



Premier Services Program (PSP) Tools: How to Use and Create Dashboards

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Published: September 2008
Part Number: 120348-00 Rev. 03



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PSP Dashboards Introduction

PSP dashboards enable users to gain instant insight and visibility into important areas of network infrastructure by allowing instant recall of multiple standard and custom reports.

Dashboards are customizable layouts that contain up to nine report windows. Each report window can contain either a custom report from My Reports or a report from Standard Reports or Public Reports (for more information about reports, see *How to Create Custom Reports*).

2 Using Active Dashboards

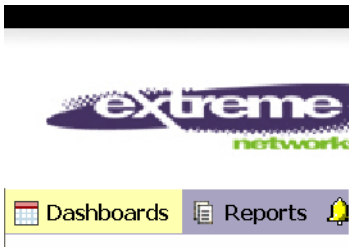
Active dashboards are the dashboards that are available for display.

Accessing Dashboards

Both viewing or configuring dashboards begins with a common first step: accessing your active dashboards.

To access your active dashboards:

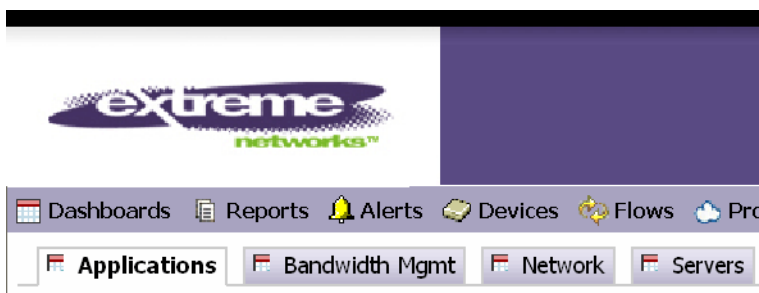
- Click **Dashboards** on the navigation bar.



The default dashboard will be displayed. Other active dashboards are represented by tabs just below the navigation bar.

To select a dashboard


- Click the corresponding dashboard tab. For example, in the following figure, the Applications dashboard is being selected and will be displayed when the tab is clicked.



Report Windows

The windows within a report are called report windows. The following figure shows a dashboard with two report windows showing.

user@extremenetworks.com | What's New | Preferences | Help | Sign Out



[Dashboards](#) | [Reports](#) | [Alerts](#) | [Devices](#) | [Flows](#) | [Providers](#) | [Users](#) | [Account](#)

[Applications](#) | [Bandwidth Mgmt](#) | [Network](#) | [Servers](#) | [Top 10](#) | [Sales Demo](#) | [Network](#)

[Configure Dashboards](#)

Network Device Status Edit Refresh

Network Device Status

Status Summary by Device
Recent Poll: 10:55 AM

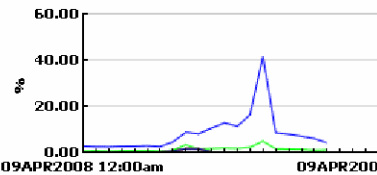
Recent Poll: 10:55 AM 1 - 8 of 8

| Current Status | Device | CPU % | Memory % | Traffic % |
|--------------------------------------|-----------------|-------|----------|-----------|
| ● | nl-steelhead-01 | 8.94% | | 0.43% |
| ● | SW-TAC-1 | 0.00% | | 0.00% |
| ● | SW-TAC-3 | 3.00% | | 0.00% |
| ● | SW-TAC-7 | 3.00% | | 0.00% |
| ● | SW-TAC-11 | 3.00% | | 0.00% |
| ● | SW-TAC-14 | 3.00% | | 0.00% |
| ● | SW-TAC-16 | 3.00% | | 0.00% |
| ● | SW-TAC-19 | 3.00% | | 0.00% |

Top Network Interface Traffic Util. Edit Refresh

Top Network Interface Traffic Util.

