



## Manager and Assistant Report Generation

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This chapter provides information about generating reports for Cisco Unified CM 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](#), on page 1
- [Report Log Files](#), on page 2
- [Topics Related to Manager Assistant Report Generation](#), on page 3

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

You can generate reports for managers or assistants.

### Procedure

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- Step 1** Choose one of these options:
- To generate a manager report, choose **Bulk Administration > Managers/Assistants > Generate Manager Reports**.  
The **Manager Reports** window displays.
  - To generate an assistant report, choose **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:
- 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, 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. Cisco Unified Communications Manager Bulk Administration (BAT) saves the report file on the first node of the Cisco Unified Communications Manager server.

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### 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](#)

