

**Main page:** [Cisco Unified MeetingPlace, Release 8.0](#)

**Up one level:** [Maintenance](#)

Use reports for capacity management and to track resource usage. You can also export database tables in a raw format for analysis or reporting in other applications.

- [Reports and Exported Data](#)
- [How To Run Reports and Export Data](#)

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## Reports and Exported Data

Report and export data enables you to monitor resource usage, monitor user activity, gather billing information, and watch for toll fraud. For example, you can use the data to determine whether the system has enough licenses and appropriate port and capacity configurations to support the number of calls being made by users. Two areas of the Administration Center provide useful data that you can analyze and save:

- Reports
- Maintenance > Export Data

The output produced in these two areas differs in format. The reports area provides information that is formatted in tables, either in HTML or plain text. The Export Information area provides data in comma-delimited text files, which you can sort and format using any generally available third-party

report-generation application.

**Note:** Some export options are provided only in XML format. These export options are provided only to save a subset of configurations that you can later import. Do *not* modify the exported files before importing.

You choose the destination of the generated report output. [Table: Report and Export Destination Options](#) describes the destination options.

**Table: Report and Export Destination Options**

Destination	Description for Reports	Description for Exporting
Screen	<p>The report output appears on the screen. From the screen output, you have the option to print the information.</p> <p><b>Note:</b> Screen output is limited to 500 results. If the report output exceeds 500 results, the report is sent to a file instead of appearing on the screen.</p>	<p>The exported data appears on the screen. From the screen output, you have the option to print the information.</p> <p><b>Note:</b> Screen output is limited to 500 results. If the exported data exceeds 500 results, you must choose the File export destination to view the whole report. Otherwise, only the first 500 results appear in the screen output.</p>
File	<p>The report output is placed in a file, which you choose to either open or save.</p> <ul style="list-style-type: none"> <li>• For plain text report output, use a text-editing program such as Notepad or Wordpad to view or modify the file.</li> <li>• For HTML output, use a web browser to view the file.</li> </ul>	<p>The exported data is placed in a text file, which you can either open or save.</p> <p><b>Note:</b> We recommend that you use the <b>.csv</b> file extension to save the file using the comma-separated values (CSV) file format. Open the saved file with a spreadsheet program such as Microsoft Excel.</p>
Printer	<p>The report output appears on the screen and is sent to a printer. From the screen output, you have the option to print the information again.</p> <p><b>Note:</b> Printer output is limited to 500 results. If the report output exceeds 500 results, the report is sent to a file instead of being sent to a printer and appearing on the screen.</p>	<p>The exported data appears on the screen and the Print dialog box is displayed, giving you the option to print the data.</p> <p><b>Note:</b> Printer output is limited to 500 results. If the exported data exceeds 500 results, you must choose the File export destination to print the whole report. Otherwise, only the first 500 results appear in the printer output.</p>

## How To Run Reports and Export Data

- [Exporting User Groups](#)
- [Exporting User Profiles](#)
- [Exporting Video Terminal Profiles](#)

- [Exporting Video Types](#)
- [Exporting Remote Servers](#)
- [Exporting Meeting Categories](#)
- [Exporting Meetings](#)
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## Exporting User Groups

### Restrictions

Flex fields are not included in exported output.

### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > Export User Groups**.
3. On the Group Information page:
  1. Choose the output destination from the **Destination** drop-down list.  
If you plan to use the exported output to create an import file, select **File**.  
For restrictions and recommendations for each option, see [Table: Report and Export Destination Options](#).
  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. Select **Create Report**.
4. Select **OK** to proceed.
5. If you are exporting data to create an import file, save the file with a .csv extension.

### Related Topics

Topics in the [Importing Data into Cisco Unified MeetingPlace](#) module:

- [Examples of Import Files](#)
- [Adding or Editing User Groups by Import](#)
- [Deleting User Groups by Import](#)

## What To Do Next

To interpret the exported data, see [Import and Export Data Specifications for User Profiles](#) in the [Raw Data Export and Import Specifications for Cisco Unified MeetingPlace](#) module.

## Exporting User Profiles

### Restrictions

- Flex Fields are not included in exported output.
- These fields are left blank for Directory Service users, who are authenticated externally:
  - ◆ User password (EncryptedUserPWD)
  - ◆ Profile PIN (EncryptedProfilePWD)

### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > Export User Profiles**.
3. On the Profile Information page:
  1. Choose the output destination from the **Destination** drop-down list.  
If you plan to use the exported output to create an import file, select **File**.  
For restrictions and recommendations for each option, see [Table: Report and Export Destination Options](#).
  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. Select **Create Report**.
4. Select **OK** to proceed.
5. If you are exporting data to create an import file, save the file with a .csv extension.

