen output is limited to 500 results. If the report output exceeds 500 results, the report is sent to a file instead of appearing on the screen.	the File export destination to view the whole report. Otherwise, only the first 500 results appear in the screen output.
File	The report output is placed in a file, which you choose to either open or save. • For plain text report output, use a text-editing program such as Notepad or Wordpad to view or modify the file. • For HTML output, use a web browser to view the file. See the Exporting Information to a File.	The exported data is placed in a text file, which you can either open or save. **Note:** We recommend that you use the **.csv** file extension to save the file using the comma-separated values (CSV) file format. Open the saved file with a spreadsheet program such as Microsoft Excel. See Exporting Information to a File.
Printer	The report output appears on the screen and is sent to a printer. From the screen output, you have the option to print the information again. **Note:** Printer output is limited to 500 results. If the report output exceeds 500 results, the report is sent to a file instead of being sent to a printer and appearing on the screen.	The exported data appears on the screen and the Print dialog box is displayed, giving you the option to print the data. You can also save the data by clicking **Export to File**. **Note:** Printer output is limited to 500 results. If the exported data exceeds 500 results, you must choose the File export destination to print the whole report. Otherwise, only the first 500 results appear in the printer output.

Exporting Information to a File

The following procedure begins when you click **Export to File** on any of the Administration Center pages.

Procedure

1. Click **Export to File**.
   You can either open or save the file.
2. To open and view the file:
   1. Click **Open**.
   2. If you are prompted with an Open With dialog box:
      ◊ For reports, which are in HTML format, choose a web browser.
      ◊ Otherwise, choose a text editor, such as Notepad or WordPad.
3. To save the file:
   1. Click **Save**.
   2. In the Save As dialog box, use the **Save in** drop-down menu to navigate to the directory where you want to save the exported file.
   3. Click **Save**.
   4. If the Download Complete dialog box appears, click **Close**.