Interface Traffic Utilization by Interface
Current Day



| Interface | % (Avg) |
|------------------------------|---------|
| nl-steelhead-01 - wan0_1 | 8.16 |
| nl-steelhead-01 - lan0_1 | 1.31 |
| SW-TAC-1 - X450a 48t Port 45 | 0.17 |
| SW-TAC-11 - Port 49 | 0.17 |
| SW-TAC-11 - Port 50 | 0.17 |
| SW-TAC-19 - Port 49 | 0.17 |
| SW-TAC-19 - Port 50 | 0.17 |
| SW-TAC-16 - Port 50 | 0.17 |
| SW-TAC-7 - Port 49 | 0.16 |
| SW-TAC-1 - X450a 48t Port 1 | 0.16 |

At the top of each report window is a configuration bar, which contains the following five elements:

- **Select Report list:**

- **Edit button:**

Edit

- **Refresh report button:**

Refresh

- **Open Report button:**



- **Remove Report** button:



Select Report List

The **Select Report** list contains all the reports available for display, which includes reports from My Reports, Public Reports, and Standard Reports. When you select a report from the report list, the next time you access the dashboard, the report will remain selected until you choose to change the report in that window.

Edit Button

The **Edit** button opens the displayed report for editing and is available only when the report is contained in **My Reports**. If you want to edit a report that is not contained in **My Reports**, you must first copy it to **My Reports** (for more information on Reports, see *How to Create Custom Reports*).

Refresh Button

The **Refresh** report button refreshes the report in the report window. To refresh reports in all report windows simultaneously, click your browser's refresh button.

Open Report Button

The **Open Report** button opens the report in its own browser window.

Remove Report Button

The **Remove Report** button removes the report from the dashboard (the report window remains).

3 Configuring Active Dashboards

You can perform several configuration tasks on your active dashboards:

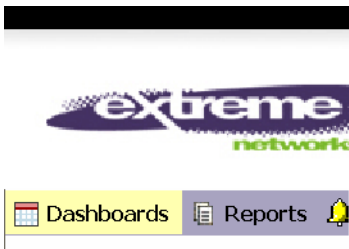
- Change the order
- Set the default dashboard
- Add and Remove dashboards

Changing the Order

You may want to change the order in which the active dashboard tabs appear for better organization (for example, to put them in the order of most used).

To alter the order of the active dashboard tabs:

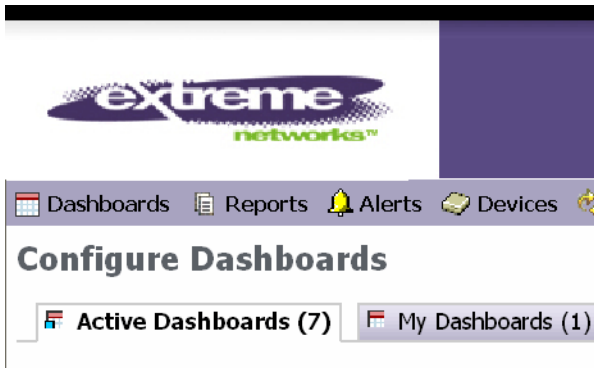
- 1 Click **Dashboards** on the navigation bar.



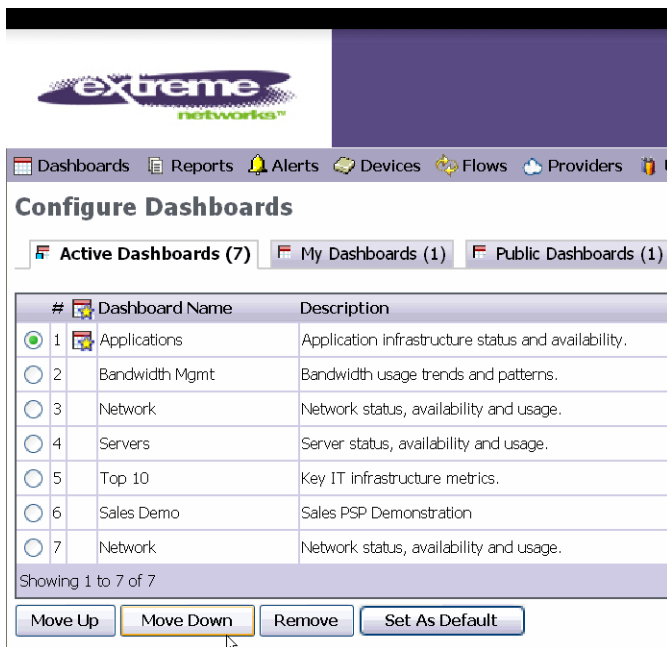
- 2 Click **Configure Dashboards** at the top right of the page.



