

The daily analysis tools display the meetings scheduled during a specified time, the total number of ports reserved for meetings, and actual number of ports used.

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## Meeting List Tool

The Meeting List tool displays the meetings scheduled for a specified number of days, and includes the scheduled length and scheduled number of ports for each meeting. If users cannot schedule meetings because of a lack of resources, you can use this tool to identify which meetings can be rescheduled to free up the needed ports.

The Meeting List tool is also useful to see a quick list of meetings for any day in the recent past, present, or near future.

### To Use the Meeting List Tool

1. In the MeetingTime Capacity Mgmt tab, for Capacity Management Tools, select **Meeting List** . (Or choose **View** menu > **Meeting List** .)
2. Click **Execute** .  
Cisco Unified MeetingPlace generates and displays a Meeting List chart.
3. To change the chart elements that are displayed in the chart, choose **View** menu > **Display Options** .
4. In the Display Options dialog box, choose options, then click **Done** .  
You can display the following information in the chart:

- ◆ The scheduled meeting start and end times, and the actual start and end times
- ◆ The number of ports scheduled for a meeting, and the actual number of participants that attended

## Port Utilization Tool

The Port Utilization tool compares the number of ports scheduled to the number of ports actually used during a specified period of time, on a day-to-day basis. You can use this tool to determine the peak and off-peak times of your system and compare usage on your system with its available capacity.

### To Use the Port Utilization Tool

1. In the MeetingTime Capacity Mgmt tab, for Capacity Management Tools, select **Port Utilization** .  
(Or choose **View** menu > **Port Utilization** .)
2. Click **Execute** .  
Cisco Unified MeetingPlace generates and displays a Port Utilization chart.
3. To change the chart elements that are displayed in the chart, choose **View** menu > **Display Options** .
4. In the Display Options dialog box, choose options, then click **Done** .

**Known issues:** Port Utilization graph inaccurately shows 100% of port utilization ('Attended Ports' curve) when 100% is not actually reached.

## Unattended Ports Tool

The Unattended Ports tool shows the total number of ports that were scheduled on your system but not actually used. These unused ports fall into two categories:

- Scheduled ports that exceeded the actual number of meeting participants
- Scheduled ports for a meeting that never took place

The Unattended Ports tool can help you determine the appropriate settings for your overbook and floater ports (described in the [About Managing Ports](#)).

### To Use the Unattended Ports Tool

1. In the MeetingTime Capacity Mgmt tab, for Capacity Management Tools, select **Unattended Ports** .  
(Or choose **View** menu > **Unattended Ports** .)
2. Click **Execute** .  
Cisco Unified MeetingPlace generates and displays an Unattended Ports chart.
3. To change the chart elements that are displayed in the chart, choose **View** menu > **Display Options** .
4. In the Display Options dialog box, choose options, then click **Done** .

A Cisco NCE can help you use the Unattended Ports tool to determine the appropriate settings for your overbook and floater ports.

## Summary Port Usage Tool

System administrators can view scheduled and actual peak voice port usage that occurs across several days by using the Summary Port Utilization Tool. This tool generates a Summary Port Usage chart.

Each chart can show up to one month of peak voice port usage, including summary port utilization, and can optionally display the following information:

- Average and distribution range for scheduled ports
- Average and distribution range for actual ports used

The information displayed is a combination of data you request to include and available data that was retrieved from the server.

### To Use the Summary Port Usage Tool

1. In the MeetingTime Capacity Mgmt tab, for Capacity Management Tools, select **Summary Port Utilization** . (Or choose **View** menu > **Summary Port Utilization** .)
2. Select a Start Date and End Date
3. Click **Execute** .

Cisco Unified MeetingPlace generates and displays a Summary Port Utilization chart.

- ◆ Peak scheduled and actual port usage is indicated by the solid, thin line above the shaded region.
- ◆ The shaded region indicates the range of scheduled and actual port usage. The thick, dotted line indicates the average of scheduled and actual port usage. (The information included in each Summary Port Usage chart depends on the Display Options dialog box settings.)
- ◆ The calendar legend in the lower right corner of the window indicates the way in which the raw data is evaluated, as described in the following table.

**Note:** The Scheduled Ports value also includes floater and contingency ports.

Element	Description
Blue area	Summary Port Utilization has data for this day and uses it in calculating Average and Demand Range values.
Dashed line	Although this day was selected (in the Display Options dialog box) for inclusion in the chart, the retrieved data lacks meeting information for this day.
Gray area	This day was not selected (in the Display Options dialog box) for inclusion in the chart.

