User Report Generation

Cisco Unified Communications Manager Bulk Administration (BAT) provides reports to help you manage records effectively. You can create and save reports that provide information about phones, users, user device profiles, managers and assistants, and gateway records. You can save these reports with a filename and store them in a folder on Cisco Unified Communications Manager first node to review and print.

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Generate User Reports

You can generate a report for all users by not specifying any query options, or you can specify a limited set of query options. The format of the reports for users can be customized.

Procedure

Step 1 Choose **Bulk Administration** > **Users** > **Generate User Reports**.
The **Find and List Users** window displays.

Note You can generate a report for all users by not specifying a query, or you can generate a report for specific users by using following steps:

Step 2 In **Select Users Where** scroll box, choose from these query options: User ID, Department, First Name, Middle Name, Last Name, Manager.

Step 3 In the second drop-down list box, choose from the following search criteria.

- begins with

- contains

- is exactly

- ends with

- is empty

- is not empty

Step 4 In the search field box, enter the value that you want to locate, such as the exact user ID or the last name of a user.

You can add multiple values to the search field box by separating them with a comma as shown in this example: JohnJ, PaulP, SueS, JoeJ

Tip To generate a report for all users that are registered in the database, click **Find** without entering any search text.

Step 5 Click **Find**. A list of discovered user records displays.

Step 6 To choose details for your type of report, click **Next**.

Note If you want to change the type of query, click **Back**.

Step 7 In the **File Name** field, enter your name for this report (required).

Step 8 In the **Available Fields** drop-down list box, choose an item and click the arrow to move the item into the **Selected Fields** for this Report list. You can choose one or more fields to include in your report.

Tip You can rearrange the order of the items in the **Selected Fields** for this report list by choosing an item and clicking the Up arrow or Down arrow to move the item to another position in the list.

Step 9 In the **Job Information** area, enter the Job description.

Step 10 Choose a method to generate reports. Do one of the following:

a) Click **Run Immediately** to generate reports immediately.

b) Click **Run Later** to generate reports at a later time.

Step 11 To create a job for generating reports, click **Submit**.
Use the Job Scheduler option in the **Bulk Administration** main menu to schedule and/or activate this job.

What to Do Next

You can search and download the report file using the Upload/Download Files option in the **Bulk Administration** menu.

Related Topics

BAT Log Files
Report Log Files
Manage Scheduling Jobs
Upload and Download Files