- 3 Make sure that the **Active Dashboards** tab is selected.



- Select the dashboard that you want to move in the dashboard list, and then click **Move Up** or **Move Down** as needed. For example, the following figure shows the dashboard **Applications** about to be moved down in the list:

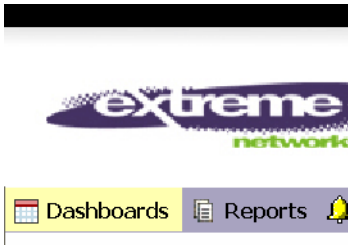


Setting the Default Dashboard

The dashboard that is displayed when you click **Dashboards** in the navigation bar is the default dashboard.

To set a dashboard as the default dashboard:

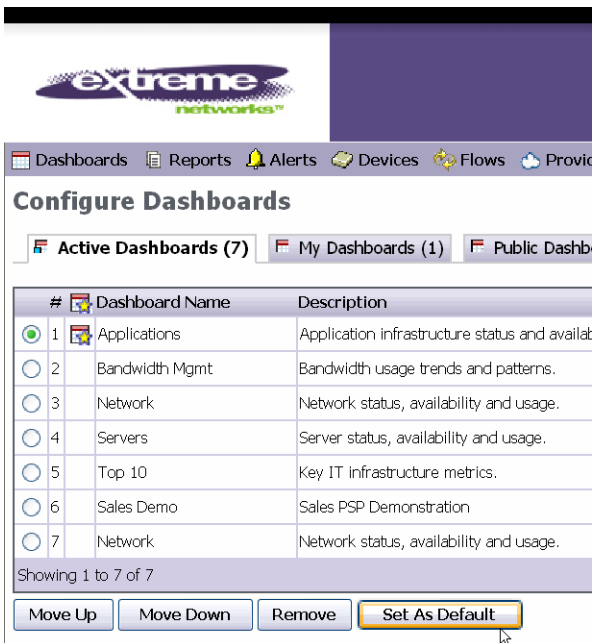
- 1 Click **Dashboards** on the navigation bar.




- 2 Click **Configure Dashboards** at the top right of the page.



- 3 Select the dashboard that you want to set as the default dashboard, and click **Set As Default** in the lower left of the page. For example, in the following figure, the **Applications** dashboard is being set as the default dashboard.



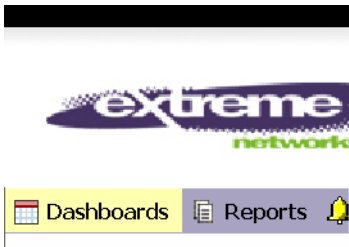
The  icon will appear next to the selected dashboard to indicate that it is now the default dashboard.

Adding and Removing Dashboards

You can add dashboards to your active dashboards from My Dashboards, Public Dashboards, and Standard Dashboards. You can also remove dashboards from your active dashboards.

To add a dashboard to your active dashboards

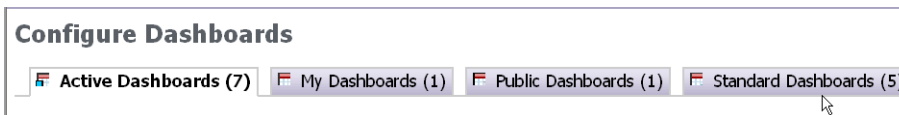
- 1 Click **Dashboards** on the navigation bar.



