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Exporting Information about User Profiles

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Export Information > Profile Information**.
3. On the Profile Information page:
 1. Choose the output destination from the **Destination** drop-down list.
 2. Choose whether to include field header names in the output. If you plan to use the exported output to create an import file, select **Yes**.
 3. Click **Create Report**.
4. The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.

Depending on the destination you chose, you can view, print, or export the data to a file. If you are exporting data to create an import file, then export the data to a file with a .csv extension.

Tips

- To interpret the exported data, see the [Output Fields of the Profile Information Page-Used for Importing User Profiles](#).

Related Topics

- [About This Page: Profile Information](#)

Exporting Information about User Groups

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Export Information > Group Information**.
3. On the Group Information page:

Cisco Unified MeetingPlace Express, Release 2.x -- How To Export Data

1. Choose the output destination from the **Destination** drop-down list.
2. Choose whether to include field header names in the output. If you plan to use the exported output to create an import file, then select **Yes**.
3. Click **Create Report**.
4. The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.
Depending on the destination you chose, you can view, print, or export the data to a file.

If you are exporting data to create an import file, then export the data to a file with a .csv extension.

Tips

- To interpret the exported data, see the [Output Fields of the Profile Information Page-Used for Importing User Profiles](#).

Related Topics

- [Field Reference: Group Information](#)

Exporting Information about Meetings

This topic describes how to export meeting information from the Cisco Unified MeetingPlace Express database for all meetings during a specified range of dates, including:

- Continuous meetings that were scheduled or initiated before or during the specified date range.
- Instances of recurring meetings that occur during the specified date range.

Note: If you export meeting information to create a meeting import file, save the exported file with a .csv extension, which indicates the comma-separated values (CSV) file format. See the [Setting Up an Import File](#).

Restrictions

- If you export meeting information to create a meeting import file, make sure that you specify a range of dates that includes all occurrences of recurring meetings that you want to import. The [End date](#) is optional. Also, see the [Requirements for Import Files](#).
- You cannot export meetings for a specific user, but the CSV file can be edited to include only the meetings that are owned by a specific user.
- If the meeting owner of an exported meeting does not have an existing user profile, then the [SchedulerUid](#) field is left blank in the meeting export file.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Export Information > Meeting Information**.
3. On the Meeting Information page:
 1. Choose the output destination from the **Destination** drop-down list.
 2. Choose whether to include field header names in the output.
 3. Choose whether to include meetings that have already ended in the output. If you plan to use the exported output to create an import file, then select **Yes**.
 4. Specify the range of dates for which you want to export meeting details.
 5. Click **Create Report**.
4. The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.

Depending on the destination you chose, you can view, print, or export the data to a file. If you export data to create an import file, save the data to a file with a .csv extension.

Tips

- To interpret the exported data, see the [Output Fields of the Meeting Information Page-Used for Importing Meetings](#).

Related Topics

- [Importing and Scheduling Multiple Meetings by Using the Import Process](#)
- [About This Page: Meeting Information](#)

Exporting Information about Meeting Participants

This topic describes how to export information about meeting participants who attended meetings during a specified range of dates.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Export Information > Meeting Participant Information**.
3. On the Meeting Participants Report page:
 1. Choose the output destination from the **Destination** drop-down list.
 2. Choose whether to include field header names in the output.
 3. Specify the range of dates for which you want to export information about meeting participants.
 4. Click **Create Report**.
4. The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.

Tips

- To interpret the exported data, see the [Output Fields of the Meeting Participant Join Leave Information Page](#).

Related Topics

- [About This Page: Meeting Participants Report](#)

Exporting Information about When Participants Join and Leave Meetings

This topic describes how to export information about meeting participants who joined or left a Cisco Unified MeetingPlace Express meeting during a specified range of dates.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Export Information > Meeting Participant Join Leave Information**.
3. On the Meeting Participant Join Leave Information page:
 1. Choose the output destination from the **Destination** drop-down list.
 2. Choose whether to include field header names in the output.
 3. Specify the range of dates for which you want to export information about when meeting participants join and leave meetings.
 4. Click **Create Report**.
4. The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.

Tips

- To interpret the exported data, see the [Output Fields of the Meeting Participants Report](#).

Related Topics

- [About This Page: Meeting Participant Join Leave Information](#)

Exporting Information about Scheduling Failures

This topic describes how to export information from the Cisco Unified MeetingPlace Express database about failed attempts to schedule meetings during a specified range of dates.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Export Information > Scheduling Failures Information**.
3. In the Scheduling Failures Information page:
 1. Choose the output destination from the **Destination** drop-down list.
 2. Choose whether to include field header names in the output.
 3. Specify the range of dates for which you want to export information about scheduling failures.
 4. Click **Create Report**.
4. The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.

