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# Work with Genesys CX Insights Reports

Agent Summary Activity Report (Active)

4/23/2026

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- Administrator
- Supervisor

Analyze how agents use their active time.

### Related documentation:

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## Understanding the Agent Summary Activity Report (Active)

| Agent Summary Activity Report (Active) |                   |                         |                      |                 |                   |                        |                      |                  |                 |                        |                    |                  |
|--|-------------------|-------------------------|----------------------|-----------------|-------------------|------------------------|----------------------|------------------|-----------------|------------------------|--------------------|------------------|
| Tenant                                 | Media Type        | Agent Name              | Day                  | % Occupancy     | Active Time (Fmt) | Ready Time (Fmt)       | Not Ready Time (Fmt) | Busy Time (Fmt)  | Wrap Time (Fmt) | Other State Time (Fmt) | % Ready Time       | % Not Ready Time |
| Environment                            | Voice             | , A6001_sip (A6001_sip) | 2011-04-11           | 57.15%          | 00:30:05          | 00:10:11               | 00:06:19             | 00:13:35         | 00:00:00        | 00:00:00               | 33.85%             | 21.00%           |
|  |                   | , A6002_sip (A6002_sip) | 2011-04-11           | 58.90%          | 00:25:45          | 00:08:14               | 00:05:43             | 00:11:48         | 00:00:00        | 00:00:00               | 31.97%             | 22.20%           |
|  |                   | , A6003_sip (A6003_sip) | 2011-04-11           | 55.29%          | 00:23:01          | 00:04:43               | 00:12:28             | 00:05:50         | 00:00:00        | 00:00:00               | 20.49%             | 54.16%           |
| Agent Summary Activity Report (Active) |                   |                         |                      |                 |                   |                        |                      |                  |                 |                        |                    |                  |
| % Occupancy                            | Active Time (Fmt) | Ready Time (Fmt)        | Not Ready Time (Fmt) | Busy Time (Fmt) | Wrap Time (Fmt)   | Other State Time (Fmt) | % Ready Time         | % Not Ready Time | % Busy Time     | % Wrap Time            | % Other State Time |                  |
| 57.15%                                 | 00:30:05          | 00:10:11                | 00:06:19             | 00:13:35        | 00:00:00          | 00:00:00               | 33.85%               | 21.00%           | 45.15%          | 0.00%                  | 0.00%              |                  |
| 58.90%                                 | 00:25:45          | 00:08:14                | 00:05:43             | 00:11:48        | 00:00:00          | 00:00:00               | 31.97%               | 22.20%           | 45.83%          | 0.00%                  | 0.00%              |                  |
| 55.29%                                 | 00:23:01          | 00:04:43                | 00:12:28             | 00:05:50        | 00:00:00          | 00:00:00               | 20.49%               | 54.16%           | 25.34%          | 0.00%                  | 0.00%              |                  |
| 51.61%                                 | 00:08:49          | 00:04:16                | 00:00:00             | 00:04:33        | 00:00:00          | 00:00:00               | 48.39%               | 0.00%            | 51.61%          | 0.00%                  | 0.00%              |                  |
| 99.73%                                 | 01:41:03          | 00:00:16                | 00:01:10             | 01:39:37        | 00:00:00          | 00:00:00               | 0.26%                | 1.15%            | 98.58%          | 0.00%                  | 0.00%              |                  |
| 70.15%                                 | 00:01:50          | 00:00:20                | 00:00:43             | 00:00:47        | 00:00:00          | 00:00:00               | 18.18%               | 39.09%           | 42.73%          | 0.00%                  | 0.00%              |                  |
| 59.76%                                 | 00:01:42          | 00:00:00                | 00:00:00             | 00:00:00        | 00:00:00          | 00:00:00               | 76.76%               | 0.00%            | 0.00%           | 0.00%                  | 0.00%              |                  |

The (**Agents** folder) Agent Summary Activity Report (Active) provides a breakdown of the duration of the different states that an agent can be in (Ready, Not Ready, Busy, and Other) for a specific media

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type, fully accounting for the agent's interaction time (time spent handling interactions).

Use this report to understand how much of agent total active time was spent in each state, broken down by media type. The report tracks a wide range of metrics, broken down based on both the *amount* and *percentage* of active time spent in each state.

