

HOL-2601-03-VCF-L



# Visualizing the Private Cloud using Dashboards, Views, and Reports in VCF Operations

HOL-2601-03-VCF-L

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## VMware Cloud Foundation 9.0 - Operations: Visualizing the Private Cloud using Dashboards, Views, and Reports (HOL-2601-03-VCF-L)

This lab offers a comprehensive exploration of VMware Cloud Foundation (VCF) operations. We will learn to effectively visualize our private cloud environment by mastering predefined and custom dashboards, views, and reports. Gain essential skills in leveraging VCF Operations to monitor, analyze, and manage our infrastructure, leading to optimized performance and resource utilization.

### Lab Guidance

Welcome! This lab is available for you to repeat as many times as you want. Use the Table of Contents in the upper right-hand corner of the Lab Manual to jump ahead to any module.

Module	Title	Length	Level
1	Introduction to Views, Dashboards and Reports	15 min	Beginner
2	Basic Operation Content for Views, Dashboards and Reports	45 min	Intermediate
3	Advanced Operations Content Creation for Views, Dashboards and Reports	30 min	Advanced

#### Lab Authors:

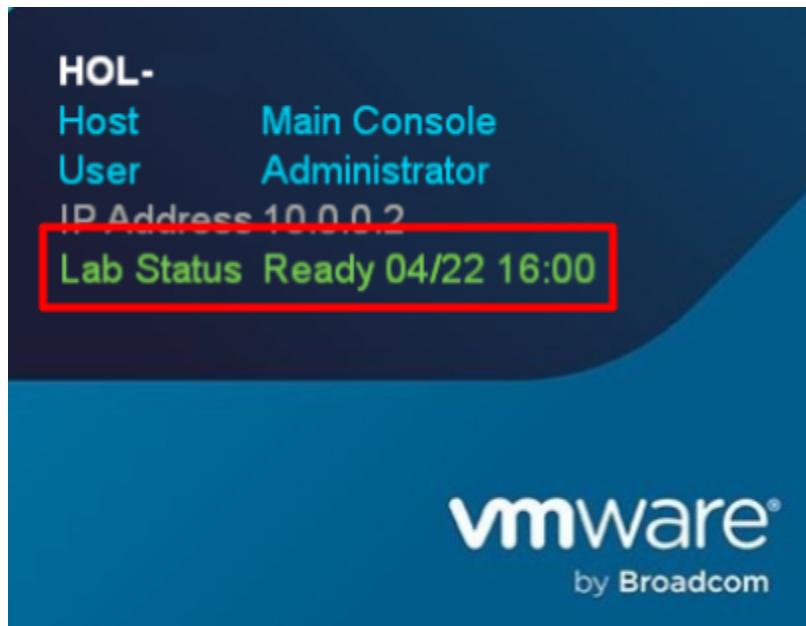
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### First time using Hands-on Labs?

If this is your first time taking a lab you can review the [VMware Learning Platform interface](#) before proceeding.



The lab console will indicate when your lab has finished all the startup routines and is ready for you to start. If you see anything other than "Ready", please wait for the status to update. If after 5 minutes your lab has not changed to "Ready", please ask for assistance.

## Module 1 - Introduction to Views, Dashboards and Reports (15 minutes) Beginner

Get familiar with Views, Dashboards and Reports in VCF Operations. We will explore predefined content, create new Views, Dashboards and Reports from scratch and customize the way we want to consume and deliver the content of our infrastructure data.

### Key Concepts

**Views** - VCF Operations provides us several types of views. Each type of view helps us to interpret metrics, properties, policies of various monitored objects including alerts, symptoms, and so on, from a different perspective. Views also show information that the adapters in our environment provide. Views can be configured to show different transformation modes f.e. forecast, trend calculations.

**Dashboards** - The VCF Dashboards present a visual overview of the performance and state of objects in our virtual infrastructure. We use dashboards to determine the nature and timeframe of existing and potential issues with our environment. We can create dashboards by adding widgets to a dashboard and configuring them for our requirements.

VCF Operations collects performance data from monitored software and hardware resources in our enterprise and provides predictive analysis and real-time information about problems. The data and analysis are presented through alerts, in configurable dashboards, on predefined pages, and in several predefined dashboards.

**Reports** - VCF Operations provides reporting capabilities to monitor and manage the VMware Cloud Foundation (VCF) environment. These reports can be highly customized and scheduled, offering insights into various aspects of the infrastructure. Users can access and generate reports through the VCF Operations interface, leveraging pre-built reports or creating their own customized tailored views and reports. The reporting functionality in VCF Operations allows us to generate reports containing details of all the objects, metrics and views in our infrastructure. This gives us insight into our current or predicted resource needs. All reports can be automated using the scheduling functionality. This allows us to automatically send reports to different recipients. Once created, reports are available as PDF or CSV files for offline analysis, helping us to track performance, capacity and compliance issues, and providing administrators, users and management with overviews.

### Log In to VCF Operations

In the following few pages, we will walk through the process for logging in to VCF Operations.

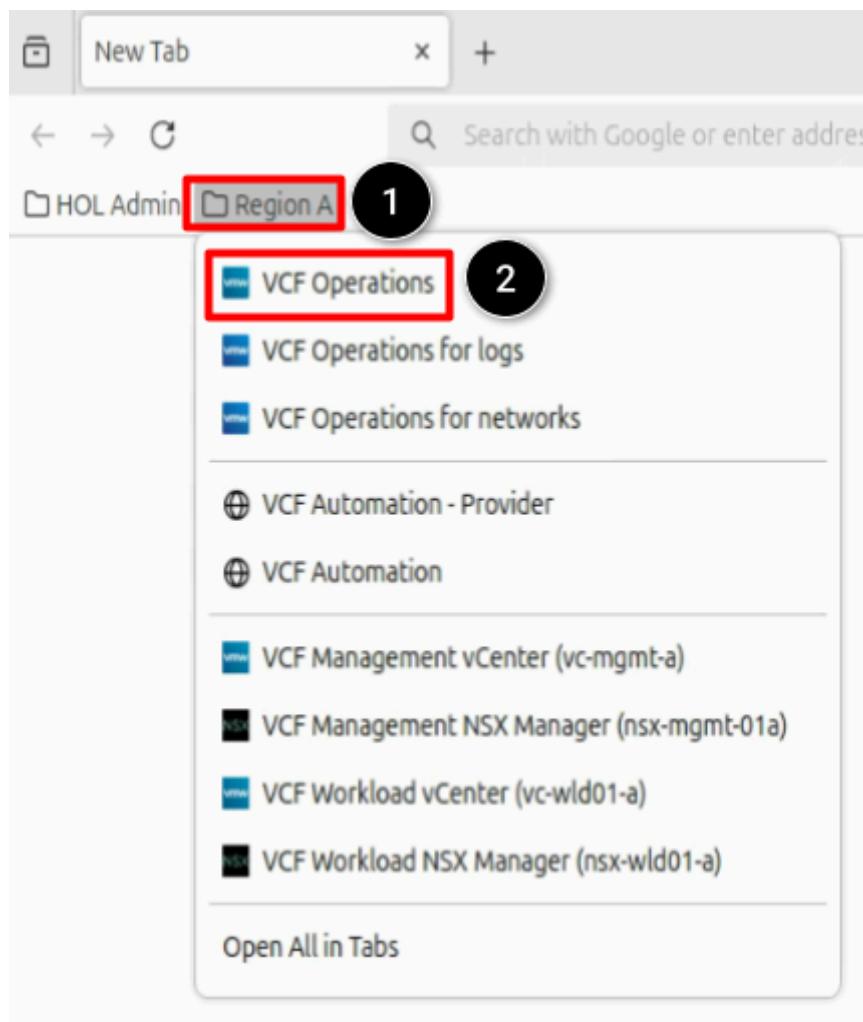
### Start Firefox



Open the Firefox Browser from the Linux Task Bar.