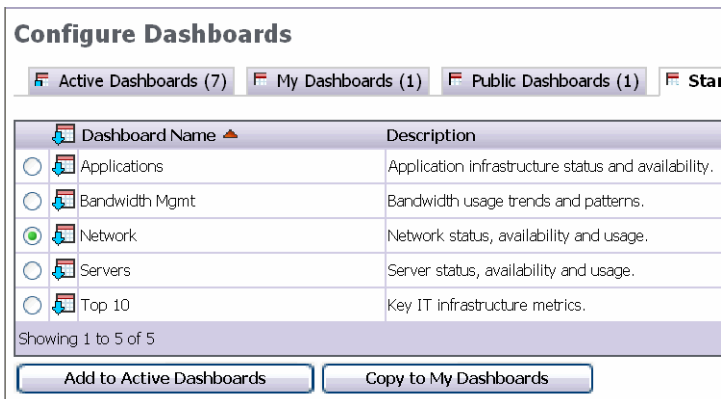
- 2 Click **Configure Dashboards** at the top right of the page.




- 3 Select the dashboard tab just below the navigation bar containing the dashboard that you want to add to your active dashboards. For example, in the following figure, the **Standard Dashboards** tab is being selected.



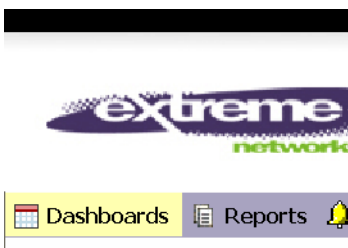
- 4 In the dashboard list, select the dashboard that you want to add to your active dashboards, and then click **Add to Active Dashboards**. For example, in the following figure, the **Network** dashboard is being added to the active dashboards.



After clicking the **Add to Active Dashboards** button, the  icon appears next to the selected dashboard to indicate that it has been added to your active dashboards.

To remove a dashboard from your active dashboards

- 1 Click **Dashboards** on the navigation bar.



- 2 Click **Configure Dashboards** at the top right of the page.



- 3 Select the dashboard that you want to remove, and then click **Remove**. For example, in the following figure, the **Top 10** dashboard is being removed from the active dashboards.

Configure Dashboards

Active Dashboards (7) My Dashboards (1) Public Dashboards

| # | Dashboard Name | Description |
|------------------------------------|----------------|---|
| <input type="radio"/> 1 | Applications | Application infrastructure status and availability. |
| <input type="radio"/> 2 | Bandwidth Mgmt | Bandwidth usage trends and patterns. |
| <input type="radio"/> 3 | Network | Network status, availability and usage. |
| <input type="radio"/> 4 | Servers | Server status, availability and usage. |
| <input checked="" type="radio"/> 5 | Top 10 | Key IT infrastructure metrics. |
| <input type="radio"/> 6 | Sales Demo | Sales PSP Demonstration |
| <input type="radio"/> 7 | Network | Network status, availability and usage. |

Showing 1 to 7 of 7

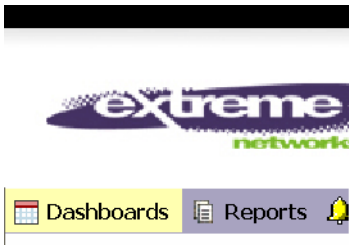


4 Creating and Editing Dashboards

There are two ways of creating custom dashboards: from scratch, or by modifying an existing dashboard.

To create a dashboard from scratch

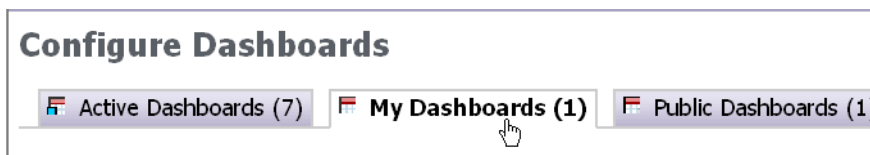
- 1 Click **Dashboards** on the navigation bar.



