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To help you monitor and manage the use of your system, you can use the various Cisco Unified MeetingPlace capacity management tools. These tools generate charts that provide a graphical overview of system statistics.

By tracking usage on your Cisco Unified MeetingPlace system you can do the following:

- Manage your daily operation by understanding individual meeting and port usage throughout each day.
- Monitor your capacity utilization to determine whether your system is being used efficiently and effectively.
- Measure the service levels you are providing to users. Efficient use of system resources can prevent scheduling failures, which will ensure quality of service and end user satisfaction.

The Cisco Unified MeetingPlace capacity management tools help you evaluate trends in meeting port usage. The reports are based on summary data and are appropriate for usage trending rather than precise usage reporting.

The effects of using summary data degrades the precision of the Capacity Management reports. The following factors affect the graphical calculations.

- **Flat attendance assumption.** Flat attendance is a simplification that assumes all reported ports join at the very start of the meeting and remain to the very end of the meeting. Flat attendance does not accommodate for attendees joining late or leaving early.
- **Auto-extended port rescheduling.** Auto-extended port rescheduling affects the graphical scheduled port usage on the Port Utilization graph. When a meeting runs long, the system automatically extends the meeting length and modifies the requested number of ports. At the time of extension, the system reschedules the port allocation based upon the current active number of ports, regardless of the original requested number of ports.

For example, a meeting organizer initially schedules a meeting for ten ports, but only eight people show up. When the meeting runs long, it is auto extended. The port reservation is reduced to eight ports instead of the original ten. Capacity management uses this last reported value for graphing the requested ports.

The combination of these two effects can produce significant deviations between the graphed Capacity Management charts and actual usage. For precise meeting statistics, we recommend that you generate a report (see [Running Reports](#)).

## Using Capacity Management Tools

You can use the following two types of capacity management tools:

- Daily Analysis tools, which generate information about individual meetings and port usage on a day-by-day basis, and peak usage across several days. (For more information, see the [About Daily Analysis Tools](#).)
- Monthly Trending tools, which generate information about your system's total conferencing usage and scheduling conflicts on a monthly basis. (For more information, see the [About Monthly Trending Tools](#).)

### To Use a Capacity Management Tool

1. In MeetingTime, select **Capacity Mgmt** tab.
2. For Capacity Management Tools, choose a daily analysis tool or monthly trending tool.
3. For Tool Attributes, set attributes for the selected tool.
4. Click **Execute** .  
Cisco Unified MeetingPlace generates and displays a chart in the Capacity Management Tools window.
5. You can then do the following:
  - ◆ Select other capacity management tools from the View menu or the tool bar. (Each tool is described in the next sections.)
  - ◆ To show different data and elements in the chart, configure the display parameters for each tool. To do so, choose **View** menu > **Display Options** . Choose options in the Display Options dialog box, and click **Done** .

Cisco Unified MeetingPlace provides the following capacity management tools.

### Daily Analysis Tools

- [About Daily Analysis Tools](#)
- [Meeting List Tool](#)
- [Port Utilization Tool](#)
- [Unattended Ports Tool](#)
- [Summary Port Usage Tool](#)
- [Summary Web Port Usage Tool](#)

### Monthly Trending Tools

- [Conferencing Minutes Tool](#)
- [Uncaptured Conferencing Traffic Tool](#)
- [Opportunity Cost Tool](#)
- [Scheduling Failures Tool](#)