1. Click on the Firefox icon to open the browser.

### Navigate to the VCF Operations Console



1. Select Region A from the Bookmark Bar
2. Select VCF Operations from the drop-down menu

## Login to VCF Operations Console

### VMware Cloud Foundation

### Operations™

The screenshot shows the VMware Cloud Foundation Operations login interface. It includes fields for 'Login Method' (set to 'Local Account'), 'Username' ('admin'), 'Password' (redacted), and a 'LOG IN' button. Step numbers 1 through 4 are overlaid on the interface: 1 points to the 'Local Account' dropdown, 2 points to the 'admin' username field, 3 points to the redacted password field, and 4 points to the 'LOG IN' button.

The credentials for **admin** should already be cached in the browser window.

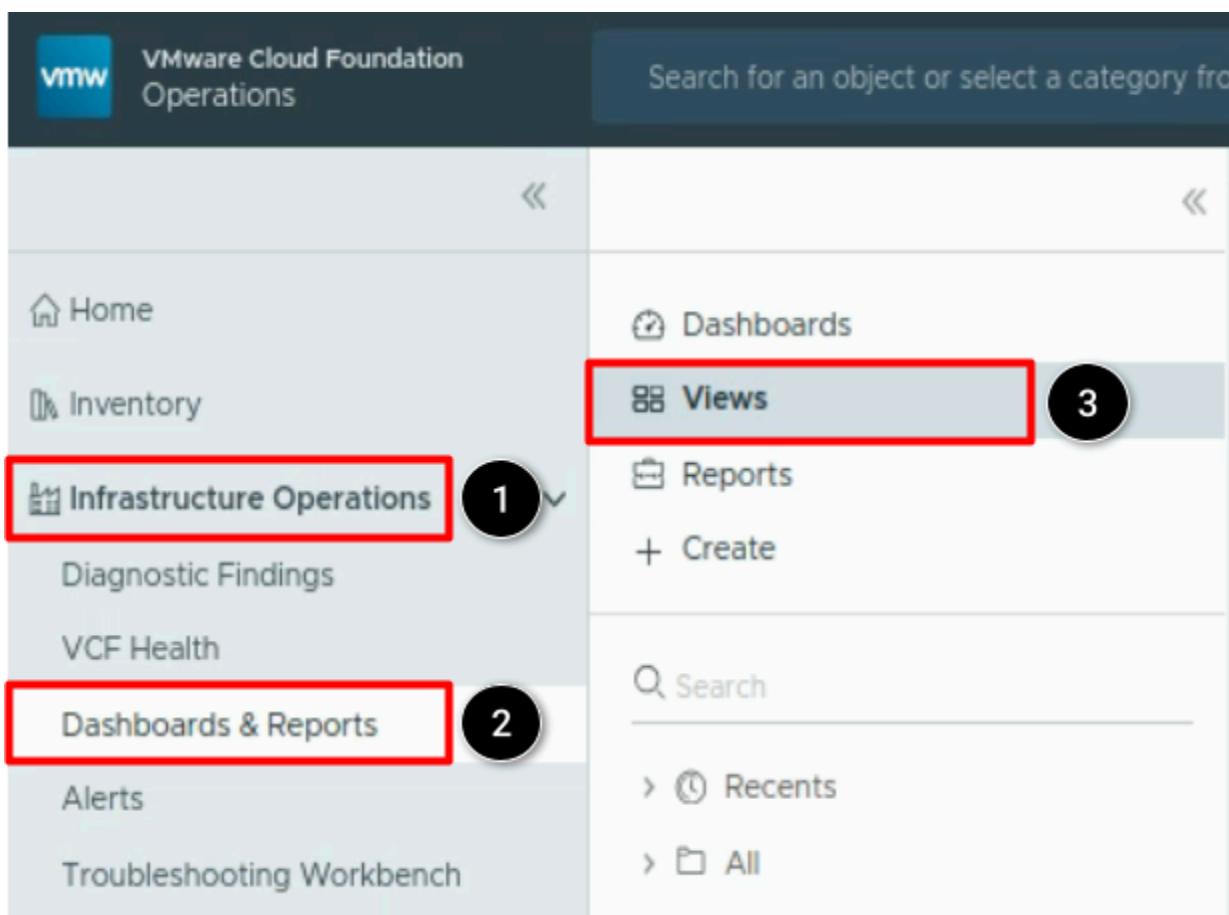
At the VCF Operations login prompt, select the login method and type in the following user and password information:

1. At the Login Method dropdown, select **Local Account**.
2. At the username field, type **admin**.
3. At the password field, type **VMware123!VMware123!**
4. Click **LOG IN**.

## Views

The out of the box views and the custom views are applicable and usable in different ways for all the data available in VCF Operations. Once the Views are created or selected, we will be able to consume the data from our infrastructure based on the parameters defined in the views. Views can also be used in Dashboards and Reports.

## Navigate to Views



1. Click **Infrastructure Operations**.
2. Click **Dashboards & Reports**.
3. Click **Views**.

## View - Categories

Views

Overview Manage

> Availability  
Tables listing the availability of vSphere VM and infrastructure.

> Capacity  
Tables listing the capacity of vSphere VM and infrastructure. Reclamation is highlighted separately as it's potentially significant.

1 > Configuration  
Tables listing the configuration of vSphere VM and infrastructure. Configuration where the distribution matters are shown in pie chart or bar chart.

A subset of some Views are categorized in this View where we can access directly.

1. Click on the **arrow** Configuration to open the Configuration section.

## Select Example View VM Configuration

Configuration  
Tables listing the configuration of vSphere VM and infrastructure. Configuration where the distribution matters are shown in pie chart or bar chart.

vSAN Configuration	VM Virtual Hardware Versions	VM Memory Distribution	VM CPU Distribution	1 VM Configuration	Network Configuration
Guest OS Distribution	ESXi Configuration	Cluster Configuration			

1. Click **VM Configuration**.

## The VM Configuration View

VM Name	Hostname	HW version	Creation Date	Guest OS	vCPU	Memory	Disk
vCLS-0d050142-b03...	vcls-0d050142-b039...	vmx-21	July 3, 2025 at 4:34...	VMware Photon CRX...	1	0.16 GB	-
vCLS-75e60142-0fd...	vcls-75e60142-0fdb...	vmx-21	July 3, 2025 at 4:33...	VMware Photon CRX...	1	0.16 GB	-

1. This pre-defined View shows us data based on the **Preview source** on the upper right corner and can be changed to show the desired data.
2. In this case, the view contains the defined **properties** (metric parameters are also possible to show in a view).

