Adding Events

Access: WAE Coordinated Maintenance > Maintenance > Maintenance Events tab, +Add Event link

An *event* is the activity of taking down one or more network objects for maintenance during a specified, fixed time slot. At the end of the sequence for adding an event, you must run an evaluation. If the evaluation passes, you can schedule or save it as pending for further analysis. If it fails, then you can only save it as pending. Only scheduled events are considered in evaluations for other events.

The UI leads you through the following workflow, though at any time you can click Back to reach a previous page to make modifications.

Configure and Schedule Events

Step 1 Select the Maintenance > Maintenance Events tab.

Step 2 Click the +Add Event link (top right).

Name the Event and Evaluation Thresholds

Step 3 Enter a name to identify the event. It is a best practice to uniquely name the event for easy identification in the Maintenance Events table. If two events have exactly the same time slots, then they must be uniquely named.

Step 4 Optional: Enter a description. For instance, this description can be used as a reminder of the event's purpose, or you can use this area to communicate with other users.

Step 5 Select which evaluation tests to run. For information on configuring evaluations or adding user-defined tests to them, see the Configuring Evaluations chapter and Creating User-Defined Tests chapter, respectively.

Step 6 Click Next to specify which objects to include. If you stop here, your changes are not saved.

Select Objects to Take Down

Step 7 Select which objects you want to take down during the event. Options include nodes, circuits, and LAG members.

If you select nodes, all circuits connected to the nodes are included in the evaluation.

- Choose Objects—You can choose nodes, circuits, and/or LAG members for inclusion in the event.

If selecting circuits or LAG members, you must first select the source node of the interface.

In the Nodes or Node field, start typing. Just below the field a list of selectable objects appears. Select one. You must re-enter information for each object you want to select.

For circuits, you must select one or more of its interfaces, and for LAG members, you must select one or more of its ports using the same method as described for choosing nodes.

- Search for Objects—You can search for circuits and LAG members. This could be useful for finding circuit IDs in the circuit Description field.

    – In the Search field, type a partial or full string, and then click the magnifying icon.

    – You can search lists of objects by entering the list or by cutting and pasting them into the Search field. These lists must include one object per row with no ending punctuation, such as a comma. A list could be useful, for instance, for finding a set of ports in a particular region of the network.

      Example: You could cut and paste the following list in a Circuits or LAG Members Search field.

      cr1.chi
      cr2.chi
      er1.chi

    From the list of available objects, select or deselect objects using the left check boxes. The top check box is for selecting and deselecting all objects in the list.

Step 8   Click Next to schedule the event. If you stop here, your changes are not saved.

Schedule the Event

All events must start on the hour, and all duration periods are in hours. All events are scheduled in the UTC offset and time zone appearing next to the Start and Time Range fields.

Step 9   Select whether to use a specific date and time, or whether to search for time slots. With either option, you must enter the duration period in hours 1-24. If you want an event to occur all day, start it at 00:00 and set the duration to 24.

The date and time format is yyyy-mm-dd-hh:mm.

- Specify Event Time—The event is to start on the exact day and time. Either enter the day and time, or select it from the calendar.

- Search for Time Slots—The application returns the first one to five available time slots in which this event passes an evaluation. Enter From and To dates and times to specify a range of time in which the application searches, or use the calendar to make these selections.

Run Evaluation and Save the Event

Step 10   From the page on which you scheduled the event, you have two alternatives for running the evaluation.

- Click Evaluate. Once the evaluation finishes, you can save as pending or admit it as scheduled.

- Click Evaluate and then select to run the evaluation in the background.

Step 11   If you searched for available time slots (step 9), a list of time slots is returned. Each result shows the highest utilization of any circuit during the event. Select one. If you ran the report in the background, these choices are available in the Maintenance Events tab by clicking the eye icon for the appropriate event.

Step 12   Once the evaluation completes, if it fails, either cancel the event, take action to find a time slot that works, unschedule overlapping events, or save it as pending.

If the evaluation passes, save the event by scheduling it or setting it to pending. If you ran the report in the background, periodically check the Maintenance Events table for the completion of the evaluation so you can then save it in a timely manner.

- Schedule Event—This option schedules the event in the calendar. All scheduled events are considered in the evaluation of other events that are evaluated using the same time slot.

- Save as Pending—This option saves the event, but it does not schedule it. Pending events are not included in other evaluations, and they require re-evaluations to schedule. Pending events are typically used when you need to further analyze the event at a future date.

Note   Unless you are placing events in Pending status for further analysis, it is best practice to schedule events once they pass their evaluations. The reason is because evaluations take time and because the scheduling of new events could affect the validity of the evaluation. Therefore, if running evaluations in the background, it is a good idea to periodically check the Maintenance Events table for their completion.