

# Scheduled Actions with Cisco Business Dashboard

## Objective

The objective of this document is to show you how to schedule actions using Cisco Business Dashboard (CBD) version 2.3.0.

## Introduction

CBD provides tools that help you monitor and manage your Cisco Business network. CBD automatically discovers your network and allows you to configure and monitor all supported Cisco Business devices such as switches, routers, and wireless access points.

CBD version 2.3.0 adds the ability to schedule actions at either the device or network level. This includes:

- Reboot a device
- Backup a device configuration
- Restore a device configuration
- Upgrade firmware of device
- Save running configuration of a device
- Delete offline device
- Change Window

To find out more, keep reading!

## Applicable Devices | Software Version

- Cisco Business Dashboard | 2.3.0

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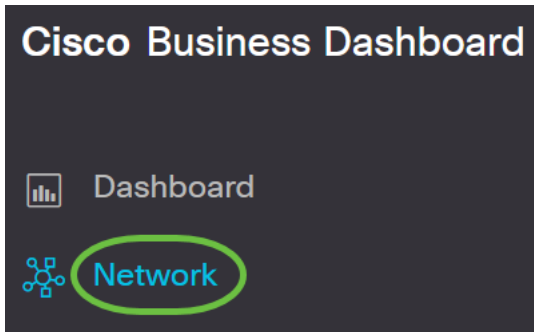
## Schedule Actions at the Network Level

## Step 1

Log in to the CBD Administration User Interface (UI).

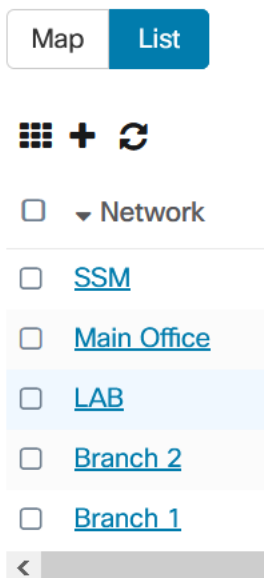
## Step 2

Navigate to **Network**.



## Step 3

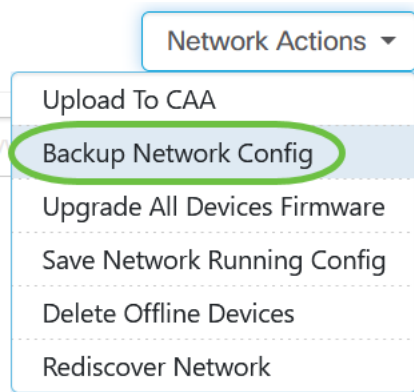
Click on a *Network* from the list. Or create a new network by clicking on the *plus icon*.



In this example, Branch 1 is chosen.

## Step 4

Click on **Network Actions** and choose an option from the drop-down menu. In this example, **Backup Network Config** is selected.



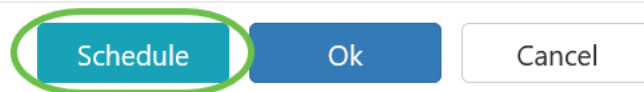
### Step 5

Select **Schedule**.

Backup Configuration



Add a note to this backup

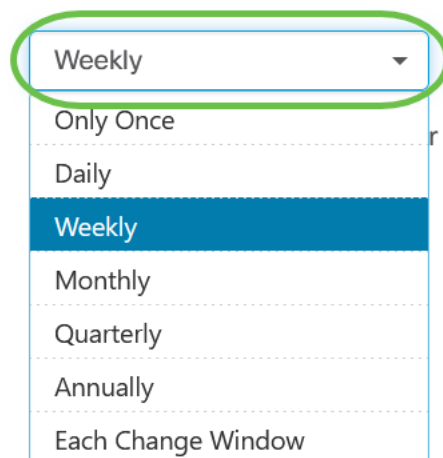


### Step 6

Choose a *Recurrence* period from the drop-down menu. In this example, **Weekly** is selected.

#### Schedule

Recurrence



Timezone

Start at

### Step 7

Choose the preferred day by checking the check box next to it.

## Schedule

Recurrence

Weekly

Mon  Tue  Wed  Thur  Fri  Sat  Sun

## Step 8

Enter the *Start at* time.

