



## CHAPTER 22

# Generating User Reports

---

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.

### Additional Information

See the [“Related Topics” section on page 22-2](#).

## Generating Reports for Users

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 .

To generate a report for users, use this procedure.

### 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**. 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.

**Step 9** Arrange 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 10** In the Job Information area, enter the Job description.

**Step 11** To generate report immediately, click the Run Immediately radio button. Click Run Later to generate it at a later time.

**Step 12** To create a job for generating user reports, click **Submit**.

**Step 13** To schedule and/or activate this job, use the Job Scheduler option in the Bulk Administration main menu.

For more information on jobs, see the [Chapter 67, “Scheduling Jobs.”](#)

For information on log files, see [“BAT Log Files” section on page 68-3.](#)

You can search and download the report file using the Upload/Download Files option in the Bulk Administration menu. See [Chapter 2, “Uploading and Downloading Files.”](#)

#### Additional Information

See the [“Related Topics” section on page 22-2.](#)

## Viewing 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 the link to log files for this job from the Job configuration window for this job. For more details, see [Chapter 67, “Scheduling Jobs.”](#)

#### Additional Information

See the [“Related Topics” section on page 22-2.](#)

## Related Topics

- [Generating Reports for Users, page 22-1](#)
- [Viewing Report Log Files, page 22-2](#)