### Related Topics

- [Configuring Cisco Unified MeetingPlace Directory Service](#) module

Topics in the [Importing Data into Cisco Unified MeetingPlace](#) module:

- [Examples of Import Files](#)
- [Adding or Editing User Profiles by Import](#)
- [Deleting User Profiles by Import](#)

## What To Do Next

To interpret the exported data, see [Table: Import and Export Data Specifications for User Profiles](#) in the [Raw Data Export and Import Specifications for Cisco Unified MeetingPlace](#) module.

## Exporting Video Terminal Profiles

### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > Export Video Terminal Profiles**.
3. On the Profile Information page:
  1. Choose the output destination from the **Destination** drop-down list.  
If you plan to use the exported output to create an import file, select **File**.  
For restrictions and recommendations for each option, see [Table: Report and Export Destination Options](#).
  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. Select **Create Report**.
4. Select **OK** to proceed.
5. If you are exporting data to create an import file, save the file with a .csv extension.

### Related Topics

Topics in the [Importing Data into Cisco Unified MeetingPlace](#) module:

- [Examples of Import Files](#)
- [Adding or Editing Video Terminal Profiles by Import](#)
- [Deleting Video Terminal Profiles by Import](#)

### What To Do Next

To interpret the exported data, see [Table: Import and Export Data Specifications for Video Terminal Profiles](#) in the [Raw Data Export and Import Specifications for Cisco Unified MeetingPlace](#) module.

## Exporting Video Types

You can use an exported video types file as a snapshot or as a backup copy of configured video types that you can later import to your system.

### Restriction

You can export video types only if the Type of media server is set to Express Media Server.

### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > Export Video Types**.
3. Select **Export Data**.
4. Save the resulting XML file to your hard disk by using the Save As option in your browser.

### Related Topics

- [Adding Video Types by Import](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module.
- [Table: Field Reference: Add Video Type Page and Edit Video Type Page in the Administration Center Page References for Cisco Unified MeetingPlace \(A - C pages\)](#)

## Exporting Remote Servers

You can use an exported remote servers file as a snapshot or as a backup copy of configured remote servers that you can later import to your system.

### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > Export Remote Servers**.
3. Select **Export Data**.
4. Save the resulting XML file to your hard disk by using the Save As option in your browser.

### Related Topics

- [Importing Remote Servers](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module
- [Field Reference: Add Server Configuration Page and Edit Server Configuration Page in the Administration Center Page References for Cisco Unified MeetingPlace \(A - C pages\)](#)

## Exporting Meeting Categories

You can use an exported meeting categories file as a snapshot or as a backup copy of configured meeting categories that you can later import to your system.

### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > Export Meeting Categories**.
3. Select **Export Data**.
4. Save the resulting XML file to your hard disk by using the Save As option in your browser.

### Related Topics

- [Importing Meeting Categories](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module
- [Configuring Meeting Categories](#) in the [Configuring Meetings for Cisco Unified MeetingPlace](#) module

## Exporting Meetings

Use this procedure to export meetings from the Cisco Unified MeetingPlace database for 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.

### Restrictions

- If you export meetings 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 Requirements for Importing Data in the Importing Data into Cisco Unified MeetingPlace module.
- You cannot export meetings for a specific user, but you can edit the export file 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, the SchedulerUid field is left blank in the meeting export file.

### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > Export Meetings**.
3. Specify the output options, as described in Table: Field Reference: Export Meetings Page.

**Table: Field Reference: Export Meetings Page**

Field	Description
Destination	If you plan to use the exported output to create an import file, select <b>File</b> .  For restrictions and recommendations for each option, see <u>Table: Report and Export Destination Options</u> .
Include field header names	Select <b>Yes</b> if you want to be able to use the exported file to import data.
Include ended meetings	Whether to include meetings that have already ended in the exported file.  Default: No
Start date	Default: yesterday (mm/dd/yyyy)
End date	If left blank, the exported output includes all future meetings.  Default: today (mm/dd/yyyy)



4. Select **Create Report**.
5. Select **OK** to proceed.
6. If you are exporting data to create an import file, save the file with a .csv extension.

#### Related Topics

- [Scheduling Meetings by Import](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module
- [Canceling Meetings by Import](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module
- [Setting Up an Import File](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module

#### What To Do Next

To interpret the exported data, see [Table: Import and Export Data Specifications for Meetings](#) in the [Raw Data Export and Import Specifications for Cisco Unified MeetingPlace](#) module.