Timezone

UTC-05:00

Start at

10 : 30

## Step 9

Choose the *End* time option from the drop-down menu.

End

Never  
Never  
After  
On

Backup Configuration

## Step 10

Enter a description in the *Backup Configuration* field.

Backup Configuration

Backup branch 1 ✓

## Step 11

Click **Save**.

Backup Configuration

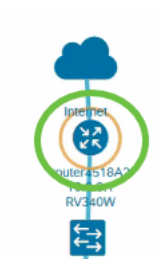
Backup branch 1 ✓

Save Cancel

## Schedule Actions at the Device Level

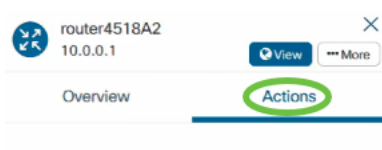
## Step 1

Select a device from the topology map. In this example, a router is selected.



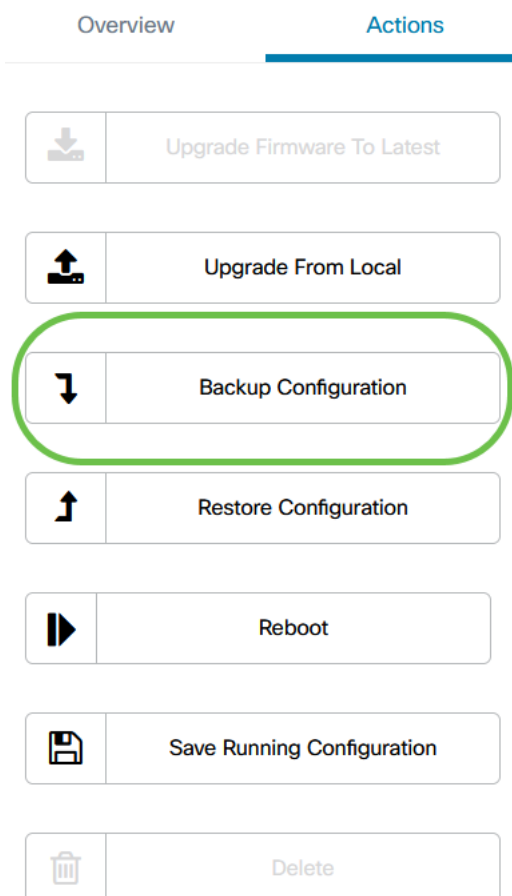
## Step 2

Select **Actions** tab.



## Step 3

Choose the option that you want to schedule. In this example **Backup Configuration** is selected.



## Step 4

Click **Schedule**.



Add a note to this backup

Schedule

Ok

Cancel

## Schedule Profile

Any tasks or actions carried out by CBD are referred to as Jobs and are tracked in the Job Center. Jobs include both user-initiated jobs and jobs initiated automatically by the system. The Job Center lists all jobs that are currently executing or have occurred in the past on the Jobs tab, including details such as the type of job, affected devices, and the status or whether the job completed successfully. In addition to showing currently executing and historical jobs, the Job Center has a second tab for Schedule Profiles.

A Schedule Profile represents a job that is yet to occur because it has been scheduled for a later date. Schedule Profiles include tasks that will run only once, as well as tasks that have been defined to run periodically.

To schedule a profile, follow the steps below.

### Step 1

Click on the **hourglass icon (Job Center)** at the top of the page.



If a number badge is present on the icon, it indicates the total number of currently executing jobs.

### Step 2

Choose **Schedule Profiles** tab.

☰ Cisco Business Dashboard

Jobs **Schedule Profiles**

The scheduled actions will be listed.

Jobs **Schedule Profiles** ⓧ

Job Type	Organization	Network/Device	Last Run	Next Run	Recurrence	Ends	Created By	Create Time	Actions
Reboot device	Krakow	Switch30655E	Apr 29 2021 11:09:43 UTC-05:00		Only Once		admin	Apr 29 2021 05:10:04 UTC-05:00	
Reboot device	Krakow	Switch3045D9	Apr 29 2021 09:11:43 UTC-05:00		Only Once		admin	Apr 29 2021 04:11:59 UTC-05:00	
Backup configuration for device	Krakow	Switch3045D9	Apr 29 2021 08:06:43 UTC-05:00		Only Once		admin	Apr 29 2021 03:07:25 UTC-05:00	
Backup configuration for device	Default	Branch_1	Apr 17 2021 00:00:49 UTC-05:00		Weekly ( Saturday)	After 4 occurrence	admin	Mar 23 2021 16:41:54 UTC-05:00	

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### Step 3

To create a new schedule profile, click on the **plus icon**.

