

Job Management

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About Jobs and Job Center

Any tasks or actions carried out by Cisco Business Dashboard Lite 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 current 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.

Viewing and Filtering Jobs

To view currently active jobs and historical jobs, follow the steps below.

Procedure

Step 1 In the Home window, click the Job Center icon on the top right corner of the global tool bar. The number badge on the icon specifies the total number of currently executing jobs. Currently active and historical jobs are listed on the Jobs tab in the Job Center. Information such as the Job Type, who it was created by and when, and status information are all displayed. You may click on the Job Type parameter for a specific job to display more detailed information

Step 2 The Filter box limits the jobs displayed in the table. By default, all jobs will be listed. To change an existing filter, double-click on that filter to change the setting. To add a new filter, click on the Filter by attributes label and select a filter from the drop-down list.

Managing Schedule Profiles

The **Schedule Profiles** tab does not just allow you to view the profiles that have been defined. You can also create new profiles and edit or delete existing profiles. You can also search for all the jobs that have been created by a profile.

To create a new schedule profile, follow the steps below.

1. In the **Home** window, click the **Job Center** icon on the top right corner of the global tool bar. Select **Schedule Profiles**.
2. Click the ✚ (plus) icon at the top left of the table.
3. In the **Job Detail** section of the displayed form, select a job type, and target devices or all devices. Note that selected job types may not be applied to all devices. Available job types are as follows:
   - Reboot device
   - Backup configuration for device
   - Restore configuration for device
   - Upgrade device firmware
   - Save device running configuration
   - Upgrade device firmware to the latest
4. In the **Schedule** section of the form, select a recurrence and specify a start time for the job. For recurring jobs, also specify when the job should end.
5. Depending on the job type selected, additional information may be required. If so, additional fields will be displayed underneath the Schedule section of the form. Complete these fields as required.
6. When you are satisfied with the configuration, click **Save**. To exit without creating a profile, click **Cancel**.

To edit an existing schedule profile, follow these steps below.

1. In the **Home** window, click the **Job Center** icon on the top right corner of the global tool bar. Select the **Schedule Profiles** tab.
2. Identify the profile you need to edit. You can use the filters to help you identify the right profile.
3. Look in the **Actions** column at the far right of table. Click the **edit** icon.
4. Update the profile using the form that is provided. Note that you cannot change the job type of a profile.
5. When you are satisfied with your changes, click **Save**. To discard any changes, click **Cancel**.

To remove an existing schedule profile, follow the steps below.

1. In the **Home** window, click the **Job Center** icon on the top right corner of the global tool bar. Select the **Schedule Profiles** tab.
2. Identify the profile you want to remove. You can use the filters to help you identify the right profile.
3. Click the **delete** icon in the **Actions** column to remove the profile.

To see all the jobs associated with a schedule profile, follow the steps below.

1. In the **Home** window, click the **Job Center** icon on the top right corner of the global tool bar. Select the **Schedule Profiles** tab.
2. Identify the profile you want to search for associated jobs. You can use the filters to help you identify the right profile.
3. Click the **View Jobs** icon in the **Actions** column. The view switches to the **Jobs** tab with the displayed filtered to show only jobs that are associated with this profile.