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This page provides information about each meeting that was cancelled during a specified range of dates.

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## Field Reference: Meeting Cancellation Report

**Table: Fields on the Meeting Cancellation Report Page**

| Field              | Description   | Value  |
|--------------------|---|--|
| Report type        | The format in which you want the meeting cancellation report delivered.<br><br><b>Note:</b> If you select txt, all fields are displayed in the report output. The check boxes for selecting fields become dimmed. | html/txt<br><br>Default: html  |
| Destination        | Destination of the generated report output. For descriptions and restrictions for each option, see the <a href="#">Report and Export Destinations</a> .   | Screen/File/Printer<br><br>Default: Screen   |
| Sort by            | The criteria by which you want the meeting cancellation report data sorted.   | Scheduler ID/Meeting ID/Date<br><br>Default: Meeting ID  |
| Start date         | The starting date for the meeting cancellation report.  | <ul style="list-style-type: none"> <li>• Date in the format MM/DD/YYYY</li> <li>• Click ... to choose a date.</li> </ul> Default: yesterday's date |
| End date           | The ending date for the meeting cancellation report.  | <ul style="list-style-type: none"> <li>• Date in the format MM/DD/YYYY</li> <li>• Click ... to choose a date.</li> </ul> Default: today's date     |
| <b>Check Boxes</b> |   |  |
| Show all fields    | Displays all fields in the report output.   | -  |

|                               |  |   |
|-------------------------------|--|---|
|                               | Unchecking this check box clears all check boxes, except <u>Scheduler ID</u> and <u>Meeting ID</u> . |   |
| Scheduler ID                  | Name of the meeting scheduler.<br><b>Note:</b> 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.<br><b>Note:</b> 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> .  | - |

## Output Fields of the Meeting Cancellation Report

| Field                    | Description   |
|--------------------------|---|
| Meeting Subject          | Meeting subject.                                    |
| Scheduler ID             | First and last name of the meeting scheduler.       |
| Number of Required Ports | Number of ports that were reserved for the meeting. |
| Required Length of Conf  | Length of time scheduled for the meeting.           |
| Billing Code             | See <u>Billing code</u> .                           |
| Start Date/Time Of Conf  | Scheduled start date and time of the meeting.       |