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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.  <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  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  Default: Screen
Sort by	The criteria by which you want the meeting cancellation report data sorted.	Scheduler ID/Meeting ID/Date  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. <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. <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.