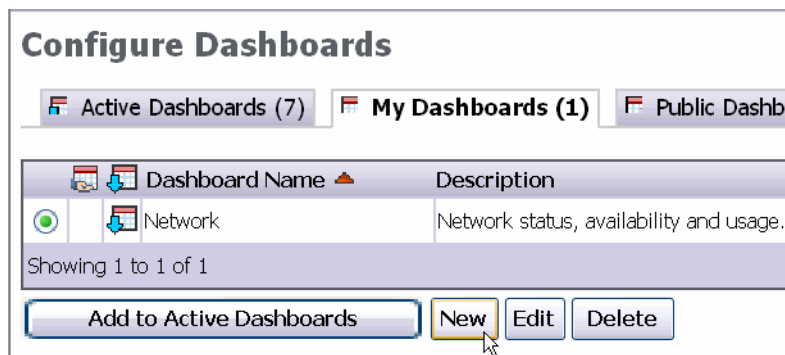
- 2 Click **Configure Dashboards** at the top right of the page.



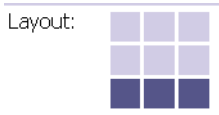
- 3 Select the **My Dashboards** tab.



- 4 Click **New** at the bottom of the page.



- 5 In the **Dashboard Name** box, type a name for the dashboard.
- 6 In the **Description** box, type a description for the dashboard (optional).
- 7 If you want to share the dashboard in **Public Dashboards**, select the **On** option button next to Sharing.
- 8 Select a layout for the report windows of the dashboard by moving the mouse pointer over the **Layout** diagram (the green squares represent report windows). Click when you have selected the desired layout. For example, in the following figure, the four upper left report windows will be selected when they are clicked:



- 9 If you want the dashboard added to your active dashboards, leave the **Add to Active Dashboards** check box selected. If you do not want the dashboard added to your active dashboards, clear the check box. The following figure is an example of possible settings for a new dashboard:

Configure Dashboards

Active Dashboards (7) My Dashboards (1) Public Dashboards (1)

Dashboard Settings

Dashboard Name: Extreme LAN

Description: Network status, availability and usage for Extreme devices.

Sharing: On Off

Layout:

Save Changes Cancel

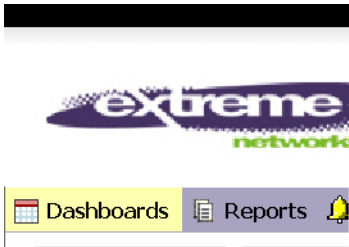
- 10 Click **Save Changes** at the bottom of the page.
- 11 Click **OK** in the message box asking whether you want to save the dashboard.

After you have created the dashboard, you will need to populate the report windows with reports. Populate the report windows using the **Select Report** list. (For more information, see [“Select Report List” on page 9.](#))

Another way of creating a new dashboard is to copy an existing dashboard and then edit and save it.

To copy a dashboard to **My Dashboards**:

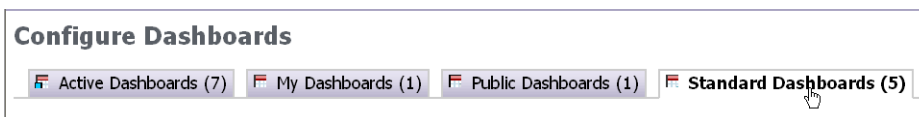
- 1 Click **Dashboards** on the navigation bar.



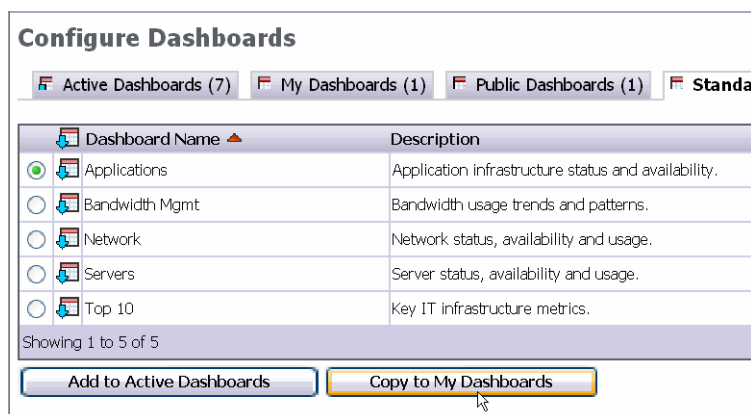
- 2 Click **Configure Dashboards** at the top right of the page.