## Explore View Options

VM Name	Hostname	HW version
vCLS-0d050142-b03...	vcls-0d050142-b039...	vmx-21

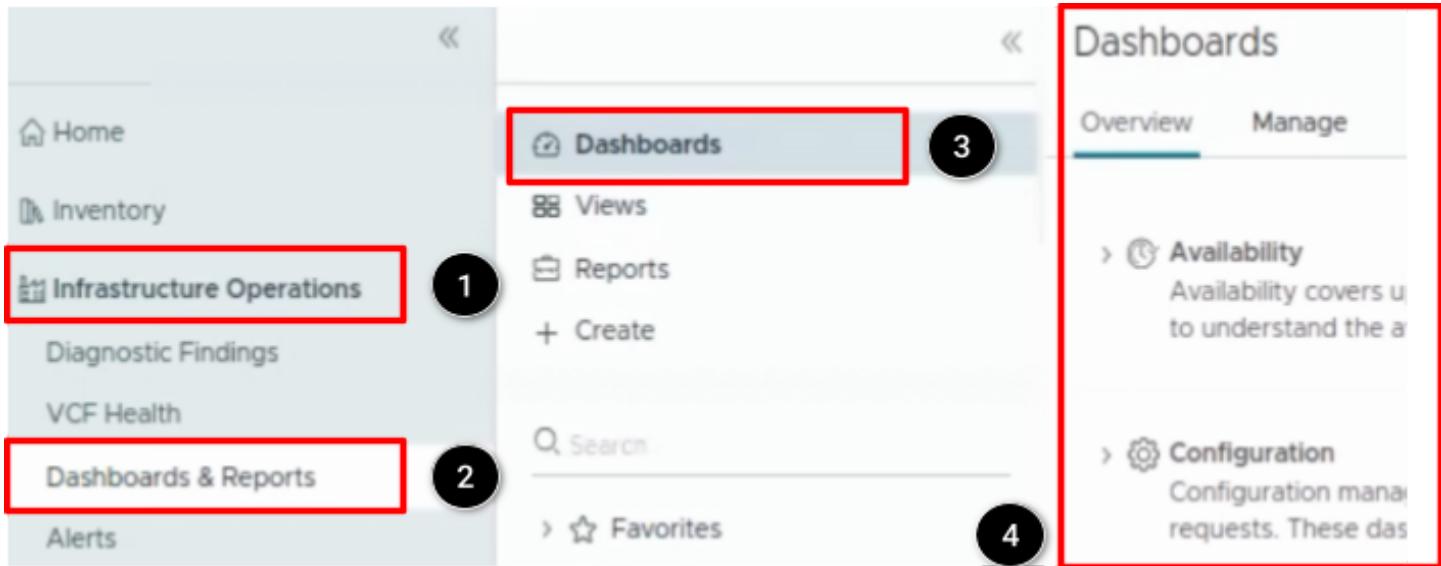
We can now see the options for a view. **The following steps are listed for explanation only:**

1. Option **Open in external Application** f.e. Open Virtual Machine in vSphere Web Client.
2. Option **Execute Custom Script** on selected Asset.
3. Option **Export as CSV** to export the view as a CSV file.
4. Option **Select Date Range** adjust the Date and Time Range for the View content.
5. Option **Show items per page** - select items to show per page.
6. Option **Roll up Interval** (not shown in this Step, as this option is not available for this type of view).

## Dashboards

Dashboards can be defined to be interactive with dependencies for an effective way to analyze, troubleshoot or consume data from our infrastructure. Within the sharing function, dashboards can be shared easily with peers, co-workers and other teams. This allows us to have the same view as f.e. further discuss issues, analyze incidents or to perform a detailed analysis of capacity needs.

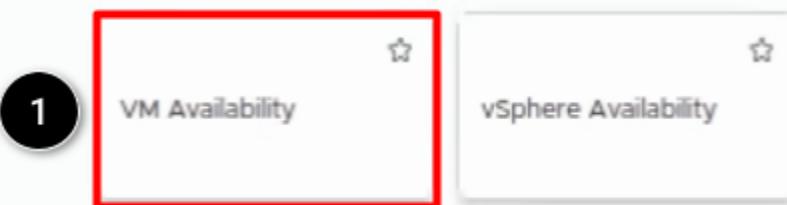
## Navigate to Dashboards



1. Click **Infrastructure Operations**.
2. Click **Dashboards & Reports**.
3. Click **Dashboards**.
4. **Dashboards Overview** - In the right section the different dashboard categories are now visible. Select any topic/category to browse a subset of the available pre-defined dashboards.

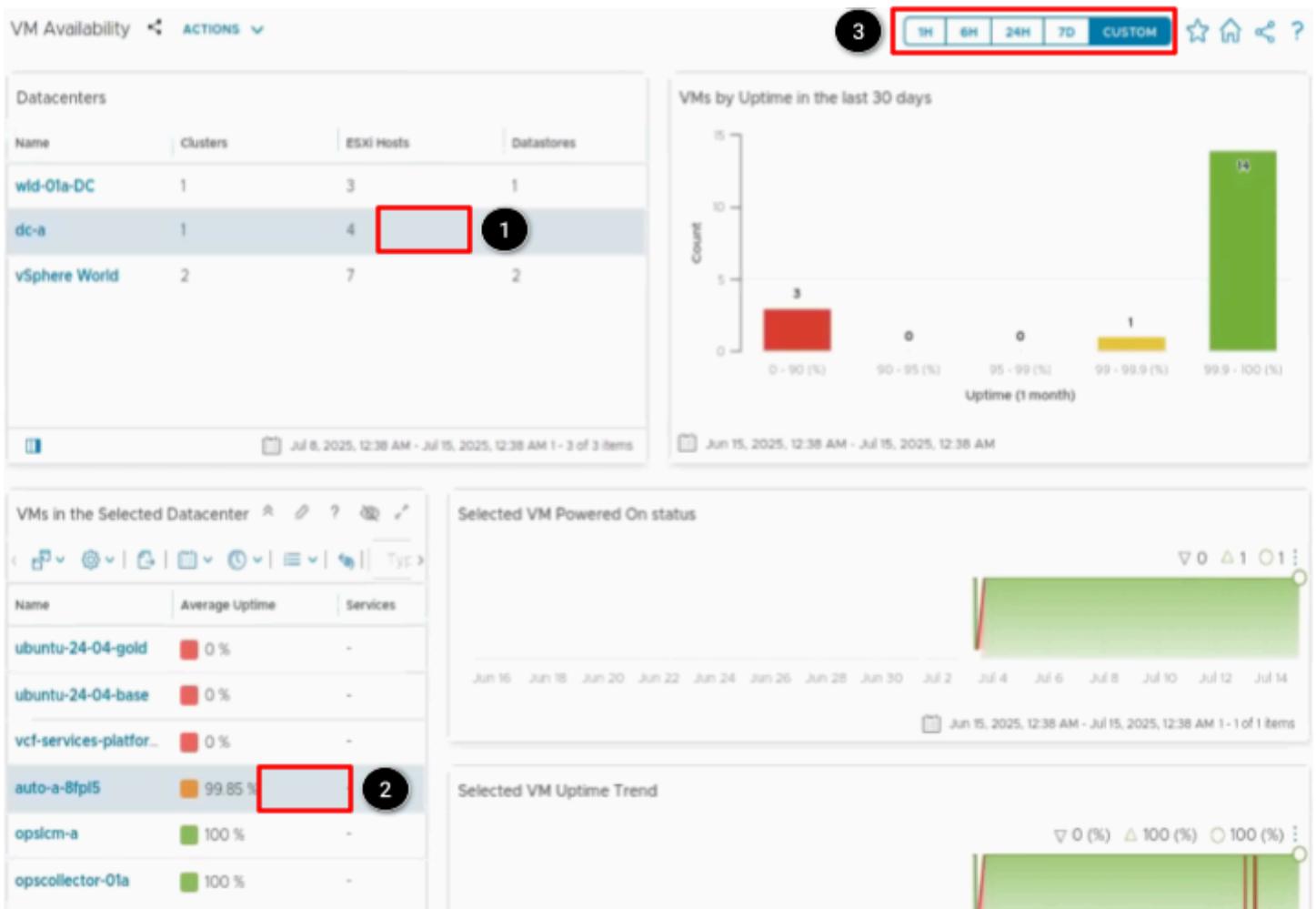
## Select Example Dashboard VM Availability

