



## User Report Generation

---

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 Unified Communications Manager first node to review and print.

- [Generate User Reports, on page 1](#)

## Generate User Reports

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.

### 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.
- Note** 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.
- Tip** You can rearrange 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 9** In the Job Information area, enter the Job description.
- Step 10** Choose a method to generate reports. Do one of the following:
- Click Run Immediately to generate reports immediately.
  - Click Run Later to generate reports at a later time.
- Step 11** 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.
- 

### 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](#)
- [Report Log Files](#)
- [Manage Scheduled Jobs](#)
- [Upload and Download Files](#)