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This page is used to run reports about disk usage to track available recording space in current disks.

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Table: Fields on the Disk Usage Report Page

| Field | Description | Value |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Report type | The format in which you want the report delivered. | html/txt Default: html |
| Destination | Destination of the generated report output. For descriptions and restrictions for each option, see the Report and Export Destinations . | Screen/File/Printer Default: Screen |
| Start date | The starting date for the disk usage report. | <ul style="list-style-type: none"> • Date in the format MM/DD/YYYY • Click ... to choose a date. Default: yesterday's date |
| End date | The ending date for the disk usage report. | <ul style="list-style-type: none"> • Date in the format MM/DD/YYYY • Click ... to choose a date. Default: today's date |
| Check Boxes | | |
| Show all fields | Displays all fields in the report output. Note: Unchecking this check box clears all check boxes, except Scheduler ID and Meeting Subject . | - |
| Scheduler ID | (Read only) User ID of the meeting scheduler. | - |

| | | |
|-----------------------|------------------------------------------------------------------------------------------------------------------|---|
| Billing code | See Billing code . | - |
| Scheduled length | Length of time scheduled for the meeting. | - |
| Meeting ID | Meeting ID. | - |
| Meeting recording | Whether this meeting was recorded. | - |
| Roll call | Number of minutes used to record the participant names or locations. | - |
| Meeting Subject | (Read only) Meeting subject. | - |
| Date held | Date and time that this meeting took place. | - |
| Disk space purge date | Date and time after which the meeting recordings will be deleted from the file system. | - |
| Actual length | Actual meeting length, from when the first meeting participant joined to when the last meeting participant left. | - |
| Total recording space | Total amount of disk space used for recording. | - |

Output Fields of the Disk Usage Report

The report output provides disk usage information for all meetings held in the specified date range. The report output is grouped by end user.

| Field | Description |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scheduler ID | First and last name of the meeting scheduler. |
| Meeting ID | ID of the meeting. |
| Meeting Subject | Meeting subject. |
| Date Held | Date and time that the meeting took place. |
| Billing Code | See Billing code . |
| Disk Space Purge Date | Date and time after which the meeting recordings will be deleted. |
| Scheduled Length (Minutes) | Scheduled meeting length, in minutes. |
| Actual Length (Minutes) | Actual meeting length, in minutes, from when the first meeting participant joined to when the last meeting participant left. |
| Roll Call (Minutes) | Length, in minutes, of recorded participant names or locations. |
| Meeting Recording (Minutes) | Length, in minutes, of the meeting recording. Meeting recordings typically use 16 kilobits of disk space per recorded second. |
| Total Recording Space (Minutes) | Number of minutes used to record the meeting, participant names or locations, the meeting subject, and introductions to the recorded file. |
| Total Disk Usage Stats for <Name> | Sums of the following columns for the end user: <ul style="list-style-type: none"> • Scheduled Length (Minutes) • Actual Length (Minutes) • Roll Call (Minutes) |

| | |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">• <u>Meeting Recording (Minutes)</u>• <u>Total Recording Space (Minutes)</u> |
| Total Meetings | Total number of meetings in this report that were scheduled by the end user. |