▼ **Availability**  
Availability covers uptime of the object now and the uptime trend to understand the availability of the environment. These dashboard



1. Click **VM Availability**.

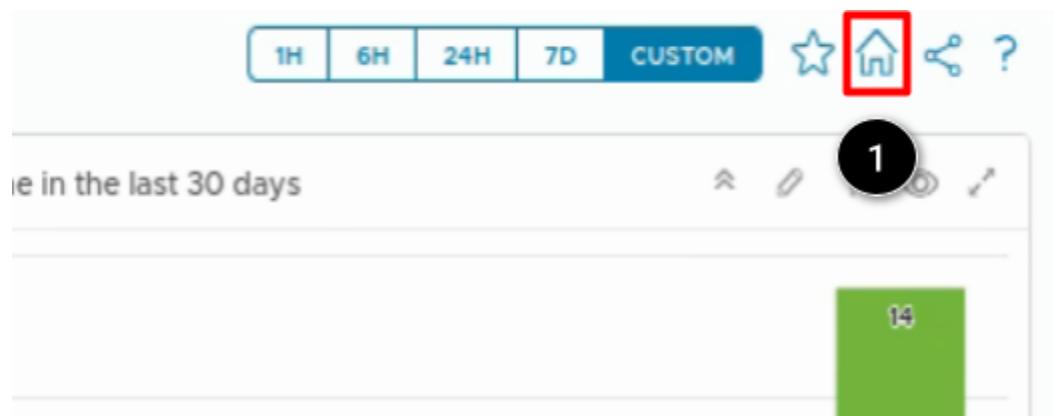
## The VM Availability Dashboard



Dashboards are very interactive. This means, by selecting an asset f.e. in the **Datacenter** Widget, the widget next to it **VMs by Uptime in the last 30 days** shows us the of the selected asset:

1. Select a row in the **Datacenters** card (don't click on the Name of the datacenter itself, as this directs us to the details of the datacenter).
2. Select a row in the VMs in the **Selected Datacenter** (don't click on the Name of the VM itself, as this directs us to the details of the VM).
3. Select the **Time Range Options** for the Dashboard.

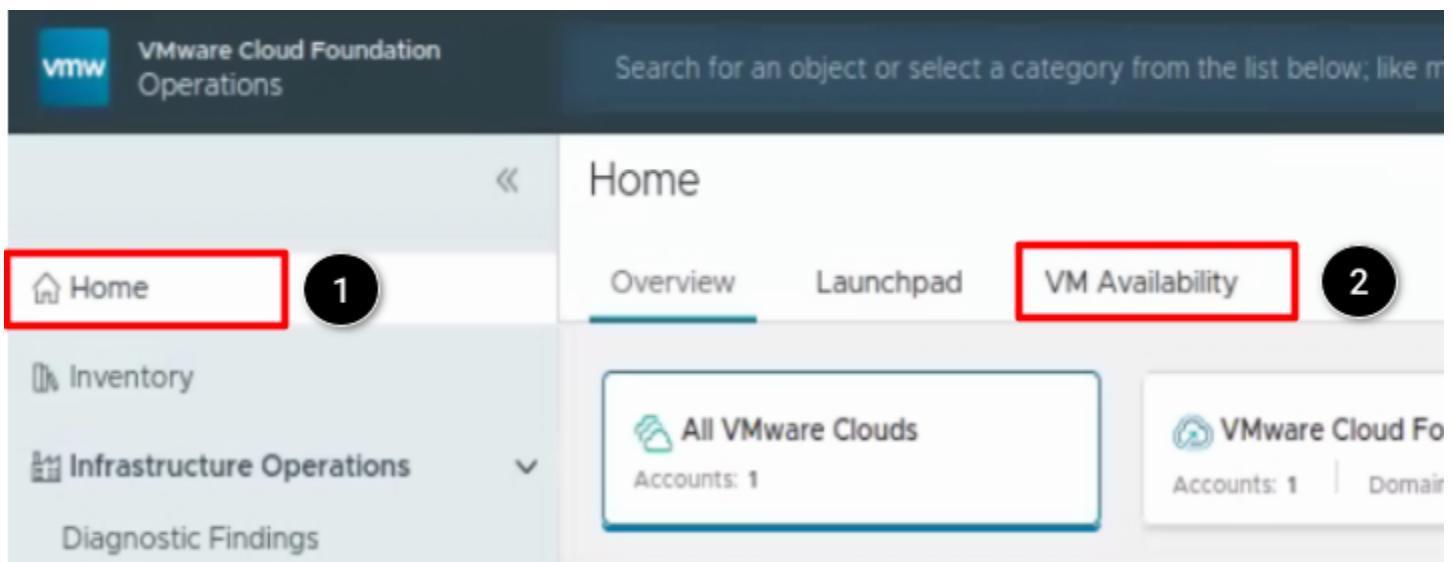
### Add Dashboard to Product Home



1. At the top right corner of the Dashboard - click on the **House-Icon**.

The Dashboard will now be pinned to our product home landing page.

### Add Dashboard to Product Home (continued)



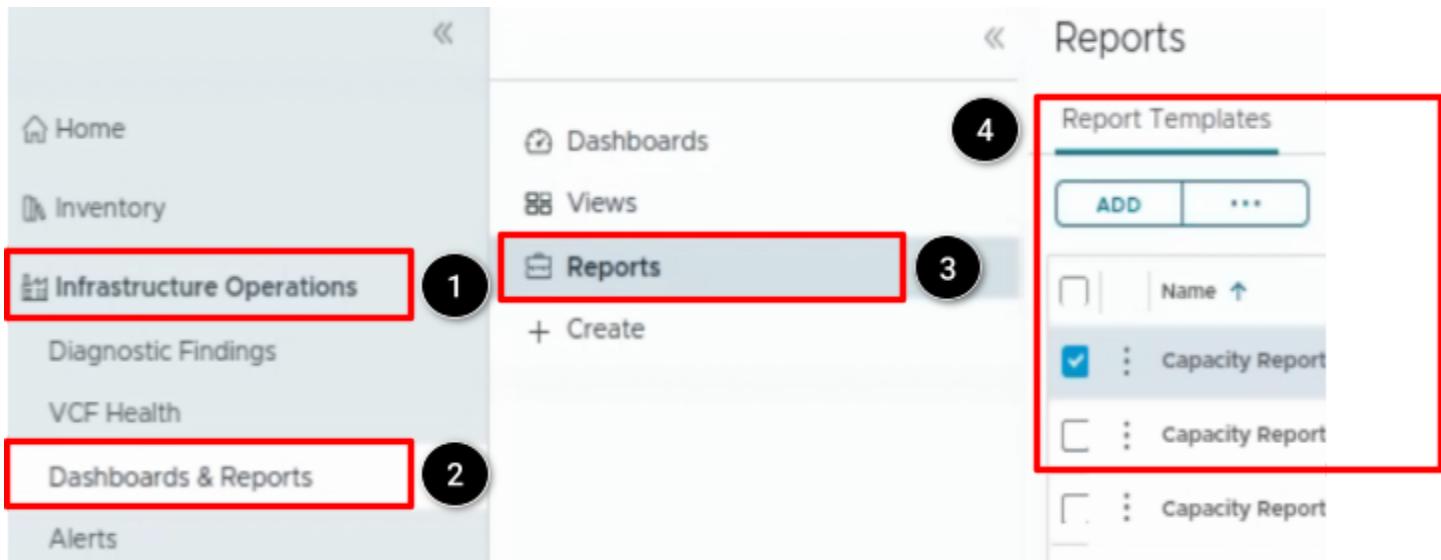
1. Click **Home**.
2. Click **VM Availability** to access directly to our most used dashboard.