Jobs **Schedule Profiles**

All Organizations ▾

Job Type       Organization

### Step 4

In the *Job Detail* section, select a job type, organization, and target devices or networks.

#### Job Detail

Job Type:

Organization:

Network/Device:  Network  Device

Device:

*Network/Device* option will depend on the *Job Type* selected.

### Step 5

In the *Schedule* section, select a recurrence period and specify a start time for the job. For recurring jobs, also specify when the job should end.

#### Schedule

Recurrence:

Start at:  Next change window +  minutes

### Step 6

Click **Save**.

Schedule Profiles > New Schedule Profile

Job Detail

Job Type: Reboot device

Organization: Lab

Network/Device:  Network  Device

Device: routerA0CE... x

Schedule

Recurrence: Only Once

Start at:  Next change window + 0 minutes

May 12 2021 13:23

Step 7

To edit an existing schedule profile, identify the *Job Type* and click the **edit icon** under *Actions*.

Job Type	Organization	Network/Device	Last Run	Next Run	Recurrence	Ends	Created By	Create Time	Actions
<input checked="" type="checkbox"/> Reboot device	Krakow	Switch30655E	Apr 29 2021 11:09:43 UTC-05:00		Only Once		admin	Apr 29 2021 05:10:04 UTC-05:00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Reboot device	Krakow	Switch3045D9	Apr 29 2021 09:11:43 UTC-05:00		Only Once		admin	Apr 29 2021 04:11:59 UTC-05:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Backup configuration for device	Krakow	Switch3045D9	Apr 29 2021 08:06:43 UTC-05:00		Only Once		admin	Apr 29 2021 03:07:25 UTC-05:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Backup configuration for device	Default	Branch.1	Apr 17 2021 00:00:49 UTC-05:00		Weekly ( Saturday)	After 4 occurrence	admin	Mar 23 2021 16:41:54 UTC-05:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

You cannot change the job type of a profile.

Step 8

To delete a *Job Type*, identify the profile you wish to remove and click the **delete icon** under *Actions*.



Jobs [Schedule Profiles](#)

Job Type	Organization	Network/Device	Last Run	Next Run	Recurrence	Ends	Created By	Create Time	Actions
<input checked="" type="checkbox"/> Reboot device	Krakow	Switch30655E	Apr 29 2021 11:09:43 UTC-05:00		Only Once		admin	Apr 29 2021 05:10:04 UTC-05:00	
<input type="checkbox"/> Reboot device	Krakow	Switch3045D9	Apr 29 2021 09:11:43 UTC-05:00		Only Once		admin	Apr 29 2021 04:11:59 UTC-05:00	
<input type="checkbox"/> Backup configuration for device	Krakow	Switch3045D9	Apr 29 2021 08:06:43 UTC-05:00		Only Once		admin	Apr 29 2021 03:07:25 UTC-05:00	
<input type="checkbox"/> Backup configuration for device	Default	Branch_1	Apr 17 2021 00:00:49 UTC-05:00		Weekly ( Saturday)	After 4 occurrence	admin	Mar 23 2021 16:41:54 UTC-05:00	

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## View Jobs

The *View Jobs* icon allows you to see the jobs related to the schedule.

