



This PDF is generated from authoritative online content, and is provided for convenience only. This PDF cannot be used for legal purposes. For authoritative understanding of what is and is not supported, always use the online content. To copy code samples, always use the online content.

Work with Genesys CX Insights Reports

Agent Utilization Email Report

4/27/2026

Contents

- 1 Prompts for the Agent Utilization Email Report
- 2 Attributes used in the Agent Utilization Email Report
- 3 Metrics used in the Agent Utilization Email Report



- Administrator
- Supervisor

Perform in-depth analysis of agent active time related to handling email interactions.

Related documentation:

-
-
-
-

RSS:

- [For private edition](#)

Agent Utilization Email Report										
Tenant	Agent Name	Interaction Type	Day	Avg Handle Time (Fmt)	Offered	Accepted	% Accepted	Rejected	Transfer Initiated Agent	% Transfer Initiated Agent
Environment	, MMAgent1 (MMAgent1)	Inbound	2010-02-15	00:01:22	7	4	1	2	1	25.00%
			2010-02-16	00:01:42	3	3	1	0	1	33.33%
			2010-02-19	00:00:04	1	1	1	0	0	0.00%
			2010-02-25	00:00:54	2	2	1	0	1	50.00%
			2010-02-26	00:01:24	1	1	1	0	0	0.00%
			2011-03-28	00:00:06	4	4	1	0	0	0.00%
			2011-03-29	00:00:06	5	4	1	1	0	0.00%
		Internal	2011-04-04	00:10:35	2	2	1	0	0	0.00%
			2010-02-25	00:00:00	0	0	0	0	0	0.00%
		Outbound	2010-03-01	00:00:00	0	0	0	0	0	0.00%
			2010-02-15	00:01:21	7	7	1	0	4	57.14%
			2010-02-16	00:00:19	4	4	1	0	2	50.00%
			2010-02-19	00:00:25	2	2	1	0	0	0.00%
			2010-02-25	00:02:36	1	1	1	0	0	0.00%
			2010-02-26	00:00:14	1	1	1	0	0	0.00%
			2010-03-01	00:05:30	2	2	1	0	0	0.00%
			2011-03-28	00:00:18	4	4	1	0	0	0.00%
			2011-03-29	00:00:09	4	4	1	0	0	0.00%
			2011-04-04	00:00:40	1	1	1	0	0	0.00%
			2011-04-06	00:00:24	1	1	1	0	0	0.00%
2011-06-30	00:00:31		0	0	0	0	4	66.67%		

The (**Email** folder >) Agent Utilization Email Report provides details about agent activity when handling email, including, for each agent, the average time to handle an interaction, the number of offered email interactions, the number rejected, and the number and percentage of accepted and

transferred interactions.

Note that Genesys Multicloud CX offers two email solutions: **Email classic** and Genesys **Engage cloud Email**. This report is applicable for users of **Email classic**. To learn more about the difference between the two, see [How email works](#). If you are not sure which you have, talk to your administrator.

Use this report to understand each agent's efficiency in handling interactions, and to compare various related metrics for different agents.

To get a better idea of what this report looks like, view sample output from the report: [HRCXIAgentUtilizationEmailReport .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 Utilization Email Report

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.
Interaction Type	Optionally, select the type of interaction to include in the report — for example, Inbound, Internal, or Outbound.
Tenant	For multi-tenant environments, optionally select the tenant(s) for which to include data in the report.

Attributes used in the Agent Utilization Email Report

Attribute	Description
Tenant	This attribute enables data within the reporting interval to be organized by tenant.
Agent Name	This attribute enables data to be organized by certain attributes of the agent who is associated with the interaction.

Attribute	Description
Interaction Type	This attribute enables data to be organized by the interaction type—for example, Inbound, Internal, or Outbound.
Day	This attribute enables data within the reporting 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 Utilization Email Report

Metric	Description
Avg Handle Time (Fmt)	<p>The average amount of time (HH:MM:SS) that this agent spent handling interactions that the agent received.</p> <p>This metric is computed as handle time divided by the sum of accepted interactions and received consultations.</p>
Offered	<p>The total number of email interactions that were received or initiated by an agent.</p> <p>The count includes interactions that were abandoned while inviting, handling attempts that the agent rejected, and warm consultations and conferences that the agent received. This count excludes simple consultations, whether they were initiated or received. For AG2_AGENT_QUEUE records, this metric relies on the value of the short-abandoned threshold as configured in the [agg-gim-thld-IDIXN] section.</p>
Accepted	The total number of email interactions or warm consultations that were accepted, answered, pulled, or initiated by the agent.
% Accepted	Of the email interactions offered to agents, the percentage that were accepted.
Rejected	The total number of email interactions that alerted at the agent and were not accepted.
Transfer Initiated Agent	<p>The total number of email interactions that agents transferred.</p> <p>Both warm and blind transfers are reflected in this metric.</p>
% Transfer Initiated Agent	<p>The percentage of email interactions that agents transferred.</p> <p>Both warm and blind transfers are reflected in this metric.</p>
