

# MeetingTime Automated Reports

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## Introduction

### Prerequisites

Requirements

Components Used

Conventions

### Run Automated Reports with a Scheduling Tool

Benefits

Procedure

Appendix

### Related Information

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## Introduction

This document explains how to run Cisco MeetingTime reports through the use of a scheduling tool.

## Prerequisites

### Requirements

There are no specific requirements for this document.

### Components Used

The information in this document is based on these software versions:

- MeetingTime, all versions
- Microsoft Internet Explorer 4.0 or later

**Note:** Be sure to reboot after a new installation or upgrade.

The information in this document was created from the devices in a specific lab environment. All of the devices used in this document started with a cleared (default) configuration. If your network is live, make sure that you understand the potential impact of any command.

### Conventions

For more information on document conventions, refer to the Cisco Technical Tips Conventions.

## Run Automated Reports with a Scheduling Tool

This section describes the benefits of the scheduling tool and the steps to take in order to schedule the automated reports.

**Note:** You need to schedule the reports to be run after or before the nightly backup of the Cisco MeetingPlace server.

## Benefits

There are many benefits to the use of a scheduling tool to run MeetingTime reports. The benefits include:

- You can run reports after hours. The after-hours run allows you to use resources on both the MeetingPlace system and your PC for other processes during the regular business day.
- You can schedule reports to run on a recurring basis for disaster recovery.
- You can schedule multiple reports to run as different tasks.
- You can use the scheduling tool to schedule other applications.

## Procedure

Complete these steps:

1. On the desktop, choose **My Computer > Control Panel > Scheduled Tasks > Add Scheduled Tasks**.
2. Follow the directions in the wizard, and indicate **MeetingTime** as the new item to add.
3. At the last step, check the **open advanced properties for this task** check box and click **Finish**.

The advanced properties dialog box appears. Edit the **Run:** field in order to add the correct parameters to the command line for MeetingTime.

Here is an example:

- ◆ C:\Program Files\Latitude\Mtgtime520\mtgtime.exe userid mmouse userpwd minnie  
hostname courage genreport rawmtdet c:\temp\rawmtdet.csv 2/1/00 2/28/00 Yes

**Note:** See the Appendix for an explanation of these settings.

4. Click **OK** in order to finish.

Schedule the task.

## Appendix

Here is an explanation of each setting for the command:

- **C:\Program Files\Latitude\Mtgtime520\mtgtime.exe** The location of the MeetingTime software that you have installed

Provide the exact path.

- **userid** Your login ID for MeetingTime
- **userpwd** Your login password
- **hostname** The host name or IP address of the MeetingPlace server
- **genreport** The report that you wish to run

The complete list is in the System Manager Guide.

- **c:\temp\rawmtdet.csv** The name and location of the file
  - **2/1/00** The start date of the report
  - **2/28/00** The end date of the report
  - **Yes** Indicates that you do want to include the header row
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## Related Information

- **Voice Technology Support**
  - **Voice and IP Communications Product Support**
  - **Recommended Reading: Troubleshooting Cisco IP Telephony**
  - **Technical Support & Documentation**
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