- 3 Select the dashboard tab (located just below the navigation bar) containing the report that you want to copy to **My Dashboards**. For example, in the following figure, the **Standard Dashboards** tab is being selected.



- 4 In the dashboard list, select the dashboard that you want to copy to My Dashboards, and then click **Copy to My Dashboards**. For example, in the following figure, the **Applications** dashboard is being copied to My Dashboards.

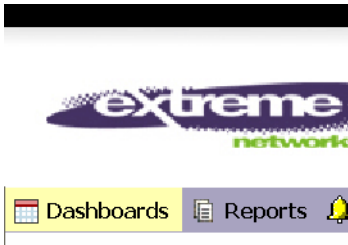


- 5 The following message will appear: **Dashboard was successfully copied to My Dashboards.**

After the dashboard has been copied to **My Dashboards**, the dashboard can be edited.

To edit a dashboard:

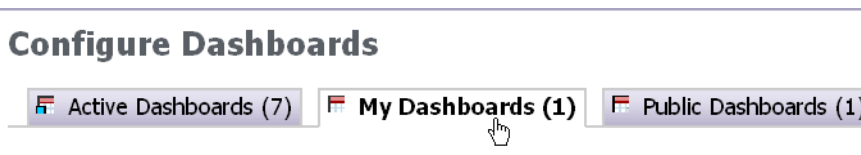
- 1 Click **Dashboards** on the navigation bar.



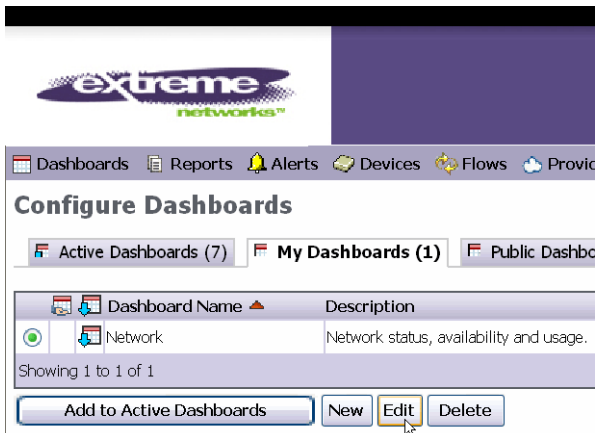
- 2 Click **Configure Dashboards** at the top right of the page.



- 3 Select the **My Dashboards** tab.



- 4 Select the dashboard that you want to edit in the dashboards list, and then click **Edit** at the bottom of the page. For example, in the following figure, the **Network** dashboard is being selected for editing.



After you have begun editing, you can modify the dashboard as if you were creating it from scratch (for more information, see [“To create a dashboard from scratch”](#) on page 17).

- 5 When you have finished making your edits, click **Save Changes** at the bottom of the page.
- 6 Click **OK** in the message box asking if you want to save changes.

The following message will appear: **Dashboard was updated successfully.**

5 Sharing Dashboards

Dashboards can be shared by adding the dashboard to Public Dashboards. Public dashboards are available to all other users who are part of the same account.

Users with administrator credentials can share dashboards by assigning the dashboards to automatically appear in another user's active dashboards.

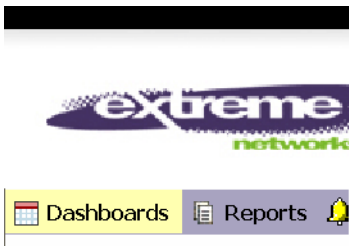


NOTE

Only dashboards in Standard Dashboards or Public Dashboards can be assigned to users' active dashboards. If you want to assign a dashboard from your My Dashboards to another user's active dashboards, you must first make the dashboard public, as described in the following procedure.

To add a dashboard to Public Dashboards:

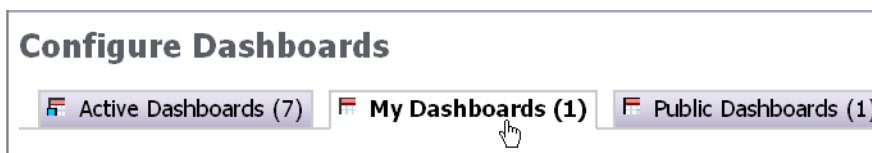
- 1 If it is not already there, copy the dashboard to My Dashboards. (For more information, see ["To copy a dashboard to My Dashboards:"](#) on page 18.)
- 2 Click **Dashboards** on the navigation bar.



