



## CHAPTER 46

# Generating Reports for UDPs

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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 the first node server to review and print.

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. Because reports for users, managers, assistants, and gateways have a fixed format, you cannot customize them.

### 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.

### Additional Information

See the [“Related Topics”](#) section on page 46-3.

## Generating Reports for User Device Profiles

To generate reports for User Device Profiles (UDP), use this procedure.

### Procedure

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- Step 1** Choose **Bulk Administration > User Device Profiles > Generate UDP Reports**.  
The Find and List Device Profiles window displays.
- Step 2** From the Find drop-down list box, choose one of the following options:
- User
  - Autogenerated
  - All
- Step 3** From the first Device Profiles where drop-down list box, choose one of the following criteria:
- Profile Name

- Description
- Device Type

**Step 4** From the second Device Profiles where drop-down list box, 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.



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

**Step 6** 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 box, and repeat steps 2 and 5.

**Step 7** Click **Find**.

A list of discovered templates displays by:

- Name
- Description
- Device Type
- Profile Type

**Step 8** Click **Next** to choose details for your type of report. The Device Profile Report Configuration window displays and shows the Query that you chose. If you want to change the type of query, click **Back**.

**Step 9** In the Report File Name field, enter your name for this report (required).

**Step 10** In the Available Device Fields drop-down list box, choose a device 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. For a list of device and live fields, see the [“Reports for Phones and IP Telephony Devices”](#) section on page 12-3.

**Step 11** Arrange the order of the items in the Selected Device 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 12** In the Available Line Fields drop-down list box, 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.

**Step 13** Arrange the order of the line items in the Selected Line 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 14** In the Additional IP Services Fields area, check the check boxes for Speed Dial Services and/or IP phone Services, as needed.

**Step 15** In the Job Information area, enter the Job description.

- Step 16** Click the **Run Immediately** radio button to generate report for UDPs immediately or, click **Run Later** generate reports at a later time.
- Step 17** Click **Submit** to create a job for generate report for UDPs.
- Step 18** Use the Job Scheduler option in the Bulk Administration main menu to schedule and/or activate this job. For more information on jobs, see [Chapter 82, “Scheduling Jobs.”](#)  
For information on log files, see [“BAT Log Files” section on page 83-3.](#)
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#### Additional Topics

See the [“Related Topics” section on page 46-3.](#)

## Related Topics

- [Generating Reports for User Device Profiles, page 46-1](#)
- [Reports for Phones and IP Telephony Devices, page 12-3](#)
- [Scheduling Jobs, page 82-1](#)
- [BAT Log Files, page 83-3](#)