## Exporting the System Configuration

You can use an exported system configuration file as an import file if you need to replace your hardware or reinstall the complete Cisco Unified MeetingPlace system.

#### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > Export System Configuration**.
3. Select **Export Data**.
4. Save the resulting XML file to your hard disk by using the Save As option in your browser.

#### Related Topics

- [Importing the System Configuration](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module

## Exporting Information about Outgoing Calls

Use this procedure to export information about outgoing calls that were placed by Cisco Unified MeetingPlace during a specified range of dates.

#### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > Outgoing Calls Information**.
3. Configure the fields:
  1. Choose the output destination from the **Destination** drop-down list.  
For restrictions and recommendations for each option, see [Table: Report and Export](#)

Destination Options.

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. Select **Create Report**.
4. Select **OK**.

**What To Do Next**

To interpret the exported data, see [Table: Export Data Specifications-Outgoing Calls Information](#) in the [Raw Data Export and Import Specifications for Cisco Unified MeetingPlace](#) module.

**Exporting Information about Continuous Meetings**

Use this procedure to export raw data about continuous meetings.

**Procedure**

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > Continuous Meetings Information**.
3. Specify the output options, as described in [Table: Field Reference: Continuous Meetings Information Page](#).

**Table: Field Reference: Continuous Meetings Information Page**

<b>Field</b>	<b>Description</b>
Destination	Output destination. For restrictions and recommendations for each option, see <a href="#">Table: Report and Export Destination Options</a> .
Include ended meetings	Whether to include continuous meetings that were canceled.  When set to Yes, you can use the <a href="#">Start date</a> field to include only meetings that were canceled after a specific date.  Default: No
Start date	Use this field to exclude continuous meetings that were canceled before a specific date.  This field is dimmed when <a href="#">Include ended meetings</a> is set to No.  Default: yesterday (mm/dd/yyyy)
End date	Use this field to exclude continuous meetings that start after a specific date.

	Default: today (mm/dd/yyyy)
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4. Select **Create Report**.
- 5 Select **OK**.

#### What To Do Next

To interpret the exported data, see [Table: Export Data Specifications-Continuous Meetings Information](#) in the [Raw Data Export and Import Specifications for Cisco Unified MeetingPlace](#) module.

## Exporting Information about Meeting Participants

Use this procedure to export information about meeting participants who attended meetings during a specified range of dates.

#### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > Meeting Participant Information**.
3. On the Meeting Participants Report page:
  1. Choose the output destination from the **Destination** drop-down list.  
For restrictions and recommendations for each option, see [Table: Report and Export Destination Options](#).
  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. Select **Create Report**.
4. Select **OK**.

#### What To Do Next

To interpret the exported data, see [Table: Export Data Specifications-Meeting Participant Information](#) in the [Raw Data Export and Import Specifications for Cisco Unified MeetingPlace](#) module.

## Exporting Information about When Participants Join and Leave Meetings

Use this procedure to export information about meeting participants who joined or left a Cisco Unified MeetingPlace meeting during a specified range of dates.

#### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data > 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.

For restrictions and recommendations for each option, see [Table: Report and Export Destination Options](#).

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. Select **Create Report**.
4. Select **OK**.

#### What To Do Next

To interpret the exported data, see [Table: Export Data Specifications-Meeting Participant Join Leave Information](#) in the [Raw Data Export and Import Specifications for Cisco Unified MeetingPlace](#) module.

## Exporting Information about Scheduling

Use this procedure to export information from the Cisco Unified MeetingPlace database about scheduling activity during a specified range of dates.

#### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Export Data**.
3. Select one of these options:
  - ◆ **Scheduling Failures Information**-Failed attempts to schedule meetings
  - ◆ **Scheduling Statistics Information**-Which user interfaces were used to schedule meetings
  - ◆ **Scheduling Activity By User Information**-Which users schedule meetings
4. Configure the fields:
  1. Choose the output destination from the **Destination** drop-down list.  
For restrictions and recommendations for each option, see [Table: Report and Export Destination Options](#).
  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. Select **Create Report**.
5. Select **OK**.

#### What To Do Next

To interpret the exported data, see these sections in the [Raw Data Export and Import Specifications for Cisco Unified MeetingPlace](#) module:

- [Table: Export Data Specifications-Scheduling Failures Information](#)
- [Table: Export Data Specifications-Scheduling Statistics Information](#)
- [Table: Export Data Specifications-Scheduling Activity By User Information](#)

## Running a Report about Meeting Cancellations

Use this procedure to run a report that provides information about each meeting that was cancelled during a specified range of dates.

