UDP Report Generation

This chapter provides information to create and save user device profile reports. You can save these reports with a filename and store them in a folder on the first node server to review and print.

BAT Report Generation

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 customize BAT reports for phones and for user device profiles to meet your particular needs by choosing items from a list of device fields and line fields. You can also choose how to arrange the fields in the report. The system generates the report in the CSV file format. You can save these reports with a filename and store them in a folder on the first node server to review and print.

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Note   You cannot customize reports for users, managers, assistants, and gateways because they have a fixed format.

Example

You need to have a list of all the directory numbers with their forwarding destinations by phone model. You can generate a Phone Report for the Cisco Unified IP Phone model 7960 and choose these query details: Device Name, Directory Number, Forward Busy Destination, Forward No Answer Destination, and Label. You can arrange the report fields, so the Label field follows the Directory Number field and precedes the two forward destination numbers.

Generate User Device Profile Reports

Use BAT to generate reports for User Device Profiles (UDP). The format of the reports for UDPs cannot be customized.

Procedure

Step 1 Choose **Bulk Administration** > **User Device Profiles** > **Generate UDP Reports**.

Step 2 From the **Find** drop-down list, choose one of the following options:

- User

- Autogenerated

- All

Step 3 From the first **Device Profiles where** drop-down list, choose one of the following criteria:

- Profile Name

- Description

- Device Type

Step 4 From the second **Device Profiles where** drop-down list, choose one of the following criteria:

- begins with

- contains

- is exactly

- ends with

- is empty

- is not empty

Step 5 Specify the appropriate search text, if applicable, and click **Find**.

Tip To find all UDPs that are registered in the database, click **Find** without entering any search text.

A list of discovered templates displays by:

- Name

- Description

- Device Type

- Profile Type

Note To further define your query and to add multiple filters, check the **Search Within Results** check box, choose AND or OR from the drop-down, and repeat Step 2, on page 2 and Step 5, on page 2.

Step 6 Click **Next** to choose details for your type of report.

The **Device Profile Report Configuration** window displays and shows the Query that you chose.

Tip If you want to change the type of query, click **Back**.

Step 7 In the **Report File Name** field, enter your name for this report (required).

Step 8   In the **Available Device Fields** drop-down list, choose a device item and click the arrow to move the item into the **Selected Device Fields** for this Report list. You can choose one or more fields to include in your report.

For a list of device and live fields, see the Phone and IP Telephony Device Reports.

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 **Available Line Fields** drop-down list, choose a line 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.

Note   You must specify at least one device or line field to generate a report.

Step 10   In the **Additional IP Services Fields** area, check the check boxes for Speed Dial Services and/or IP phone Services, as needed.

Step 11   In the **Job Information** area, enter the Job description.

Step 12   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 13   Click **Submit** to create a job for generate report for UDPs.

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

Topics Related to UDP Report Generation