



Frequently Performed Tasks and Procedures

This chapter contains the following topics:

- [Frequently Performed Procedures, page 1](#)
- [Miscellaneous Procedures, page 1](#)

Frequently Performed Procedures

This section provides a quick access to frequently performed procedures in Cisco IMC Supervisor. The reference directs you to the section of the document where the detailed procedures has already been described.

Procedure	Reference
How to log in Cisco IMC Supervisor	Launching Cisco IMC Supervisor
How to update license	Updating the License
How to add login users in Cisco IMC Supervisor	Adding a Login User
How to add a rack group	Adding a Rack Group
How to create a rack account	Adding a Rack Account

Miscellaneous Procedures

Enabling Dashboard Auto Refresh

Perform this procedure to enable auto refreshing for the reports added on the dashboard. You can also define the refresh rate.

Procedure

- Step 1** From the menu bar, choose **Dashboard**.
- Step 2** In the **Dashboard** panel, beside the **Automatic Refresh** option, click **OFF**. **Automatic Refresh** option changes to **ON** and **Interval** slide bar is visible.
- Step 3** Using the **Interval**, set the refresh rate.
- Note** You can set the refresh rate in multiples of 5 minutes up to a maximum of 60 minutes.
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Adding Summary Reports to Dashboard

Perform this procedure to add a summary report to dashboard for quick access.



Note Only summary reports can be added to dashboard.

Procedure

- Step 1** Browse to the summary report you want to add to the dashboard.
- Step 2** Click the down arrow on the right upper corner of the report panel.
- Step 3** Click **Add to Dashboard**.
- Note** **Add to Dashboard** option is available only if the summary report supports dashboard view.
- Step 4** From the menu bar, choose **Dashboard** and verify that the report appears on the dashboard.
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Adding a Menu or Tab to Favorites

Perform this procedure to add a menu option or tab to **Favorites** menu.

Procedure

- Step 1** Browse to the menu or tab you want to add to **Favorites** menu.
- Step 2** Click **Favorite**.
- Note** You can see the **Favorite** button only if the menu or tab supports it.

- Step 3** In the **Favorite Report** dialog box, you may edit the **Menu Label** field.
- Step 4** Click **Save**.
- Step 5** From the menu bar, choose **Favorites** and verify the new menu is visible.
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Customizing Report Table View

Perform this procedure to add or remove any field in a report table.

Before You Begin

If any window supports customizing the table, it will display the **Customize Table View** icon on the far right of the page.

Procedure

- Step 1** Locate and click the **Customize Table View** icon on the far right of the page.
- Step 2** In the **Customize Report Table** dialog box, you may do the following:
- To display any field in the table report, check the checkbox against that field.
 - To remove any field from the table report, uncheck the checkbox against that field.
 - To reset to default table view, click **Reset to Default**.
- Step 3** Click **Save**.
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Filtering Reports

Perform this procedure to filter the data based on user defined criteria.

Before You Begin

If any window supports filtering the data, it will display the **Add Advanced Filter** icon on the far right of the page.

Procedure

- Step 1** Locate and click the **Add Advanced Filter** icon on the far right of the page.

Every time you click the icon, it adds a filter criteria on top of the report table.

- Step 2** In the **Match Condition** drop-down list, choose **Match All Conditions** or **Match Any Condition** as required.
 - Step 3** In **Search in Column** drop-down list, choose the field based on which you want to filter the data.
 - Step 4** In **Text** field, enter a value based on which you want to filter the data.
 - Step 5** If you have more than one filter criterion, then repeat [Step Step 3](#) and [Step Step 4](#) for all the criteria.
 - Step 6** Click **Search**.
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Exporting a Report

Perform this procedure to export the report data based in PDF, CSV, or XLS format.

Before You Begin

If any window supports exporting the report data, it will display the **Export Report** icon on the far right of the page.

Procedure

- Step 1** Locate and click the **Export Report** icon on the far right of the page.
- Step 2** In the **Export Report** dialog box, complete the following:
 - 1 From **Select Report Format** drop-down list, choose PDF, CSV, or XLS.
 - 2 **Click Generate Report.**
 - 3 **Once the report is generated, click Download.**

Report is generated in the selected format in a new window.

- Step 3** In the **Export Report** dialog box, click **Close**.
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