### Procedure

1. Sign in to the Administration Center.
2. Select **Reports > Meeting Cancellation Report**.
3. Configure the fields on the Meeting Cancellation Report Page.
4. Select **Create Report**.
5. Select **OK**.

### What To Do Next

To interpret the exported data, see [Table: Field Reference: Meeting Cancellation Report Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(M - P pages\)](#).

## Running a Report for Billing

Use this procedure to run a billing report for meetings held in a specified date range. You can run this report regularly to provide a bill-back report for departments in your company.

### Procedure

1. Sign in to the Administration Center.
2. Select **Reports > Billing Report**.
3. Configure the fields on the Billing Report Page.
4. Select **Create Report**.
5. Select **OK**.

### What To Do Next

To interpret the exported data, see [Table: Field Reference and Output Field Reference: Billing Report Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(A - C pages\)](#).

## Running Capacity Management Reports

### Procedure

1. Sign in to the Administration Center.
2. Select **Reports**.
3. Select one of these report options:
  - ◆ **Port Utilization Report**-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 compare resource

usage with available capacity during peak and off-peak periods.

- ◆ **Unattended Ports Report**-Shows what percentage of scheduled ports were not used during a specified period of time. The output can help you determine the appropriate settings for your overbook and floater ports.
- ◆ **Monthly Usage Report**-Shows the total number of minutes per month for the past six months that were used on the system for conferencing (voice, web, or video) by all users in all meetings.

For example, a meeting in which 10 users each participated for 60 minutes would add 600 minutes for the month in which the meeting occurred.

**Note:** The system must have been running for at least one month before you can use this report.

4. Configure the fields that affect the output.
5. Select **Create Report**.
6. Select **OK** when prompted to generate the report.
7. (For Port Utilization Report and Unattended Ports Report only) Select a date from the drop-down list at the top of the report to display the report for the specified date.

The drop-down list contains a maximum of 31 days from the given date range. It includes only those days that have schedule or attend activity.

#### What To Do Next

To interpret the exported data, see one of these topics:

- [Output Reference: Port Utilization Report](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(M - P pages\)](#)
- [Output Reference: Unattended Ports Report](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(U - W pages\)](#)

## Running a Report about Meetings

This report provides information about meetings that occur in the specified date range.

#### Procedure

1. Sign in to the Administration Center.
2. Select **Reports > Meeting Information Report**.
3. Configure the fields on the Meeting Information Report Page.
4. Select **Create Report**.
5. Select **OK**.

#### What To Do Next

To interpret the exported data, see [Table: Field Reference and Output Field Reference: Meeting Information Report Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(M - P pages\)](#).

## Viewing the Email Notification Queue

This task describes how to view the email notification queue and (if necessary) to delete any unsent notifications.

### Procedure

1. Sign in to the Administration Center.
2. Select **Reports > Email Notification Queue Status Report**.
3. To interpret the data, see [Table: Output Field Reference: Email Notification Queue Status Report Page](#).

**Table: Output Field Reference: Email Notification Queue Status Report Page**

Field	Description
Meeting ID	Meeting ID, which uniquely identifies the meeting.
Date	Date and time of the scheduled meeting.
Requestor	User ID of the meeting owner.
Method	Always displays "Email."
Mailbox Number	Type of email notification: <ul style="list-style-type: none"> <li>• 2-IBM Lotus Notes</li> <li>• 3-SMTP</li> <li>• 4-Microsoft Exchange</li> </ul>
Description	Describes the status in the queue, for example: New meeting scheduled. Queued for delivery.

4. (Optional) To delete any unsent email notifications:

1. Check the relevant check boxes.
2. Select **Delete Notifications**.

### Related Topics

- [Configuring Email Notifications for Cisco Unified MeetingPlace module](#)

## Running a Report about Media Statistics

This task describes how to run reports that are useful for troubleshooting the software-based audio and video mixers in Cisco Unified MeetingPlace.

## Procedure

1. Sign in to the Administration Center.
2. Select **Reports > Media Statistics Reports**.
3. Select a report type.
4. Select **Create Textual Report**.
5. View the report on screen or print it.

## What To Do Next

To interpret the data, see these topics in the [Administration Center Page References for Cisco Unified MeetingPlace](#) module:

- [Table: Field Reference: Media Statistics Report Page](#)
- [Table: Output Reference: Media Statistics Report Page > Conference Statistics Report](#)
- [Table: Output Reference: Media Statistics Report Page > Channel Statistics Report](#)
- [Table: Output Reference: Media Statistics Report Page > Channel Status Report](#)