To get a better idea of what this report looks like, view sample output from the report:

[HRCXIAgentSummaryActivityReport\(Active\).pdf](#)

The following tables explain the prompts you can select when you generate the report, and the metrics and attributes that are represented in the report:

## Prompts for the Agent Summary Activity Report (Active)

| Prompt              | Description  |
|---------------------|--|
| Pre-set Date Filter | Choose from the convenient list of predefined rolling time ranges, spanning one day or more, over which to run the report. |
| Start Date          | Choose the first day from which to gather report data.   |
| End Date            | Choose the last day from which to gather report data.  |
| Agent Group         | Optionally, select one or more groups from which to gather data for the report.  |
| Agent               | Optionally, select one or more agents from which to gather data for the report.  |
| Media Type          | Optionally, select the type of media to include in the report—for example, VOICE, EMAIL, and CHAT.                         |
| Tenant              | For multi-tenant environments, optionally select the tenant(s) for which to include data in the report.                    |

## Attributes used in the Agent Summary Activity Report (Active)

| Attribute  | Description  |
|------------|--|
| Tenant     | This attribute enables data within the reporting interval to be organized by tenant.                                   |
| Media Type | This attribute enables data to be organized by the interaction's media type—for example, VOICE, EMAIL, and CHAT.       |
| Agent Name | This attribute enables data to be organized by certain attributes of the agent who is associated with the interaction. |
| Day        | This attribute enables data within the reporting   |

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| Attribute | Description  |
|-----------|--|
|           | interval to be organized by a particular day within a month and year. Day values are presented in YYYY-MM-DD format. |

## Metrics used in the Agent Summary Activity Report (Active)

| Metric                 | Description  |
|------------------------|--|
| % Occupancy            | <p>The percentage of time that this agent's state was Busy within the interval, relative to the total duration within the interval of the agent's active session on a particular media channel.</p> <p>This metric reflects the percentage of time that agents actually spent handling interactions against their available or idle time. This metric is computed as active time minus ready and not-ready time divided by the difference of active and not-ready time.</p>  |
| Active Time (Fmt)      | <p>The total amount of time (HH:MM:SS) attributable to the interval between the beginning and end of this agent's login session(s) on a particular media channel. In the scenario in which an agent logs into multiple switches, DNs, and/or queues, this metric starts the moment at which the agent logs in to the first switch/DN/queue (if this login falls within the interval) and ends at the moment at which the agent is no longer logged in to any switch/ DN/ queue (if logout falls within the interval).</p> <p>Note: If the agent is not forcibly logged out when the calendar day ends, login duration is split over both days.</p> |
| Ready Time (Fmt)       | The total amount of time (HH:MM:SS) that this agent was in the Ready state for a particular media type.  |
| Not Ready Time (Fmt)   | The total amount of time (HH:MM:SS) within the interval that this agent was in the NotReady state for a particular media channel (including Do Not Disturb duration, if configured) regardless of whether a reason was indicated.  |
| Busy Time (Fmt)        | The total duration (HH:MM:SS) of all of interaction-processing activities including the time that is associated with requests for consultation that the agent received and excluding the time spent processing after-call work.  |
| Wrap Time (Fmt)        | The total amount of time (HH:MM:SS) within the interval that this agent spent in ACW (Wrap) state whether or not the reason for entering this state was related to an interaction.   |
| Other State Time (Fmt) | The total amount of time (HH:MM:SS) that the state of this agent was neither Ready nor NotReady after  |

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| Metric             | Description   |
|--------------------|---|
|                    | login to a particular media channel. The situation in which the state of an agent is neither Ready nor NotReady usually occurs upon first login if the switch, for instance, does not force agents into the Ready state upon login. |
| % Ready Time       | The percentage of time within the interval that this agent's state was Ready, relative to the total duration within the interval of the agent's active session on a particular media channel.                                       |
| % Not Ready Time   | The percentage of time within the interval that this agent's state was NotReady, relative to the total duration within the interval of the agent's active session on a particular media channel.                                    |
| % Busy Time        | The percentage of time of all interaction-processing activities.  |
| % Wrap Time        | The percentage of time that this agent spent in ACW (Wrap) state within the interval, relative to the total duration of the agent's active session within the interval.   |
| % Other State Time | The percentage of the agent's time spent in a state other than those listed in the report.  |

To view more detailed information about the metrics and attributes in this report, and other metrics and attributes that can be used to customize reports, see the [Genesys CX Insights Projects Reference Guide](#).