

[Cisco Unified MeetingPlace Release 6.1](#) > [Cisco Unified MeetingPlace Audio Server](#) > [Maintaining](#) > [Running Reports](#)

Information stored in the Cisco Unified MeetingPlace Audio Server database is also available as raw data reports. These reports allow you to use the Report tab to export raw data to a spreadsheet or database program for further processing and formatting. Because the data in these reports is initially unformatted, you can format the information in various ways.

## Contents

- [1 Setting Up the Target Database](#)
- [2 Exporting Raw Data Reports into Microsoft Excel](#)
  - ◆ [2.1 To Export Raw Data Reports to Excel](#)
- [3 Summary of Raw Data Reports](#)
  - ◆ [3.1 Table: Summary of Raw Data Reports](#)

## Setting Up the Target Database

When setting up the target spreadsheet or database, start by defining the fields in terms of the field names given in this section. When you are ready to export raw data from the system, be sure to name the raw data file using a filename extension that the target program recognizes, such as .csv. You may also find that macros are useful for managing tables and reading raw data as it is exported to your target file. You may also include the field names as the first record in your export file.

Because the data in raw data reports is related, the order in which data is exported to the target file can be important. One suitable sequence is the following: group information, user profiles, meeting participants, meeting outdial, system outdial.

## Exporting Raw Data Reports into Microsoft Excel

Do the following procedure.

### To Export Raw Data Reports to Excel

1. Generate a Raw Data report (see the [About Raw Data Reports](#)).
2. When the Report Viewer appears, click the **Save to File** button and save the file in .csv format.
3. Launch Microsoft Excel, and open the raw data file.
4. Click **Finish** .

For information about raw data export specifications, see [Raw Data Export Specifications](#)

## Summary of Raw Data Reports

Cisco Unified MeetingPlace includes ten raw data reports, as described in [Table: Summary of Raw Data Reports](#).

**Table: Summary of Raw Data Reports**

Raw Data Report	Description
Raw Profile Information	<p>Lists all users and their attributes, including privileges and restrictions for each user. The report also specifies which attributes differ from those of each user group profile.</p> <p>For details, see <a href="#">Raw Profile Information Data</a></p>
Raw Group Information	<p>Lists all the user groups and their attributes, including:</p> <ul style="list-style-type: none"> <li>• Privileges and restrictions for each group's users</li> <li>• Billing code for each group</li> <li>• Attributes of meetings scheduled by each group's users</li> </ul> <p>For details, see <a href="#">Raw Group Information Data</a></p>
Raw Meeting Details Information	<p>Provides information about every Cisco Unified MeetingPlace meeting. You can specify a range of meetings to include in the report.</p> <p>For details, see <a href="#">Raw Meeting Details Information Data</a></p>
Raw Meeting Participant Information	<p>Lists all conference calls within a time period and shows information about conference participants. The Meeting Participant report shows the following information:</p> <ul style="list-style-type: none"> <li>• Time each participant spent in the voice, video, and web conference, and time spent listening to recorded meetings</li> <li>• Whether a participant was a speaker in the conference</li> <li>• Outdial calls initiated by each participant</li> </ul> <p>For details, see <a href="#">Raw Meeting Participant Information Data</a></p>
Raw Meeting Outdial Information (users)	<p>Lists all conference calls for a time period and shows information about outdialing to other users for each conference, including the destination, duration, and originator of each outdial.</p> <p>For details, see <a href="#">Raw Meeting Outdial (Users) Information Data</a></p>
Raw Meeting Outdial Information (servers)	<p>Lists all conference calls for a given time period and shows which servers were outdialed to for each conference, including the destination, duration, and originator of each outdial.</p> <p>For details, see <a href="#">Raw Meeting Outdial (Servers) Information Data</a></p>

## Cisco Unified MeetingPlace Release 6.1 -- About Raw Data Reports

Raw Meeting Attachment Information	<p>Provides details about attachments submitted to a meeting, including the submitter name, attachment format, size, and file type, platform from which it was submitted, and how many people accessed the attachment.</p> <p>For details, see <a href="#">Raw Meeting Attachment Information</a></p>
Raw System Outdial Information	<p>Lists all outbound calls by the system within a time period. System outdials include alarms, blast outdials, and call transfers when no meeting has been identified. This report includes the type, destination, and duration of each call.</p> <p>When users repeatedly enter an invalid profile, the system outdials to the attendant for user assistance. Outdials to the attendant can indicate someone trying to gain unauthorized access to a profile. Use this report to determine the time a profile has been unsuccessfully accessed.</p> <p>For details, see <a href="#">Raw System Outdial Information Data</a></p>
Raw Scheduling Failures	<p>Lists all scheduling failures. Included in this report is the user ID of the scheduler, the requested ID of the meeting, the date and time of each failure, and the cause of the failure. For reservationless meetings, this report also shows meetings that cannot be started due to a lack of resources.</p> <p>This report gives a more detailed look at scheduling failures, which allows you to determine the current traffic on your system.</p> <p>For details, see <a href="#">Raw Scheduling Failures</a></p>
Raw Participant Join Leave Information	<p>Provides a detailed account of when users join and leave a meeting. For PBXs that provide DNIS information, these digits are captured and can be used to identify the phone number and meeting participant dialed. Likewise, for PBXs that provide ANI information, these digits are captured and can be used to identify the caller. This report can be used to determine whether toll-free or local numbers were used to attend the meeting.</p> <p>This report also tracks profile caller information on recording playbacks. Details include who, when, which recording, and length of time spent listening to the recording. Guests who attend are indicated as guests in the record.</p> <p>For details, see <a href="#">Raw Participant Join Leave Information</a></p>
Raw Team Details Information	<p>Lists all information about the team.</p>
Raw Team Member Details Information	<p>Lists all information about all members of this team.</p> <p><b>Note:</b> Before you can import team member information, you must first import team information, because team member information depends on the team information.</p>

Table: Summary of Raw Data Reports