Tips

- To interpret the exported data, see the [Output Fields of the Scheduling Failures Information Page](#).

Related Topics

- [About This Page: Scheduling Failures Information](#)

Running a Report about Meeting Cancellations

This topic describes how to run a report about meeting cancellations, which provides information about each meeting that was cancelled during a specified range of dates.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Reports > Meeting Cancellation Report**.
3. Configure the fields.
4. Click **Create Report**.
5. The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.

Tips

- To interpret the exported data, see the [Output Fields of the Meeting Cancellation Report](#).

Related Topics

- [About This Page: Meeting Cancellation Report](#)

Running a Report about Billing

This topic describes how to run a report about billing, which provides information about all billing codes both by individual end user and by user group during a specified range of dates. You can run this report monthly to provide a bill-back report for departments in your company.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Reports > Billing Report**.
3. Configure the fields.
4. Click **Create Report**.
5. The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.

Tips

- To interpret the exported data, see the [Output Fields of the Billing Report](#).

Related Topics

- [Field Reference: Billing Report](#)

Running a Report about Port Utilization

This topic describes how 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 system and compare resource usage with available capacity.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Reports > Port Utilization Report**.
3. Configure the fields.
4. Click **Create Report**.
5. The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.

Related Topics

Tips

- To interpret the exported data, see the [Output of the Port Utilization Report](#).

Related Topics

- [About This Page: Port Utilization Report](#)

Running a Report about Disk Usage

This topic describes how to run a report about disk usage, which tracks available space in current disks and indicates problems when the recording space is filled.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Reports > Disk Usage Report**.
3. Configure the fields.
4. Click **Create Report**.
5. The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.

Tips

- To interpret the exported data, see the [Output Fields of the Disk Usage Report](#).

Related Topics

- [Field Reference: Disk Usage Report](#)

Monitoring Meetings in Session

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Reports > In-Session Monitoring**.
3. Click a meeting ID to see the participant list for that meeting.

Related Topics

- [About This Page: In-Session Monitoring](#)

Exporting Information about Outgoing Calls

This topic describes how to export information about outgoing calls that were made from Cisco Unified MeetingPlace Express during a specified range of dates.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Export Information > Outgoing Calls Information**.
3. On the Outgoing Calls Information page:
 1. Choose the output destination from the **Destination** drop-down list.
 2. Choose whether to include field header names in the output.
 3. Specify the range of dates for which you want to export information about outgoing calls.
 4. Click **Create Report**.
4. The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.

Tips

- To interpret the exported data, see the [Output Fields of the Outgoing Calls Information Page](#).

Related Topics

- [About This Page: Outgoing Calls Information](#)

Running a Report about the Audio and Video Mixers

This topic describes how to run a report that is useful for troubleshooting the software audio and video mixers in Cisco Unified MeetingPlace Express.

Restriction

- The fields that display only video information do not appear in the report output if no video calls are received.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Reports > Media Statistics Reports**.
3. Click the radio button for one of the following report options:
 - Conference Statistics Report-Displays two sets of mixer data:
 - ◆ Global statistics-Contains historical data that applies to all voice meetings and video conferences handled by the mixers since initialization.
 - ◆ Conference statistics-Contains information about voice meetings and video conferences that are currently active.
 - 1.
 - ◆ Channel Statistics Report-Displays mixer statistics for each voice call and video connection that is currently active.
 - ◆ Channel Status Report-Displays mixer status information about each voice call and video connection that is currently active.
2. Click **Create Report**.

Tips

- To interpret the exported data, see:
 - ◆ [Output Fields of the Media Statistics Reports Page: Conference Statistics Report](#)
 - ◆ [Output Fields of the Media Statistics Reports Page: Channel Statistics Report](#)
 - ◆ [Output Fields of the Media Statistics Reports Page: Channel Status Report](#)

Related Topics

- [About This Page: Media Statistics Reports](#)

Exporting Video Types

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Export Information > Video Type Information**.
3. Click **Create Report**.
4. Export the information to a file.

Related Topics

- [Navigating the Video Type Management Page](#)
- [Exporting Information about User Profiles](#)

Exporting System Configuration

This page is used to export a system configuration, which consists of the following information: usage configuration, meeting configuration, H.323 call configuration, SIP call configuration, ad hoc meeting configuration, dial configuration, and media parameter configuration.

This file can be used if you need to replace your hardware or reinstall the complete Cisco Unified MeetingPlace Express system.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Export Information > Export System Configuration**.
3. Click **Execute**.
4. Export the information to a file.

Related Topics

- [Exporting Information to a File](#)
- [About This Page: Export System Configuration](#)