



## **Cisco Spaces: Proximity Reporting App Configuration Guide**

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### **Americas Headquarters**

Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA  
<http://www.cisco.com>  
Tel: 408 526-4000  
800 553-NETS (6387)  
Fax: 408 527-0883

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# CHAPTER 1

## Introduction



**Note** Cisco DNA Spaces is now Cisco Spaces. We are in the process of updating our documentation with the new name. This includes updating GUIs and the corresponding procedures, screenshots, and URLs. For the duration of this activity, you might see occurrences of both Cisco DNA Spaces and Cisco Spaces. We take this opportunity to thank you for your continued support.

- [Getting Started with Cisco Spaces: Proximity Reporting App, on page 1](#)

## Getting Started with Cisco Spaces: Proximity Reporting App

The Cisco Spaces: Proximity Reporting app helps workplace administrators of enterprise networks to create a safe environment for employees who are returning to work after a pandemic. The app collects data from one or more wireless devices belonging to a person. The wireless device must be associated to the wireless networks and mapped to physical locations. The Proximity Reporting app works to track the movement of a person reporting as tested positive.

Some of the key capabilities of the Proximity Reporting app are as follows:

- It helps you understand which physical spaces an affected person was during a configurable period (usually 14-28 days).
- A list of other people who were in the same location as a affected person.
- A timeline of when an affected person entered and exited a physical space.

## Creating a Report

This section describes how you can look up a person who has reported in as being positive. The section takes you through a typical workflow of the Proximity Reporting app and shows you how to generate a report. The workflow requires that employees report themselves to the company, revealing that they may be positive. This employee is henceforth called the reporting person. A reporting person reveals the IEEE 802.1x user ID, the MAC address of devices used, and the estimated date on which the employee last visited the campus.

### Before you begin

Some of the prerequisites and assumptions made for this workflow are:

- You have an active subscription to Cisco Spaces ACT license and Cisco Spaces: Detect and Locate.
- Your network is equipped with Cisco Catalyst Access Points.
- An employee of your company might be using more than one wireless device to associate with the enterprise network. An employee might also have more than one IEEE 802.1x user IDs to associate with the wireless network of your company campus.
- An employee has granted you permission to access location information for troubleshooting of devices or safety.

## SUMMARY STEPS

1. Log in to the Cisco Spaces: Proximity Reporting app and click **Create Report**.
2. In the **Search User Name or Mac Address** field, enter one of the following:
  - IEEE 802.1x User ID of a reporting person (Figure 1)
  - MAC address of this person's device (Figure 2)
3. Click **Lookup**.
4. Depending on what you entered in Step 2:
  - Check up to two IEEE 802.1x userIDs.
  - Check the MAC addresses of the associated devices.
5. Click **OK**.
6. Check the **Device Type** of your choice. This filters the final report of devices that are in proximity of the reporting device, based on the selected **Device Type**.
7. Drag the **Report Level** controls to set the proximity to the reporting device. Only user names or MAC addresses of devices that are in the chosen proximity level of the reporting device are shown in the final report.
8. (Optional) Uncheck the **Filter noisy data** check box.
9. To create a report, enter a **Start Date** and an **End Date**. Ensure that the range is within 28 days.
10. Click **Generate Report**.

## DETAILED STEPS

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**Step 1** Log in to the Cisco Spaces: Proximity Reporting app and click **Create Report**.

**Step 2** In the **Search User Name or Mac Address** field, enter one of the following:

- IEEE 802.1x User ID of a reporting person (Figure 1)
- MAC address of this person's device (Figure 2)

**Step 3** Click **Lookup**.

**Step 4** Depending on what you entered in Step 2:

- Check up to two IEEE 802.1x userIDs.
- Check the MAC addresses of the associated devices.

- Note**
- The Proximity Reporting app auto selects the displayed results based on the number of results. If the results display up to two IEEE user IDs or up to three MAC addresses, the system auto selects these results for you.
  - You can manually select only up to two IEEE 802.1x user IDs.
  - You can manually select any number of MAC addresses.

