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This page is used to run a report about port utilization, which compares the number of ports scheduled to the number of ports actually used during a specified period of time. You can use this report to determine the peak and off-peak times of your Cisco Unified MeetingPlace Express system and compare resource usage with available capacity.

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## Field Reference: Port Utilization Report

**Table: Fields on the Port Utilization Report Page**

Field	Description	Value
Report type	(Read only) The format in which you want the port utilization report delivered.	html
Destination	Destination of the generated report output. For more information, see the <a href="#">Report and Export Destinations</a> .	Screen/File/Printer Default: Screen
Date	The date for the port utilization 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
Start time	The hour you want the port utilization report data to begin.	Range: 12:00 AM to 12:00 AM Default: 8:00 AM
End time	The hour you want the port utilization report data to end.	Range: 12:00 AM to 12:00 AM Default: 5:00 PM
Conference type	The type of meeting for which you want the port utilization report data.	Voice/Web/Video Default: Voice

## Output of the 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. Depending on the Conference type you choose, these are voice ports, web ports, or video ports.
- Percentage of licensed ports that were *scheduled* for meetings (red data). Depending on the Conference type you choose, these are voice meetings, web meetings, or video meetings.
- Percentage of licensed ports that were actually *used* to attend meetings (blue data). Depending on the Conference type you choose, these are voice meetings, web meetings, or video meetings.