CHAPTER 3

Managing Meetings in Resource Manager

Viewing Your Meetings

Procedure

Step 1 Click **My Meetings** in the sidebar menu.

Step 2 Click **Current** to see all your meetings that are currently in progress.

Step 3 Click **Upcoming** to see all your meetings that have not yet started.

Step 4 Click **History** to see all your meetings that have already finished.

Only meetings that meet at least one of the following criteria are displayed:

- You are a participant in the meeting.
- You are the owner of a virtual room used in the meeting.
- You are the organizer of the meeting.

If you do not get the expected result when you click History, contact your system administrator.

Verifying that You Have Successfully Created Your Meeting

Procedure

Step 1 Click **My Meetings** in the sidebar menu.

Step 2 Click **Current** to see all your meetings that are currently in progress.

Step 3 Click **Upcoming** to see all your meetings that have not yet started.

Step 4 Click **History** to see all your meetings that have already finished.

The status of each of the displayed meetings is shown in the Status column.

If the Status column is colored green, the meeting was successfully created and all meeting participants are in the meeting.

If the Status column is colored red, Resource Manager has failed to create the meeting.

Step 5 To view the Reason Failed error message, click the **red status indicator**, and then click **Retry** to resend the meeting information to the MCU.

Searching for a Meeting

Procedure

Step 1 Click **My Meetings** in the sidebar menu.

Step 2 Click **Current**, **Upcoming** or **History**, as required.

Step 3 Perform any of the following:

- Enter the partial or complete subject of the meeting in the Subject field.

  If any part of the meeting subject matches the search string, the meeting record is displayed in the search results.
- Enter the E.164 number (the number of the user terminal) of an attending terminal in the E164 field.

  If any part of the meeting subject matches the search string, the meeting record is displayed in the search results.
- Click the calendar icon in the From field, and select a date and time in the window that opens.

  Meetings scheduled after the selected time are listed.
- Click the calendar icon in the To field, and select a date and time in the window that opens.

  Meetings scheduled before the selected time are listed.
- Enter the partial or complete meeting ID in the Meeting ID field.

  If any part of the meeting ID matches the search string, the meeting record is displayed in the search results.

Step 4 Click **Search**.

Search results are listed.

Step 5 To return to the complete list of meetings, clear each of the fields.

Step 6 Click **Search**.

Monitoring a Meeting

You can monitor and moderate a meeting in which you are a participant or the organizer via the In-Meeting Control interface for the meeting.

Procedure

Step 1 Click **My Meetings** in the sidebar menu.

Step 2 Click **Current**.

Step 3 Click the link in the Subject field for the meeting you want to monitor.

Step 4 Enter the moderator PIN if one is used for this meeting.

Step 5 Click the **Take Control** icon.

The In-meeting Control interface is not available for meetings in which you are not a participant or the organizer.

Related Topics

- Moderating Meetings in Resource Manager, page 4-1

Generating Reports

On the Upcoming and History tabs, you can generate a report in .csv format which shows all meetings scheduled between selected dates (as specified in the To and From fields). Once you have saved a report, you can view it with Microsoft Excel.

Procedure

Step 1 Click **My Meetings** in the sidebar menu.

Step 2 Click **Upcoming** or **History**, as required.

Step 3 Click the calendar icon in the From and To fields to select a start and end date for information in the generated report.

Step 4 Click **Generate Report**.

Table 3-1 describes the information categories that are included in a generated report.

Table 3-1 Generated Report Information Categories

Category	Description
Virtual Meeting ID	Dialable meeting ID used by users to access a specific meeting.
Master Meeting ID	Corresponds to a physical meeting ID on the master MCU.
Slave Meeting ID	Corresponds to a physical meeting ID on the slave MCU.
Cisco Unified Videoconferencing Manager Meeting ID	Internal database ID for the meeting.
Subject	Corresponds to Subject field in Meeting Scheduling.
Meeting Type	Corresponds to the Meeting Type field in Meeting Scheduling. The name of the meeting type is displayed.
Reference Code	Corresponds to the Reference Code field in Meeting Scheduling.
Start Time	Corresponds to the Start Time field in Meeting Scheduling.
Duration	Corresponds to the Duration field in the Meeting Scheduling.
Meeting Room	Meeting room used for scheduling a meeting.
Organizer Name	Corresponds to the Organizer field in Meeting Scheduling.
Service Prefix	MCU service prefix used for the meeting.
Services	MCU service used for the meeting.
MCU Name(s)	MCUs used for the meeting. For cascaded meetings, “(master)” appears after the MCU name.
Terminals	Number of terminals used for the meeting.
Number of Extra IP Ports Reserved	Corresponds to the Reserved ports field in Meeting Scheduling.
Dial-in IP Terminals	Number of dial-in IP terminals.
Dial-out IP Terminals	Number of dial-out IP terminals.
Dial-in ISDN Terminals	Number of dial-in PSTN/ISDN terminals.
Dial-out ISDN Terminals	Number of dial-out PSTN/ISDN terminals.
Gateway List	Gateways used for the meeting.
Device Failure Cause (Device Name, IP Failure, Cause)	Any failure on a network device such as an MCU or gateway.
Attendee Failure Cause (Name, Number, ISDN, Dial-in, Total Time, Failing Attempts, Last Failure Cause)	Any failures on attending terminals.

Step 5 Click **Save** to save the report to a location of your choice.

Responding to a Meeting Invitation

Procedure

Step 1 Click **My Meetings** in the sidebar menu.

Step 2 Click **Upcoming**.

Step 3 A red flag next to the subject of an upcoming meeting indicates that you have not responded to a meeting invitation sent by the meeting organizer. The mechanism is similar to Outlook Scheduling.

If you see a red flag, click the subject link to open the meeting details.

Step 4 Click **Accept** to accept the meeting.

The red flag is removed.

Step 5 Click **Tentative** to tentatively accept the meeting.

You can enter a message in your meeting invitation response.

An email response is sent to the meeting organizer containing your response.

The red flag is still displayed next to the meeting entry in the My Meetings screen.

Step 6 Click **Decline** to decline the meeting.

You can enter a message in your meeting invitation response.

An email response is sent to the meeting organizer containing your response.

The meeting can no longer be accessed from the My Meetings screen.

The meeting organizer can view the meeting summary screen.

The meeting organizer can check the attendees list to see who will attend the meeting.

Attendees who decline the meeting invitation are automatically removed from the meeting summary.

Modifying Upcoming Meetings

You can reschedule the meeting, change the meeting parameters, or delete the meeting request.

For more information about specific fields, see Chapter 2, "Scheduling Meetings in Resource Manager".

Procedure

Step 1 Click **My Meetings** in the sidebar menu.

Step 2 Click **Upcoming**.

Step 3 Click the subject of the meeting you want to modify in the In-meeting Control interface.

The In-meeting Control interface is not available for meetings in which you are not a participant or the organizer.

Step 4 Enter the required information.

Deleting Your Meeting History

All past meetings are deleted from the History tab.

Deleted meetings appear in billing and reporting statements.

History tab search results do not include deleted meetings.

Procedure

Step 1 Click **My Meetings** in the sidebar menu.

Step 2 Click **History**.

Step 3 Click **Delete History**.

Defining the Duration of the Meeting History Display

Procedure

Step 1 Click **My Profile** in the sidebar menu.

Step 2 Click **My Preferences**.

Step 3 Select **Delete meeting history items older than n days** and enter the required number of days.