**Step 5** Click **OK**.  
A high-level **Lookup Summary** is displayed.

**Step 6** Check the **Device Type** of your choice. This filters the final report of devices that are in proximity of the reporting device, based on the selected **Device Type**.

**Note** At least one device type should be selected.

**Step 7** Drag the **Report Level** controls to set the proximity to the reporting device. Only user names or MAC addresses of devices that are in the chosen proximity level of the reporting device are shown in the final report.

The number of columns in the proximity tables of your generated report may increase or decrease based on this proximity report level.

**Step 8** (Optional) Uncheck the **Filter noisy data** check box.

By default, this filter is selected. Data is considered noisy if many devices transition across different floors too frequently, during a selected time range. If this happens, you no longer see the results at the floor level and instead see the results at the larger location level, for example, at the building level.

**Note** Currently, this filter is only applied to Meraki data.

If unchecked, the displayed report shows data at actual location levels regardless of how noisy the data is.

**Step 9** To create a report, enter a **Start Date** and an **End Date**. Ensure that the range is within 28 days.

**Step 10** Click **Generate Report**.

The generated detailed report is displayed. You can export this report as a PDF or a CSV file.

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### What to do next

- Using the detailed report, you can inform the persons who are at risk because of their contact with the reporting person.



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**Note** The list of people in the report is not exhaustive and cannot be considered complete.

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- You can also choose to shut down the facilities of campus for intensive cleaning.

The rest of this document describes the various parts of this detailed report.





## PART I

# Parts of a Report

- [Presence, Impact, and Location, on page 7](#)
- [Proximity Report, on page 9](#)
- [Daily Journey Report, on page 13](#)
- [Users, on page 15](#)
- [Communications, Services, and Additional Information, on page 17](#)





## CHAPTER 2

# Presence, Impact, and Location

A report begins with a title and chosen parameters such as duration (time range), the reporting devices, the proximity report level to reporting devices, and types of devices in proximity to the reporting devices. You can also export the report in either the CSV format or the PDF format.

**Figure 1: Report Header**



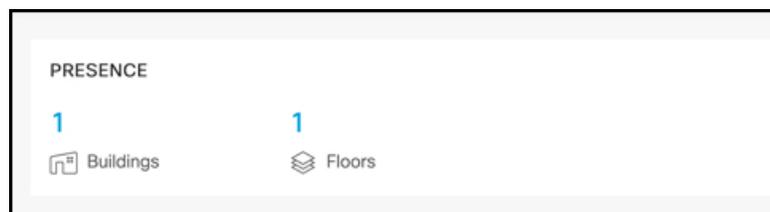
The following are various components of a report:

- [Presence, on page 7](#)
- [Location Summary, on page 7](#)

## Presence

This part of your report gives a summarized view of the total number of buildings, floors, and zones the reporting user has visited during the period of the report.

**Figure 2: Presence**



## Location Summary

This part of your report includes a summary of locations that a reporting person has traversed in a particular number of days. The location summary includes the following information:

- Total time spent by a reporting person during the entire period of the report. The information includes each visited building and each floor of the corresponding building.

- Pie charts indicating the total time spent by a reporting person. The first pie chart displays the information by visited buildings. The second pie chart displays the information by visited floors. The third pie chart displays the information by visited zones.
- A day-by-day linear and visual representation of the time spent by a reporting user. This information includes time spent at each visited building, each floor of the building, and each zone on a floor.

