



MICROSOFT® OFFICE LIVE MEETING GUIDE TO GENERATING REPORTS

In partnership with Microsoft, InterCall® provides Live Meeting web conferencing services. This guide makes several references to the service name, platform and features.

▶ GENERATING MEETING REPORTS

Meeting reports provide both summary and detailed information about Live Meeting conferences:

- **Meeting List report.** Lists the meetings and attendance for a given time period.
- **Meeting Attendance report.** Lists users and the role they played (presenter or attendee), the browser used, the time they arrived and the duration of their attendance for a meeting. It also includes a list of email addresses and company names if attendees and presenters were required to enter this information.
- **Meeting Poll report.** Indicates how each person attending the meeting voted in response to each Polling slide that was shown. It also includes a percentage summary of the votes.

To generate a Meeting List report:

1. On the **View** menu of your **My Home** page, click **Reports**.
2. On the **View Reports** page, click **Meeting List**. From this report you can generate other reports or change the report date range to generate new information.

Meeting List Report

This report lists the meetings and attendance for a given time period [Download CSV](#)

Filter

Show all meetings between: and
Note: Please use MM/DD/YYYY date format

View

Report

Showing all 2 meetings between 11/21/2005 and 12/21/2005 for organizer "776753"
Note: Click on the "Meeting ID" link to get the Attendance Report for that meeting

Activity Day	Meeting ID	Type	Subject	Attendance	Reservation Size	Connection Time (HH:MM:SS)	View Poll
Nov 29, 2005	conferencevisualsdemo	Meet Now	Meet Now: Dan Uhlmeje	3	15	0:59:48	
Nov 22, 2005	conferencevisualsdemo	Meet Now	Meet Now: Dan Uhlmeje	2	15	0:20:20	
Totals				5	30	1:20:08	

Statistics

Total Number of Meetings	2
Total Attendance	5
Total Reservation Size	30
Total Connect Time (HH:MM:SS)	1:20:08
Average per Attended Meeting	2.5



To generate a Meeting Attendance report:

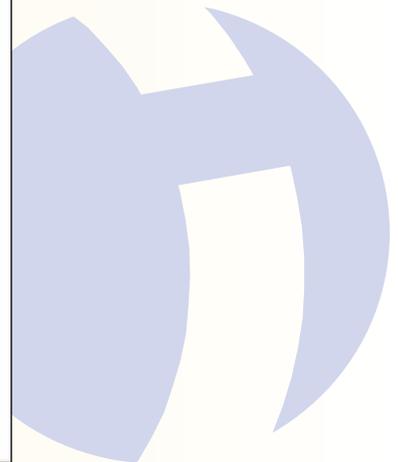
On the **Meeting List** report, click the **Meeting ID** for the meeting on which you want the Meeting Attendance report.

Meeting Attendance Report							
This report shows the attendance for all occurrences of a meeting, based on arrival time and activity day.							Download CSV
Meeting Summary		Poll Details Report			Meeting List Report		
Meeting ID	conferencevisualsdemo	Subject	Meet Now: Dan Uhlmeier				
Schedule Start Date and Time	11/29/2005 2:36 PM	Schedule Duration (mins)	60				
Organizer	Dan Uhlmeier	Bill to					
Reservation Size	15	Maximum Simultaneous Connections	1				
Meeting Attendance Details							
Activity Day	Name	Role	Arrived	Duration (HH:MM:SS)	IP Address	Company	Browser
Nov 29, 2005	Dan Uhlmeier	Presenter	11/29/2005 3:35 PM	0:56:46	65.114.96.180		Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1)
Nov 29, 2005	Dan Uhlmeier	Presenter	11/29/2005 2:38 PM	0:02:35	65.114.96.180		Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1)
Nov 29, 2005	Dan Uhlmeier	Presenter	11/29/2005 2:37 PM	0:00:27	65.114.96.180		Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1)

To generate a Meeting Poll report:

On the **Meeting List** report, click the **View Poll** icon next to the meeting that you want to review. If a View Poll icon does not appear next to a meeting, polls were not conducted during that meeting.

Meeting Poll Report								
This report shows a summary of votes gathered by using Polling slides at the meeting.								Download CSV
Meeting Summary		Meeting Attendance Report			Meeting List Report			
Meeting ID	livemeeting5.0	Subject	Live Meeting 5.0 Overview					
Schedule Start Date and Time	10/30/2003 11:30 AM	Schedule Duration (Minutes)	60					
Organizer	Dan Uhlmeier	Bill To						
Reservation Size	30	Maximum Simultaneous Connections	21					
Poll Details								
Click on the Question Headings to view the "Question Details".								
Activity Day	Name	Role	Arrived	Duration	Company	Question:1	Question:2	
Oct 30, 2003	Belinda Wilce	Attendee	10/30/2003 11:31 AM	1:07:46		4	3	
Oct 30, 2003	Beth Newlon	Attendee	10/30/2003 11:39 AM	1:04:22			3	
Oct 30, 2003	carrie higbie	Attendee	10/30/2003 11:31 AM	0:57:16		4	4	
Oct 30, 2003	carrie higbie	Attendee	10/30/2003 11:05 AM	0:00:34				
Oct 30, 2003	Chris Wicken	Attendee	10/30/2003 11:28 AM	1:15:52				
Oct 30, 2003	Christie Schenone	Attendee	10/30/2003 11:38 AM	0:33:06		2	2	
Oct 30, 2003	Dan Uhlmeier	Presenter	10/30/2003 9:08 AM	3:16:20				
Oct 30, 2003	Dan Uhlmeier	Presenter	10/30/2003 12:24 PM	0:19:46				
Oct 30, 2003	DeNita Lawrence	Attendee	10/30/2003 11:31 AM	1:11:54		4	4	
Oct 30, 2003	Geoff Deakin	Attendee	10/30/2003 11:28 AM	1:15:41		4	2	
Oct 30, 2003	Jackie Richards	Attendee	10/30/2003 11:26 AM	1:16:16		2	4	





▶ GENERATING RECORDING REPORTS

Recording reports allow you to monitor the number of recordings available and how often they are viewed:

- **Recording List.** Shows the recordings available for a given time period and the number of times each one was viewed.
- **Recording Details.** Lists users who viewed a recording and indicates when the user viewed it, the user's IP address, company and browser.