Jobs [Schedule Profiles](#)

Job Type	Organization	Network/Device	Last Run	Next Run	Recurrence	Ends	Created By	Create Time	Actions
<input type="checkbox"/> Reboot device	Krakow	Switch30655E	Apr 29 2021 11:09:43 UTC-05:00		Only Once		admin	Apr 29 2021 05:10:04 UTC-05:00	
<input type="checkbox"/> Reboot device	Krakow	Switch3045D9	Apr 29 2021 09:11:43 UTC-05:00		Only Once		admin	Apr 29 2021 04:11:59 UTC-05:00	
<input type="checkbox"/> Backup configuration for device	Krakow	Switch3045D9	Apr 29 2021 08:06:43 UTC-05:00		Only Once		admin	Apr 29 2021 03:07:25 UTC-05:00	
<input type="checkbox"/> Backup configuration for device	Default	Branch_1	Apr 17 2021 00:00:49 UTC-05:00		Weekly ( Saturday)	After 4 occurrence	admin	Mar 23 2021 16:41:54 UTC-05:00	

The view switches to the *Jobs* tab to show only jobs that are associated with this profile. To see additional details, click on a specific *Job Type*.

Summary: Succeeded 2470 Warning 12 Failed 323

Job Type	Organization	Status	Created By	Schedule Profile	Summary	Create Time	End Time
<a href="#">Backup configuration for device</a>	Default	Failed	admin	Weekly		Apr 17 2021 00:00:50	Apr 17 2021 00:01:13
<a href="#">Backup configuration for device</a>	Default	Failed	admin	Weekly		Apr 10 2021 00:00:56	Apr 10 2021 00:01:17
<a href="#">Backup configuration for device</a>	Default	Failed	admin	Weekly		Apr 3 2021 00:00:45	Apr 3 2021 00:01:09
<a href="#">Backup configuration for device</a>	Default	Failed	admin	Weekly		Mar 27 2021 00:00:49	Mar 27 2021 00:01:24

Click on *View detail* to see more data regarding the success or failure of a job.

Summary:

Step Type	Data	Device or Network	Operation	Status	Result	Create Time	End Time
Backup	<a href="#">View detail</a>	switch0294f9	Action	Succeeded		Apr 17 2021 00:00:50	Apr 17 2021 00:00:58
Backup	<a href="#">View detail</a>	switchbe5a04	Action	Succeeded		Apr 17 2021 00:00:50	Apr 17 2021 00:00:58
Backup	<a href="#">View detail</a>	AP6C41.0E22.009C	Action	Succeeded		Apr 17 2021 00:00:50	Apr 17 2021 00:01:13
Backup	<a href="#">View detail</a>	router4518A2	Action	Failed	Invalid credential	Apr 17 2021 00:00:50	Apr 17 2021 00:00:53
Backup	<a href="#">View detail</a>	switch127a4f	Action	Succeeded		Apr 17 2021 00:00:50	Apr 17 2021 00:01:08
Backup	<a href="#">View detail</a>	switchbf1705	Action	Succeeded		Apr 17 2021 00:00:50	Apr 17 2021 00:00:59

View step data ✕

```
url: "/controller/api/v/nodes/c16b16c2-5a65-4efc-bfec-899e4e642e0f/running-config"
comment: "Backup branch 1"
```

## Managing Change Windows

Change windows are periods of time that may be used to perform actions without impacting users. A change window is generally defined to occur outside working hours on a weekend or during the night but can be set to any time that suits the requirements of the organization.

A change window is a recurring interval and is set by default in CBD to occur every week on Sunday between 2:00 am and 3:00 am. Change windows can be defined either at the organization level or at the network level.

## Modify Change Window for an Organization

To modify the change window for an organization, do the following:

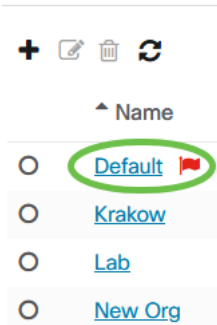
### Step 1

Navigate to **Administration > Organizations**.

### Step 2

Click on the desired organization to view its basic information.

Organizations



In this example, **Default** is selected.

### Step 3

Click the **edit** icon next to the *Change Window Summary*.



### Step 4

A pop-up window opens allowing you to change the frequency that the change window occurs and the day and time the window should start. By selecting the appropriate *Timezone*, you can specify the start time as a local time for the organization which reduces the potential for error. When your updates are complete, click **Save**.

Recurrence

Weekly ▾

 Mon  Tue  Wed  Thur  Fri  Sat  Sun

Timezone

UTC+08:00 ▾

Start at

02

:

00

2

Save

## Step 5

You should also set the duration of the change window. A change window may be specified in minutes or hours and must be at least 30 minutes long.