Very useful for our daily work, if specific dashboards are used often, we can access them directly from the home product page.

### Reports

The Reports can be generated with any assets in our environment if they are in VCF Operations. We can choose the data we want to put in a report and generate and consume it. Easy to use and easy to automate, by scheduling, defining the periodicity and the recipients.

## Navigate to Reports



1. Click **Infrastructure Operations**.
2. Click **Dashboards & Reports**.
3. Click **Reports**.
4. The available **Report Templates** are shown in this list.

Report Templates will generate Reports as configured in the Template.

**Select and Run Example Report**

**Reports**

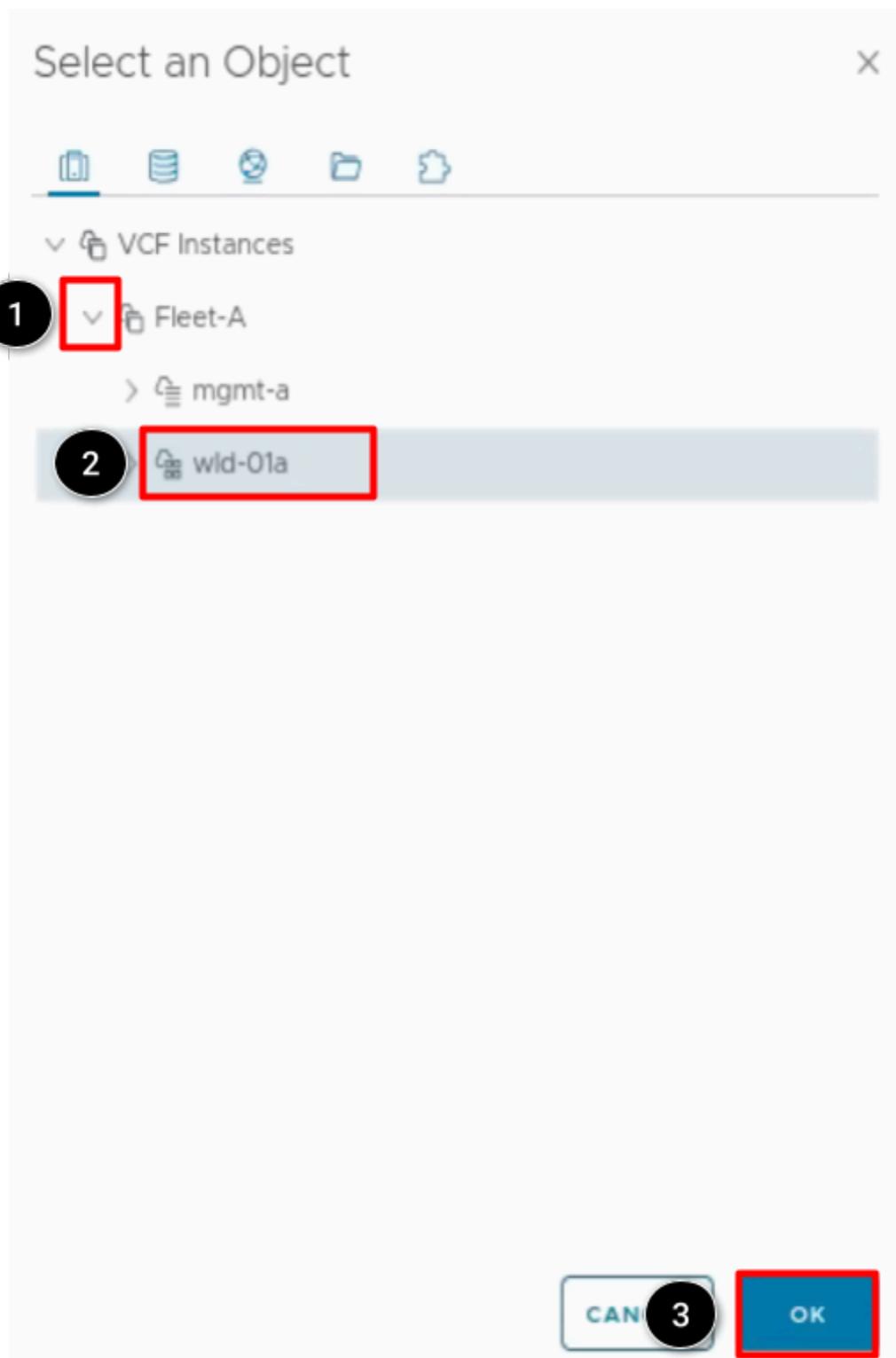
Report Templates      Generated Reports

**ADD**    ...

	Name ↑	Description
<input type="checkbox"/>	Capacity Report - Datastores	This report provides details...
<input type="checkbox"/>	Capacity Report - Distributed Port Group	This report provides details...
<input type="checkbox"/>	Capacity Report - Distributed Switch	This report provides details...
<input type="checkbox"/>	Capacity Report - Environment	This report provides a high ...
<b>1</b>	Capacity Report - Pods	This report provides details...
<b>2</b>	Capacity Report - Virtual Machines	This report provides details...
<input type="checkbox"/>	Capacity Report - vSphere Cluster Allocation	This report provides details...

1. Select the **Capacity Report - virtual Machines**.
2. Click the **three dots** menu.
3. Click **Run** (not shown in the picture above).

### Select an Object



1. Click the **arrow** next to Fleet-A.
2. Select **wld-01a**.

3. Click **OK**.

The report is now in the process of generation...

### Change to Generated Reports

A screenshot of a web-based reporting interface. At the top left, there are two tabs: 'Report Templates' and 'Generated Reports'. The 'Generated Reports' tab is highlighted with a red rectangular border. To the right of the tabs, there is a circular badge with the number '1' inside it, indicating one new report. Below the tabs, there is a table with several columns: Completion Date/Time, Report Name, Subject, Owner, Executed for, Status, and Download. One row in the table is visible, showing a report named 'Capacity Report - Virtual Machines' created '6 seconds ago' by 'admin' for 'wld-01a' in 'Completed' status. The 'Download' column for this row contains two icons: a PDF icon (highlighted with a red box) and a CSV icon.

1. Click **Generated Reports**.

### Download/Open the Report

Completion Date/Time	Report Name	Subject	Owner	Executed for	Status	Download
6 seconds ago	Capacity Report - Virtual Machines	Cluster Compute Res...	admin	wld-01a	Completed	

1. To open the Report click on the **pdf-Icon** - The Report Capacity Report - Virtual Machines opens in PDF Format. If we would like to open the Report in the CSV format, just click on the green CSV Icon beside the pdf Icon.

