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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.

- [Field Reference: Port Utilization Report](#)
- [Output of the Port Utilization Report](#)

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 Report and Export Destinations . | Screen/File/Printer Default: Screen |
| Date | The date for the port utilization report. | <ul style="list-style-type: none"> • Date in the format MM/DD/YYYY • Click ... to choose a date. 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.