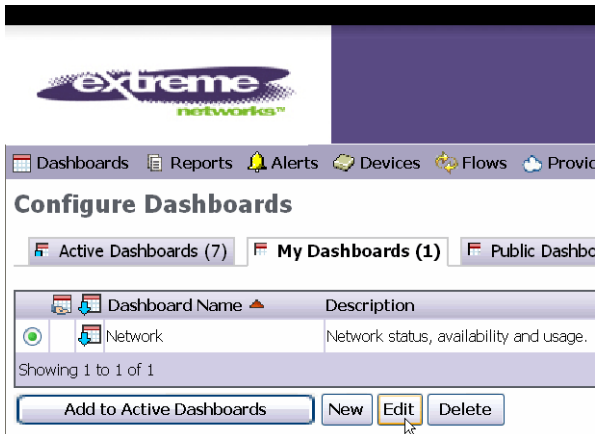
- 3 Click **Configure Dashboards** at the top right of the page.



- 4 Select the **My Dashboards** tab.



- 5 Select the dashboard that you want to make public in the dashboards list, and then click **Edit** at the bottom of the page. For example, in the following figure, the **Network** dashboard is being selected for editing.



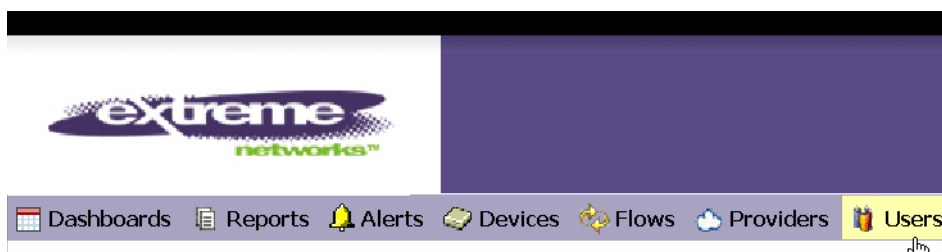
- 6 Select **On** next to **Sharing**.



- 7 Click **OK** in the message box warning that the dashboard will be publicly available to users that are part of the same account.
- 8 Click **Save Changes** at the bottom of the page.
- 9 Click **OK** in the message box asking whether you want to save changes.
The following message will appear: **Dashboard was updated successfully.**

To assign dashboards to another user's My Dashboards:

- 1 Click **Users** on the navigation bar.



- 2 On the **Users** page, select the user whom you want to assign dashboards to and then click **Edit**. For example, in the following figure, user **nhosgur@emeatac.extremenetworks.com** is being selected for editing.

| | | | | |
|----------------------------------|--------------------------------|------|-------|-------|
| <input checked="" type="radio"/> | nhosgur@emeatac.extremenetw... | Full | Admin | Admin |
| <input type="radio"/> | ramon@extremenetworks.com | Full | Admin | None |
| <input type="radio"/> | rhuygens@extremenetworks.com | Full | Admin | Admin |
| <input type="radio"/> | ron@emeatac.com | Full | Admin | Admin |
| <input type="radio"/> | sdenisov@extremenetworks.com | Full | Admin | Admin |

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- In the **Active Dashboards** section, select the check boxes of all the dashboards that you want assigned to the user's active dashboards. Alternatively, to select all the dashboards, select the **Select All Dashboards** check box.

Active Dashboards

Standard Dashboards

Applications - Application infrastructure status and availability.

Bandwidth Mgmt - Bandwidth usage trends and patterns.

Network - Network status, availability and usage.

Servers - Server status, availability and usage.

Top 10 - Key IT infrastructure metrics.

Public Dashboards

Sales Demo (jcooke@emeatac.com) - Sales PSP Demonstration

Select All Dashboards

Contact Addresses

No contacts have been setup, please click Add Address

- Click **Save** at the bottom of the page.