Figure 3: Location Summary





## CHAPTER 3

# Proximity Report

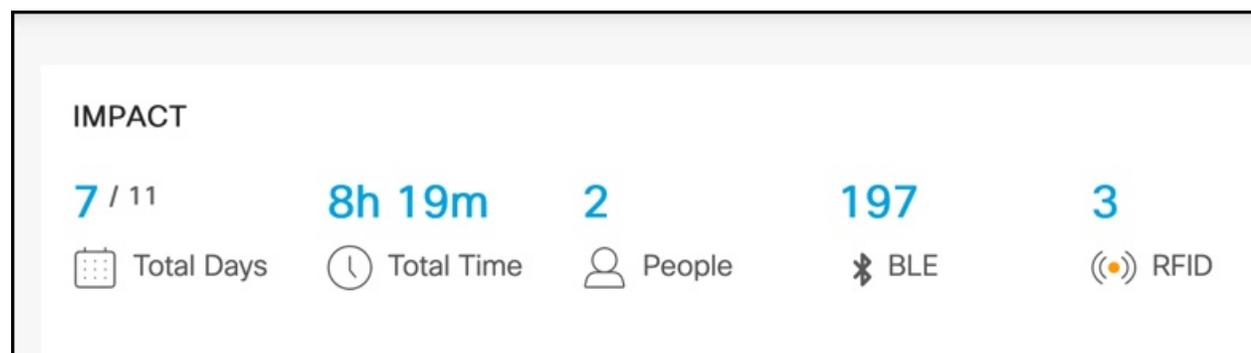
- [Proximity Summary, on page 9](#)
- [Proximity Tracing Report, on page 10](#)

## Proximity Summary

This part of your report gives you a summarized representation of the impact a reporting person has on other users in the campus:

- Total number of days a reporting person has spent at the campus.
- Total number of hours a reporting person has spent at the campus.
- Total number of people that the reporting person has interacted with. Note that the number of client devices are not displayed separately, because a person can be using more than one device (client).
- Total number of BLE devices in the proximity of the target device.
- Total number of RFID devices in the proximity of the target device.

*Figure 4: Impact*



# Proximity Tracing Report

This part of the report is a detailed history of other users who have been in contact with a reporting person. You can export the report as a PDF or CSV file. You can use this report to identify users who have a higher likelihood of being impacted by a reporting person.

The detailed report categorizes people based on the possible risk they are in.

The following are the time parameters used to decide the risk category of a person.

- A person has spent more than four hours in a day in the proximity of a reporting person.
- A person has spent less than four hours in a day, but more than 15 minutes in the proximity of a reporting person.
- A person has spent less than or equal to 15 minutes of a day in the proximity of a reporting person, but more than zero minutes.

The following are the distance parameters that are used to decide the risk category of a person:

- A person was within 30 feet (or 10 meters) from a reporting person.
- A person was on the same floor, but not within 30 feet (or 10 meters) of a reporting person.
- A person was within the same building (but not on the same floor) as a reporting person.

The following is a sample representation of one type of table you see in your report. Notice that only the count of people are mentioned in each cell. The names of the people are represented here only to illustrate that a person is counted in only one cell of the table. The cells are arranged such that the highest category of risk is on the top-left corner of the table and also represented by the deepest colour and the lowest category of risk is on the bottom-right corner of the table and also represented by the lightest colour.

**Table 1: Sample Representation of Tables in a Report**

	<b>Within 30 Feet</b>	<b>Same Floor But Not Within 30 Feet</b>	<b>Same Building (But Not On the Same Floor)</b>
<b>More than four hours</b>	3 (Person C, D, E [highest risk, represented by darkest colour])	1 (Person F)	1 (Person G)
<b>Less than four hours (but greater than 15 minutes)</b>	1 (Person R)	1 (Person X)	1 (Person Z)
<b>Less than or equal to 15 minutes (but greater than zero minutes)]</b>	1 (Person M)	1 (Person N)	1 (Person O [lowest risk, represented by a lightest colour])

A second table displays a detailed list of persons, their device MAC addresses, the last time the person was seen in the company campus, and the contact duration with a reporting person.

Given below are some visual representation of tables in your report. Tables are displayed only if they feature a non-zero value in one of the cells.