Change Window Duration

1



Hours ▾

## Step 6

Click **Save**. To discard any changes, click *Cancel*.

Save

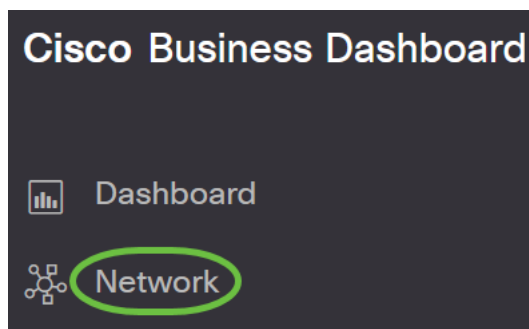
Cancel

## Modify Change Window for a Network

To set a change window for a particular network that is different from the change window for the organization, do the following:

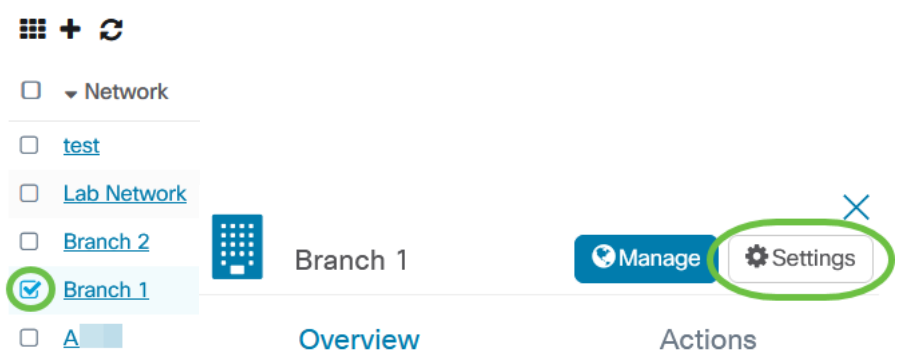
### Step 1

Navigate to the Network.



### Step 2

Select the checkbox for the network to be modified and click Settings in the Network Info panel that appears.



### Step 3

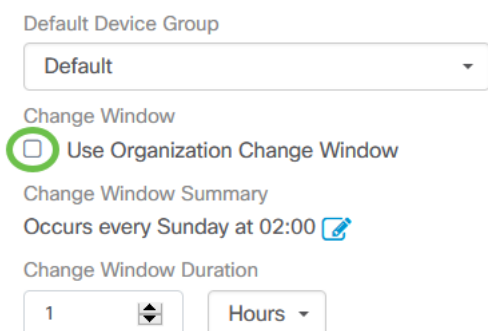
Click the **edit** icon located at the top left next to the name of the network.

[Networks](#) > Branch 1



### Step 4

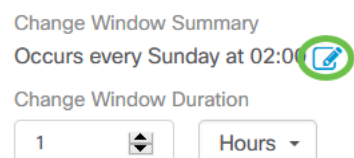
Under *Change Window*, uncheck the *Use Organization Change Window* checkbox.



This box should be checked if you want to configure a network to use the organization change window.

### Step 5

Click the **edit** icon next to the *Change Window Summary*.



A pop-up window opens allowing you to change the frequency that the change window occurs and the day and time the window should start. By selecting the appropriate *Timezone*, you can specify the start time as a local time for the organization which reduces the potential for error. When your updates are complete, click **Save** to close the pop-up.

Recurrence

Weekly ▾

 Mon  Tue  Wed  Thur  Fri  Sat  Sun

Timezone

UTC+08:00 ▾

Start at

02

:

00

Save

## Step 6

You should also set the duration of the change window. A change window may be specified in minutes or hours and must be at least 30 minutes long.

Change Window Duration

1



Hours ▾

## Step 7

When you are satisfied with your changes, click **Ok**. To discard any changes, click **Cancel**.

 Branch 1

Name

Branch 1

Description

Organization

Default

Default Device Group

Default

Change Window

 Use Organization Change Window

Change Window Summary

Occurs every Sunday at 02:00 

Change Window Duration

1



Hours ▾

Ok

Cancel

## Conclusion

You did it! You have scheduled actions in your network using CBD. Now enjoy the ease with which you can manage your devices and networks.