Manager and Assistant Report Generation

This chapter provides information about generating reports for CiscoUnifiedCM Assistant managers and assistants. The reports follow a fixed format. You can generate a report by specifying a set of query options for either managers or assistants.

Generate Reports for Cisco Unified Communications Manager Assistant Managers and Assistants

You can generate reports for managers or assistants.

Procedure

Step 1   Choose one of these options:

a) To generate a manager report, choose **Bulk Administration** > **Managers/Assistants** > **Generate Manager Reports**.

b) To generate an assistant report, choose **Bulk Administration** > **Managers/Assistants** > **Generate Assistant Reports**.

Step 2   You can generate a report for all managers or assistants by not specifying a query, or you can generate a report for specific managers or assistants by using following steps:

a) In **Find Managers** (or Assistants) where drop-down list, choose from these query options:

- User ID

- First Name

- Middle Name

- Last Name

- Department

      b) In the second drop-down list, choose from the following options:

- begins with

- contains

- is exactly

- ends with

- is empty

- is not empty

      c) 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, and click **Find**.

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

Note   To further define your query, you can choose AND or OR to add multiple filters and repeat steps 2.a, on page 1 through 2.c, on page 2.

Step 3   To choose details for your type of report, click **Next**.

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

Step 4   In the **File Name** field, enter your name for this report (required).

Step 5   In the **File Format** field, select a file format from the drop-down list box.

Step 6   In the **Job Information** area, enter the Job description.

Step 7   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 8   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.

Bulk Administration (BAT) saves the report file on the first node of the server.

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

Manage Scheduled Jobs

Upload and Download Files

Report Log Files

BAT generates log files for each report transaction and stores them on the first node of Cisco Unified Communications Manager server. You can find a link to log files from the **Job Configuration** window for any job that generated a report. Click the link in the **Log File Name** column that corresponds to the job with the log file you want to view.

Related Topics

> BAT Log Files
>
> Manage Scheduled Jobs

Topics Related to Manager Assistant Report Generation

- Generate Reports for Cisco Unified Communications Manager Assistant Managers and Assistants, on page 1
- BAT Log Files
- Manage Scheduled Jobs