### Browse the Report

A screenshot of a PDF document titled 'Capacity Report - Virtual Machines'. The document has a large blue header graphic featuring abstract architectural or structural patterns. Below the header, the title 'Capacity Report - Virtual Machines' is displayed in a large, bold, dark font. At the bottom of the page, there is a line of text: 'Object: wld-01a'.

## Report Content

### 2. Virtual Machine Capacity Overview

Capacity overview of all the virtual machines.  
Jul 08, 2025 02:32 AM - Jul 15, 2025 02:32 AM (GMT-07:00)

Name	Power State	vCPU	Utilization %	Memory (GB)	Utilization %	Disk Space (GB)	Utilization %	Capacity Remaining (%)	Time Remaining
edge-wld01-02a	Powered On	8	29.66 %	32 GB	61.23 %	197 GB	11.14 %	37.99 %	> 1 Year
edge-wld01-01a	Powered On	8	24.27 %	32 GB	61.09 %	197 GB	11.08 %	38.23 %	> 1 Year

Now we have created our Report, we see that the report contains data from the selected data source, in our case from the wld-01a environment.

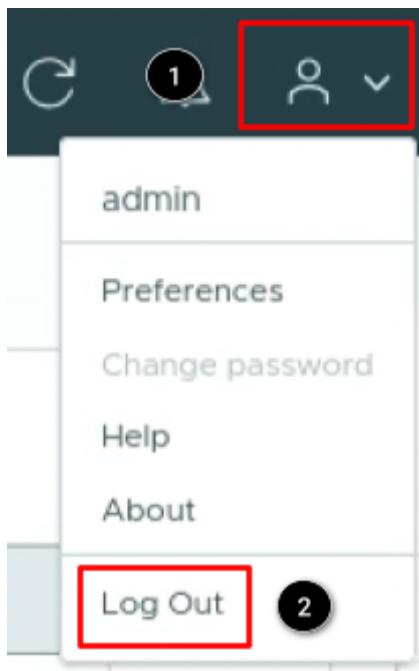
## Conclusion

In this module we learned how Views, Dashboards and Reports are used in VCF Operations. In this overview we saw how we get to the Views, Dashboards and Reports and how to use them. As we have seen, the handling is very simple, but essential for our operational business. In the next further modules we will explore more about Views, Dashboards and Reports.

From here you can:

- Take this quick survey to provide feedback about your experience with VCF 9.0
- Continue with the next lab module.
- Click [vlp:table-of-contents]Show Table of Contents] to jump to any module or lesson in this lab.
- End your lab and return in the future.

## Logout



To Log out of VCF Operations:

1. Click the **User icon** to open the settings menu.
2. Click **Log Out**.

## Module 2 - Basic Operation Content for Views, Dashboards and Reports (45 minutes) Intermediate

In this module we will explore the out of the box content for views, dashboards and Reports. The predefined Templates are ready to use. Further they can be cloned and customized based on our requirements.

### Login to VCF Operations

In the following few pages, we will walk through the process for logging in to VCF Operations.

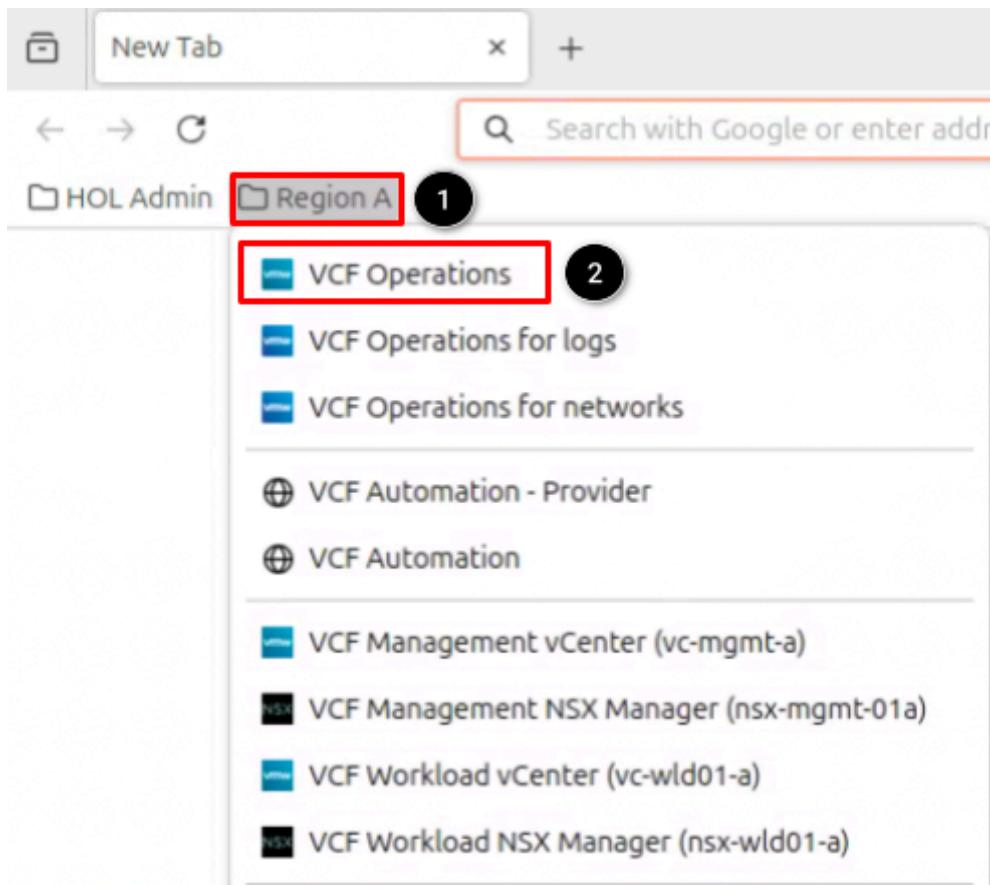
#### Start Firefox



Open the Firefox Browser from the Linux Task Bar.

1. Click on the Firefox icon to open the browser.

### Open VCF Operations Console



Once Firefox has loaded:

1. Click on the **Region A** bookmark folder.
2. Click **VCF Operations**.

## Login to VCF Operations Console

VMware Cloud Foundation

Operations™

The screenshot shows the VMware Cloud Foundation Operations login interface. It includes the following elements:

- Login Method \***: A dropdown menu with "Local Account" selected, highlighted by a red box and step 1.
- Username \***: An input field containing "admin", highlighted by a yellow box and step 2.
- Password \***: An input field showing redacted text, highlighted by a red box and step 3.
- LOG IN**: A blue button with white text, highlighted by a red box and step 4.

The credentials for **admin** should already be cached in the browser window.