To generate a Recording List report:

1. On the **View** menu of your **My Home** page, click **Reports**.
2. On the **View Reports** page, click **Recording List**.

Recording List Report

This report shows the recordings available for a given time period and the number of times each one was viewed [Download CSV](#)

Filter

Show all recordings available for viewing between: and

Note: Please use MM/DD/YYYY date format

Report

Showing all 3 recordings between 11/21/2005 and 12/21/2005 for organizer "735062"
Note: Click on the "Recording ID" link to get the Recording Details for that recording

Start Time	Recording ID	Bill To	Views	Duration (HH:MM:SS)	File Size (Mb)
08/4/2005 11:03 AM	7BM8WV	735062	0	0:38:58	22.96
07/21/2005 4:05 PM	735062612221	735062	0	0:19:46	12.86
06/24/2004 12:06 PM	261023	735062	0	0:02:49	1.91

Total Recordings	Average per viewed Recordings	Duration (HH:MM:SS)		File Size (Mb)	
		Total	Average	Total	Average
3	0	1:01:33	0:20:31	37.74	12.58





To generate a Recording Details report:

On the **Recording List** report, click the **Recording ID** of the recording that you want to view in detail.

Recording Details Report			
This report shows who, when and where a recording was viewed Download CSV			
Recording Summary		Total Logins : 1	Recording List Report
Recording ID	735062612221	Title	Tour of Frost & Sullivan Subscription Site
Start Date and Time	07/21/2005 4:05 PM	Duration	0:19:46
Organizer	Stacy Kirincic	Bill To	735062
Recording Details			
Name	Viewed at	IP Address	Company
Melinda Hathaway	12/21/2005 11:24 AM	65.114.96.180	
			Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1)

▶ PRINTING AND SAVING REPORTS

After you generate a report, you can print a copy of it, save it as a comma-separated (CSV) file or open it in Excel®.

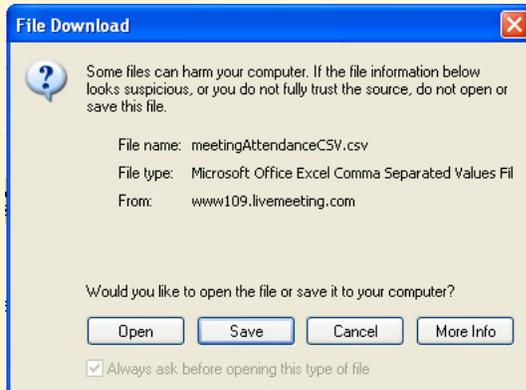
To print a report:

1. While viewing a report, click **Print** on your browser's **File** menu.
2. In the Print dialog box, select the options that you want then click **Print**.

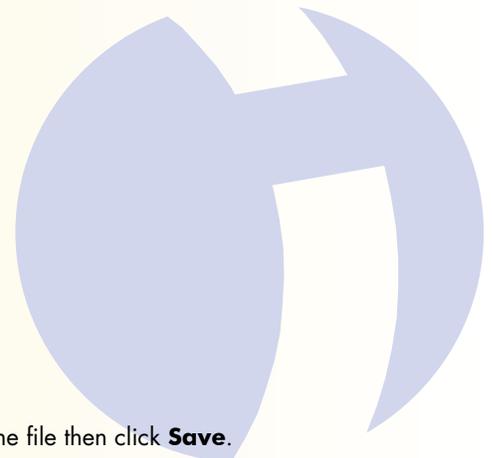
NOTE: Options in the Print dialog box will vary.

To save the report as a CSV file:

1. On the report page that you want to save, click the **Download CSV** button.
2. Click **Save** to save the file to your computer.



3. Navigate to the location where you want to save the file, enter a name for the file then click **Save**.





To open the file in Microsoft Excel:

1. On the report page that you want to open in Excel, click the **Download CSV** button.
2. In the File Download dialog box, click **Open**. The file opens in Excel.

Report	Meeting Attendance						
Date Generated	Wed Dec 21 08:35:54 PST 2005						
Meeting ID	C7HMBX						
Subject	Research Project Kick Off Meeting						
Schedule Start Date and Time	12/16/2005 13:00	Schedule Duration (mins)	60				
Organizer	Stacy Kinnic	Bill to	123456				
Reservation Size	15						
Maximum Simultaneous Connections	3						
Activity Day	Name	Role	Arrived	Duration (HH:MM:SS)	IP Address	Company	Browser
12/16/2005	Marc Beattie	Attendee	12/16/2005 12:58:03	0:37:34	69.168.64.20		Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1; NetCaptor 7.5.4; .NET CLR 1.1.4322)
12/16/2005	stacy	Presenter	12/16/2005 13:37:00	0:00:36	70.131.80.99		Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1)
12/16/2005	Stacy	Presenter	12/16/2005 13:05:30	0:30:44	70.131.80.99		Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1)
12/16/2005	Two Steve's	Attendee	12/16/2005 12:51:04	0:44:38	66.20.203.142		Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1; .NET CLR 1.1.4322)

NOTE: To open the file in Excel, you must use Internet Explorer as your browser and have Excel installed on your computer.

