



## CHAPTER **33**

# Generating Reports for Managers/Assistants

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Reports for Cisco Unified CM Assistant managers and assistants follow a fixed format. You can generate a report by specifying a set of query options for either managers or assistants.

## Generating Reports for Cisco Unified Communications Manager Assistant Managers and Assistants

To generate reports for managers or assistants, use this procedure.

### Procedure

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- Step 1** Choose one of these options:
- **Bulk Administration > Managers/Assistants > Generate Manager Reports.** The Manager Reports window displays.
  - **Bulk Administration > Managers/Assistants > Generate Assistant Reports.** The Assistant Reports window displays.
- 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 box, choose from these query options:
    - User ID
    - First Name
    - Middle Name
    - Last Name
    - Department
  - b. In the second drop-down list box, 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.

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*

- d. Click **Find**.




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**Note** To further define your query, you can choose **AND** or **OR** to add multiple filters and repeat steps a through d.

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- Step 3** To choose details for your type of report, click **Next**. 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** To generate manager/assistant report immediately, click the **Run Immediately** radio button. Click **Run Later** to generate the report at a later time.
  - Step 8** To create a job for generating the report, click **Submit**.
  - Step 9** 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.](#)
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Cisco Unified Communications Manager Bulk Administration (BAT) saves the report file on the first node of the Cisco Unified Communications Manager server.

#### Additional Information

See the [“Related Topics” section on page 33-3.](#)

## Viewing Report Log Files

BAT generates log files for each report transaction and stores them on the first node of the database server. Search for the job by using the Job Scheduler option in the Bulk Administration menu. In the Job Configuration window, click the link in the Log File Name column that corresponds to the job for which you want to view the log file.

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

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

#### Additional Information

See the [“Related Topics” section on page 33-3.](#)

## Related Topics

- [Generating Reports for Cisco Unified Communications Manager Assistant Managers and Assistants, page 33-1](#)
- [Viewing Report Log Files, page 33-2](#)
- [BAT Log Files, page 68-3](#)
- [Scheduling Jobs, page 67-1](#)