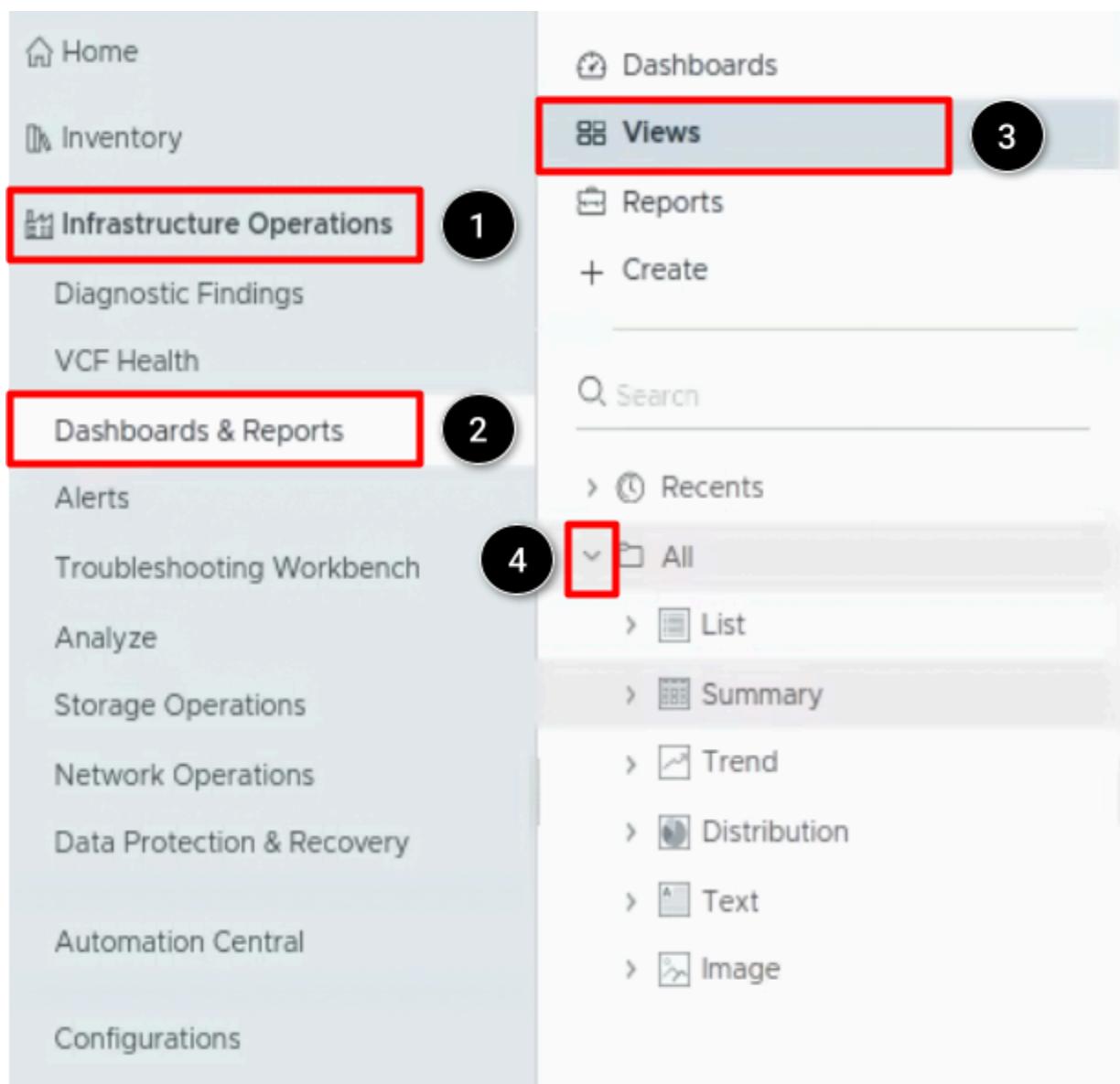
At the VCF Operations login prompt, select the login method and type in the following user and password information:

1. At the Login Method dropdown, select **Local Account**.
2. At the username field, type **admin**.
3. At the password field, type **VMware123!VMware123!**
4. Click **LOG IN**.

## Basic Operations View Content

We can use different ways to find our View. Search a View by Name, Search Views based on Types. The following steps will help us to get there.

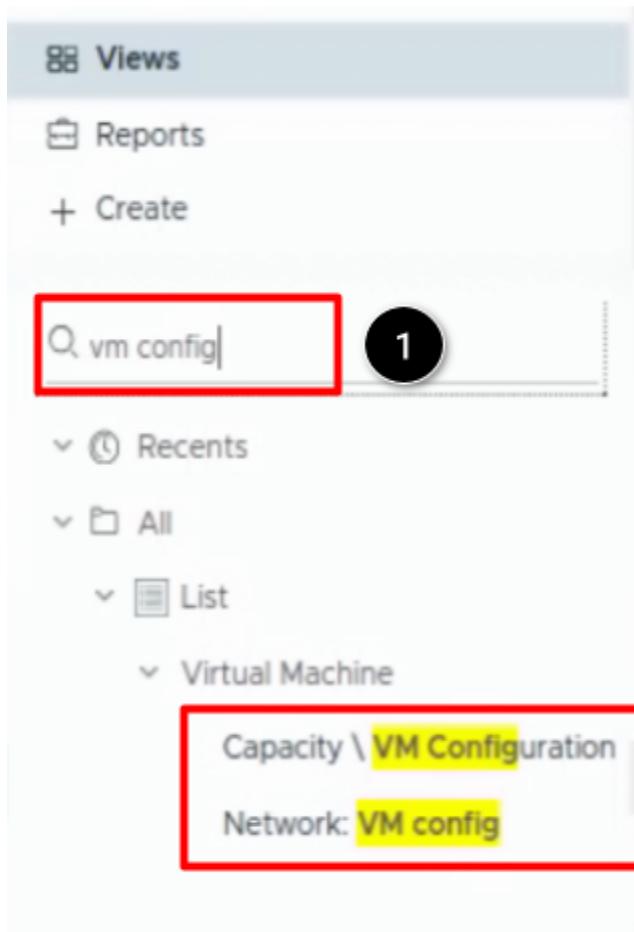
## Navigate to Views



1. Click **Infrastructure Operations**.
2. Click **Dashboards & Reports**.
3. Click **Views**.
4. Click the **arrow** to open the View Types.

By opening f.e. the List content, click on the arrow. This will show us all the predefined Views from the **List** type. To open a view just click on the View name.

## Search View Function



1. Type: **vm config** in the search field and confirm with **enter**.
2. As a result a **list of all Views** with vm config in the name will be displayed.
3. Click on the **View Name** to open the View (not shown).

## Explore pre-defined Content

	Name	Type	Description	Subject	Dashboard Use..	Report Usage	Last Modified	Modified By
<input type="checkbox"/>	(DEP) Admission Control Enabled?	Distribution	vSphere Cluster Admission Contro...	Cluster Comput...	1	0	5/20/25 12:48 PM	admin
<input type="checkbox"/>	(DEP) Alerts that are currently active	List	Show alerts for the selected objec...	Alert	0	0	5/20/25 12:48 PM	admin
<input type="checkbox"/>	(DEP) vSphere VM Disk Throughput	Trend	Trend line of VM disk throughput, l...	Virtual Machine	0	0	5/20/25 12:48 PM	admin
<input type="checkbox"/>	[VCF Automation for All Apps Organi	Trend	[VCF Automation for All Apps Org...	Namespace	2	0	5/20/25 3:05 PM	admin
<input type="checkbox"/>	[VCF Automation for All Apps Organi	Trend	[VCF Automation for All Apps Org...	Namespace	2	0	5/20/25 3:05 PM	admin

The Manage Page shows us all the Views available in VCF Operations Manager.

1. Click **Manage**.
2. Views have divers specifications as:

- a. **Name** - Name of the View.
- b. **Type** - View Type.
- c. **Description** - short Description.
- d. **Subject** - for what type of Object the View is designed.
- e. **Dashboard Usage** - indicates if the View is used in any Dashboard.
- f. **Report Usage** - indicates if the View is used in any Report Template.
- g. **Last Modified** - Date and Time for the last modification.
- h. **Modified by** - who was modifying the View recently.

