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The Cisco Unified MeetingPlace system offers a set of standard reports that provide information on the level of system usage, user activity, and system parameters. Information in the reports can help you answer questions such as:

- How frequently are people in my company using Cisco Unified MeetingPlace? How many conferences did a user schedule or attend?
- Are there enough trunks, voice recording space, and other system resources to support the number of calls being made by users?
- Has anyone tried to gain unauthorized access to the system? Are there an unusual number of calls on one port?

Table: Cisco Unified MeetingPlace Report Types describes the various reports that Cisco Unified MeetingPlace provides.

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Table: Cisco Unified MeetingPlace Report Types

| Report Type | Description |
|----------------------|--|
| System reports | Describes the hardware and software in the Cisco Unified MeetingPlace system. For more information, see the About System Reports . |
| System usage reports | Describes meeting scheduling and attendance activities by user. Run these reports frequently to identify cases of system abuse and to document phone billing charges. For more information, see the About System Usage Reports . |
| Billing reports | Provides dialing and billing information. You can run billing reports weekly or biweekly to monitor outbound dialing by users and the total number of calls being made by users. For more information, see the About Billing Reports . |
| Raw data reports | Consists of unformatted data that can be exported to other database or spreadsheet applications. You can then format this data to suit a wide variety of purposes. For more information, see the About Raw Data Reports . |

Generating Reports

You can generate reports in two ways:

- Run a single report from the Report tab in MeetingTime (see the [To Generate Reports from the Report Tab](#)).
- Generate batch reports by using the Windows shell (see the [To Generate Batch Reports in Windows Batch Mode](#)).

You can also schedule report generation by using scheduling programs provided by other software vendors.

We recommend that you run reports during off-peak usage hours. Running reports during peak usage hours can affect performance.

To Generate Reports from the Report Tab

Reports generated in MeetingTime display the conference server time zone. If the time zones for the user and the server are different, the dates and times in the report will differ from the dates and times displayed in MeetingTime for that user.

1. Open MeetingTime, and select the **Report** tab.
2. For **Report Type**, select the report you want to run.
Do not select a report heading (in all uppercase letters). These are report types and cannot be selected.
3. For **Report Attributes**, for **Destination**, choose where to print or save the report.

| To | Select the Values Area and Choose |
|---|--|
| View the report on your screen | Screen |
| Download report data to a file to later import it to a spreadsheet, database, or word-processing program. (For more information, see the Exporting Raw Data Reports into Microsoft Excel .) | File |
| Send the report directly to your local printer. You can also specify the number of copies and the printer, and change other print properties. Note: Before you print a report in another application, change the text to a small, fixed-pitch font such as Courier 10, so that columns of text in the report align. | Printer |

4. Select values for the Output and Settings attributes.
5. Click **Generate Report** to submit the job to the server.

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A message displays, telling you that you may cancel the report generation after the server has received the query instructions.

6. To continue, click **Yes** .

Depending on the size of your system, it may take several minutes for the report to generate. As the server processes your query instructions and retrieves the report data, you see a progress bar, the current size of the report file, the percentage of the job completed, and other report status information.

The generated report displays in the Report Viewer window.

7. You can print the data or save it to a file, or close the window.

To Generate Batch Reports in Windows Batch Mode

1. From the Windows Start menu, click **Run** .
2. In the Run dialog box, enter the following command line as one line, and press **Enter** . (Replace items in brackets with the appropriate values.)

```
C:\Program Files\Cisco Systems\Mtgtime530\mtgtime.exe userid
[user ID] userpwd [password] hostname [Cisco Unified
MeetingPlace host name] [report type parameter]
For [report type parameter], use the information in Table: Parameters for Reports.
```

Table: Parameters for Reports

| Report Type | Parameter |
|------------------------------|---|
| System Reports | |
| System Options | Genreport sysoptns [output] |
| Port Attributes | Genreport portattr [output] |
| User Information | Genreport userinfo [output] |
| Group Information | Genreport grpinfo [output] |
| Team Information | Genreport teaminfo [output] |
| License Information | Genreport licinfo [output] |
| Info Capture | Genreport infocap [output] [start date] [end date] [start time] [end time] [NeedCompressOnTransfer] [IncludeGatewayInfo] [GatewayUnitNumber] [Dr.WatsonDrive] |
| System Usage Reports | |
| Scheduling Statistics | Genreport schdstat [output] [start date] [end date] |
| Scheduling Failures | Genreport schdfail [output] [start date] [end date] |
| Port Usage | Genreport portusag [output] |
| Scheduled vs. Actual by User | Genreport scdvsact [output] [start date] [end date] |
| Scheduling Activity by User | Genreport schdling [output] [start date] [end date] |
| Meeting Attendance by User | Genreport attndnce [output] [start date] [end date] |

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| | |
|---------------------------------|---|
| Meeting Information | Genreport mtginfo [output] [start date] [end date] |
| Meeting Attachment Info | Genreport mtgattch [output] [start date] [end date] |
| Continuous Meetings | Genreport permmtgs [output] [start date] [end date] |
| Question and Answer Usage | Genreport qnausage [output] [start date] [end date] |
| Billing Reports | |
| Billing Information | Genreport billing [output] [start date] [end date] [voice rate] [data rate] |
| Billing Information (Detail) | Genreport billdet [output] [start date] [end date] [voice rate] [data rate] |
| Disk Usage Information | genreport dskusage [output] [start date] [end date] |
| Outbound Dialing | genreport outdial [output] [start date] [end date] |
| Raw Data Reports | |
| Raw Profile Info | genreport rawprof [output] [Yes/No] |
| Raw Group Info | genreport rawgroup [output] [Yes/No] |
| Raw Meeting Details Info | genreport rawmtdet [output] [start date] [end date] [Yes/No] |
| Raw Mtg Participant Info | genreport rawmtprt [output] [start date] [end date] [Yes/No] |
| Raw Mtg Outdial Info (users) | genreport rawmtout [output] [start date] [end date] [Yes/No] |
| Raw Mtg Outdial Info (servers) | genreport rawsvout [output] [start date] [end date] [Yes/No] |
| Raw Mtg Attachment Info | genreport mtgattch [output] [start date] [end date] [Yes/No] |
| Raw System Outdial Info | genreport rawsyout [output] [start date] [end date] [Yes/No] |
| Raw Scheduling Failures | genreport rawschfl [output] [start date] [end date] [Yes/No] |
| Raw Participant Join Leave Info | genreport rawprtjl [output] [start date] [end date] [Yes/No] |

Use the following information when entering parameters:

- For [output], enter the destination file name.
- For [start date] and [end date], enter a date in the format mm/dd/yyyy.
- For [start time] and [end time], enter a time in the format hh:mm.
- For [voice rate] or [daya rate], enter a per minute rate in cents (for example, 20).
- For [Yes/No] for raw reports, enter **Yes** or **No**, depending on whether you want to include the field names as the first record of the report.
- For [NeedCompressOnTransfer] and [IncludeGatewayInfo] enter **Yes** or **No**.
- For [GatewayUnitNumber], enter a number between 16 and 31, inclusive.
- For [Dr.WatsonDrive], enter the name of the Dr. Watson drive.

For information about storing login settings, see the [Editing and Storing MeetingTime Settings](#).