1. To change the chart elements that are displayed in the chart, choose **View** menu > **Display Options** .

2. In the Display Options dialog box, choose options (described in [Table: Display Options for Summary Port Usage Tool](#)), then click **Done** .

**Table: Display Options for Summary Port Usage Tool**

To Specify	Do this
A range of time for each day	Choose a <b>Starting</b> and <b>Ending</b> time.
The days to include in the chart	For Summarize Days in Week, do one of the following: <ul style="list-style-type: none"> <li>• To include individual days, select the checkboxes for each day to include.</li> <li>• To include business days, click <b>Monday-Friday</b> . (To deselect this option, click the button again.)</li> <li>• To include all seven days of the week, click <b>All Days</b> . (To deselect this option, click the button again.)</li> </ul>
Which information to display in the chart	For Summary Port Utilization Graph, select options. <ul style="list-style-type: none"> <li>• <b>Show Average of Scheduled Ports</b> displays a solid line showing the average of all data from the selected days.</li> <li>• <b>Show Demand Range of Scheduled Ports</b> displays a shaded region above and below the average, representing 50 percent distribution of all port demand.</li> <li>• <b>Show Average of Actual Port Usage</b> displays a dotted line showing the average of actual port use on the selected days.</li> <li>• <b>Show Demand Range of Actual Port Usage</b> displays a shaded region above and below the average, representing 50 percent distribution of actual port demand.</li> </ul>

## Summary Web Port Usage Tool

System administrators can view scheduled and actual peak web port usage that occurs across several days by using the Summary Web Port Utilization Tool. This tool generates a Summary Web Port Usage chart.

Each chart can show up to one month of peak port usage, including summary port utilization, and can optionally display the following information:

- Average and distribution range for scheduled ports
- Average and distribution range for actual ports used

**Note:** Information provided by the Summary Web Port Usage Tool applies to systems that are configured for Cisco Unified MeetingPlace Web Conferencing only. If your system is integrated with Cisco WebEx, consult the WebEx Site Administration Guide for information about how to generate similar reports.

**To Use the Summary Web Port Usage Tool**

1. In the MeetingTime Capacity Mgmt tab, for Capacity Management Tools, select **Summary Web Port Utilization** . (Or choose **View** menu > **Summary Web Port Utilization** .)
2. Select a Start Date and End Date
3. Click **Execute** .

Cisco Unified MeetingPlace generates and displays a Summary Web Port Usage chart.

- ◆ Peak scheduled and actual port usage is indicated by the solid, thin line above the shaded region.
- ◆ The shaded region indicates the range of scheduled and actual port usage. The thick, dotted line indicates the average of scheduled and actual port usage. (The information included in each Summary Port Usage chart depends on the Display Options dialog box settings.)
- ◆ The calendar legend in the lower right corner of the window indicates the way in which the raw data is evaluated, as described in the following table.

**Note:** The Scheduled Ports value for this Web Port summary does not include floater and contingency ports (unlike the Summary Port Utilization report).

Element	Description
Blue area	Summary Port Utilization has data for this day and uses it in calculating Average and Demand Range values.
Dashed line	Although this day was selected (in the Display Options dialog box) for inclusion in the chart, the retrieved data lacks meeting information for this day.
Gray area	This day was not selected (in the Display Options dialog box) for inclusion in the chart.

4. To change the chart elements that are displayed in the chart, choose **View** menu > **Display Options** .
5. In the Display Options dialog box, choose options (described in [Table: Display Options for Summary Port Usage Tool](#)), then click **Done** .

**Table: Display Options for Summary Web Port Usage Tool**

To Specify	Do this
A range of time for each day	Choose a <b>Starting</b> and <b>Ending</b> time.
The days to include in the chart	For Summarize Days in Week, do one of the following: <ul style="list-style-type: none"> <li>• To include individual days, select the checkboxes for each day to include.</li> <li>• To include business days, click <b>Monday-Friday</b> . (To deselect this option, click the button again.)</li> <li>• To include all seven days of the week, click <b>All Days</b> . (To deselect this option, click the button again.)</li> </ul>
Which information to display in the chart	For Summary Port Utilization Graph, select options. <ul style="list-style-type: none"> <li>• <b>Show Average of Scheduled Ports</b> displays a solid line showing the average of all data from the selected days.</li> <li>• <b>Show Demand Range of Scheduled Ports</b> displays a shaded region above and below the average, representing 50 percent distribution of all port demand.</li> <li>• <b>Show Average of Actual Port Usage</b> displays a dotted line showing the average of actual port use on the selected days.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• <b>Show Demand Range of Actual Port Usage</b> displays a shaded region above and below the average, representing 50 percent distribution of actual port demand.</li></ul> |
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