• **Interacted Directly with a reporting person within 30 feet (10m) for Less than 15 Minutes**

	Within 30ft (10 m)	Same Floor (but not within 30ft (10 m))	Same Building (but not in the same floor)
More than 4 Hours	1	0	0
Less than 4 Hours (> 15 mins and < 4 hours)	87	0	0
Less than 15 minutes (> 0 mins and <= 15 mins)	114	0	0

INTERACTIONS WITHIN 30FT (10 M) FOR LESS THAN 15 MINUTES

User Names	Mac Address	Device Type	Contact Duration
--	5b:b9:e8:1d:ef:1c	BLE	15m
--	61:e6:fb:05:a0:06	BLE	15m
--	67:4f:5b:42:26:ab	BLE	15m
--	08:fb:75:05:b4:89	BLE	14m
--	59:fe:db:57:d3:bd	BLE	14m
--	53:85:19:61:38:63	BLE	14m
--	50:af:50:94:df:47	BLE	14m
--	60:56:2b:b0:fc:11	BLE	14m
--	7f:1f:33:fc:ca:cb	BLE	14m
--	7e:ec:24:f5:83:1a	BLE	14m

• **Interacted Directly with a reporting person within 30 feet (10m) for Less than 4 Hours**

	Within 30ft (10 m)	Same Floor (but not within 30ft (10 m))	Same Building (but not in the same floor)
More than 4 Hours	1	0	0
Less than 4 Hours (> 15 mins and < 4 hours)	87	0	0
Less than 15 minutes (> 0 mins and <= 15 mins)	114	0	0

INTERACTIONS WITHIN 30FT (10 M) FOR LESS THAN 4 HOURS

User Names	Mac Address	Device Type	Contact Duration
--	00:12:b8:0d:39:22	RFID	3h 44m
--	00:12:b8:0a:3a:8a	RFID	3h 2m
68:37:e9:c4:e4:1e	68:37:e9:c4:e4:1e	CLIENT	2h 43m
--	dc:3f:e1:36:73:7c	BLE	1h 29m
c8:e0:eb:c8:99:fd	c8:e0:eb:c8:99:fd	CLIENT	1h 20m
--	c9:6b:51:a0:de:e2	BLE	1h 15m
--	dc:c9:51:72:cf:47	BLE	1h 13m
--	d9:db:cd:90:aa:87	BLE	1h 13m
--	6c:4a:85:0a:90:8f	BLE	1h 12m
--	40:cb:e0:cc:07:be	BLE	1h 12m

• **Interacted Directly with a reporting person within 30 feet (10m) for More than 4 Hours**

	Within 30ft (10 m)	Same Floor (but not within 30ft (10 m))	Same Building (but not in the same floor)
More than 4 Hours	1	0	0
Less than 4 Hours (> 15 mins and < 4 hours)	87	0	0
Less than 15 minutes (> 0 mins and <= 15 mins)	114	0	0

INTERACTIONS WITHIN 30FT (10 M) FOR MORE THAN 4 HOURS

User Names	Mac Address	Device Type	Contact Duration
--	00:12:b8:0a:c8:48	RFID	5h 55m





# CHAPTER 4

## Daily Journey Report

This part of the report visually traces the day-by-day journey of a reporting user across various buildings and floors of a campus, along with the time spent by the reporting person on each location.

**Figure 5: Day-Wise Journey**







## CHAPTER 5

# Users

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- [App Users](#), on page 15

## App Users

From the left-navigation pane of the Proximity Reporting app, click **User Management** and choose **App Users** to see the list of users defined within the Proximity Reporting app dashboard. These users may have either administrator access or read-only access to the Proximity Reporting app.

## Creating App Users

The following procedure shows you how an app user or an administrator can add a person as an app user from within the Cisco Spaces: Proximity Reporting app and provide administrative or read-only access to them.

- 
- Step 1** From the left-navigation pane of Cisco Spaces: Proximity Reporting app, click **User Management** and choose **App Users**.
  - Step 2** Click **Add**.
  - Step 3** In the **Email** field, enter the email address of the person you want to add as an app user.
  - Step 4** From the **Role** drop-down menu, choose one of the following:
    - **ROUser**: App user has read-only access.
    - **Admin**: App user has administrative access.

An email invitation is sent to the person. Once accepted, the person is added as an app user.

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## Modifying Users and User Roles

Administrators cannot modify the personal details of an app user from the **Administrators** tab. An administrator can only modify user roles from the **App users** tab.

An app user cannot modify their own personal details from the **App Users** tab.





## CHAPTER 6

# Communications, Services, and Additional Information

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- [Communications, Services, and Additional Information, on page 17](#)

## Communications, Services, and Additional Information

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