## Search Views with Filter Function

The screenshot shows a search interface with the following components:

- Type here to apply filters**: A text input field at the top left.
- Filter Icon (1)**: A magnifying glass icon in the top right corner, highlighted with a red box.
- Click here to apply filters**: A tooltip pointing to the filter icon.
- Name: 2**: A text input field for filtering by view name.
- Type: 3**: A dropdown menu for filtering by view type.
- Description: 4**: A text input field for filtering by view description.
- Subject: 5**: A dropdown menu for filtering by subject.
- Modified By: 6**: A text input field for filtering by modifier.
- CLEAR ALL**: A button at the bottom left.
- APPLY**: A button at the bottom right.

The Filter Option helps us to find specific views for our needs. The following Filter options are available:

1. Click the **Filter Icon** on the upper right corner.
2. **Name** - Filter views based on View Name.
3. **Type** - Filter views based on the Type (List, Trend, Distribution, Text, Summary, Image).
4. **Description** - Filter views based on Description field.
5. **Subject** - Filter views based on Subject f.e. vCenter, Environment).
6. **Modified By** - Filter views based on modifier.

Feel free to try these filters to find Views. Back on the Page where the list shows all views, it is then possible to sort the list of views by clicking on the Title of a Column.

### Clone a View

The screenshot shows a configuration interface for cloning a view. At the top, there is a search bar labeled "Type:List Subject:(vCenter > Virtual Machine)" with a magnifying glass icon. Below the search bar, there are four input fields: "Name:" (empty), "Type:" (set to "List"), "Description:" (empty), and "Subject:" (set to "Virtual Machine"). At the bottom right are two buttons: "CLEAR ALL" and "APPLY". Callouts numbered 1 through 4 point to the search bar, the "Type" dropdown, the "Subject" dropdown, and the "APPLY" button respectively.

Type:List Subject:(vCenter > Virtual Machine) 1

Name:

Type: List 2

Description:

Subject: Virtual Machine 3

Modified By:

CLEAR ALL    APPLY 4

First we need to find the View we want to clone

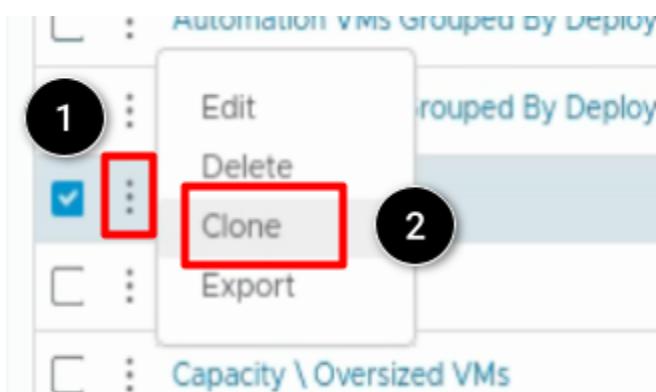
1. Open the View Filter.
2. Select **List** from the Type Dropdown menu.
3. Select **Virtual Machine** from the Subject Dropdown menu.
4. Click **APPLY**.

### Select the View to clone

	Name ↑	Type	Description
<input type="checkbox"/>	Automation VMs Grouped By Deploy	List	Used in Dashboards: - Automation...
<input type="checkbox"/>	Automation VMs Grouped By Deploy	List	Used in Dashboards: - Automation...
1	Automation VMs Grouped By Deploy	List	Used in Dashboards:- Automation ...
<input checked="" type="checkbox"/>	Availability   VM	List	List of VMs and their uptime in the...
<input type="checkbox"/>	Capacity \ Idle VM	List	List of idle Virtual Machines that ar...

1. Select the **Availability | VM** View.

### Clone the View



1. Click the **three dots**.
2. Select **Clone**.

Define a new Name for the View

Clone View

1 - Name & Configuration      2 - Data

Name  1

Description

List of VMs and their uptime in the last 1 month. Only powered on VMs that are not classified as "powered off" are listed. The time period is hardcoded to 1 month as Availability SLA should be monthly. The table is sorted by VM with the lowest uptime.

View is used in dashboard:  
Availability \ VM

1. Type: **HOL - Availability | VM** as a new View Name for the view.
2. Click **NEXT** (not shown).

## Define View Data

The screenshot shows the 'Define View Data' interface. On the left is a sidebar with a search bar and a tree view of objects. The tree view has three levels: Metrics (selected), CPU (selected), and Demand (%). Step 1 highlights the Metrics node, step 2 highlights the CPU node, and step 3 highlights the 'Demand (%)' metric. A red arrow points from the 'Demand (%)' metric in the sidebar to the 'Demand' row in the main configuration table.

Data	Transformation	Related to	Configuration
Average Uptime	Average		<input type="button" value="Edit"/>
Services	Current		<input type="button" value="Edit"/>
Tools Status	Current		<input type="button" value="Edit"/>

In the Data Page, we will add a new property to our view:

1. Click the **Arrow** beside **Metrics**.
2. Click the **Arrow** beside **CPU**.
3. **Drag'n Drop the Metric Demand %** to the right side, where the other data is located.

**Define new Metric Label**

Data	Transformation	Related to	Configuration	»
CPU Demand (... Current		1		
Average Uptime	Average			Configuration
Services	Current			General
Tools Status	Current			Metric name: CPU Demand (%)
				Metric label: CPU Demand Max %
				Units: %
				Sort order: None

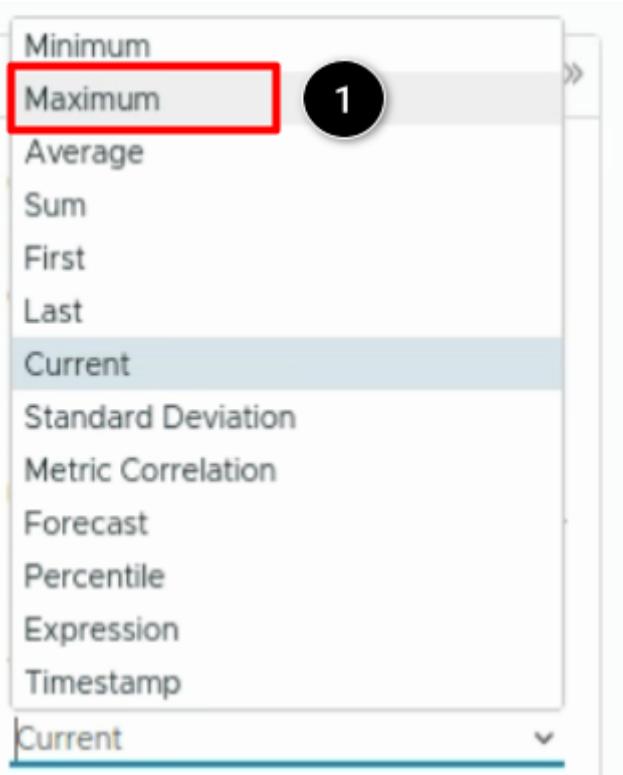
1. Select the newly added Metric **CPU|Demand (... Current**
2. Provide a new Metric Label, type: **CPU Demand Max %**

**Change Transformation**

Transformation
Current
No Timestamp

1. Click the **arrow** beside **Current** under Transformation.

### Set Maximum Transformation



1. Select **Maximum** from the Dropdown menu.

### Verify the newly added Metric

Name	CPU Demand Max %	Average Uptime	Se
vCLS-75e60142-0fd	0.61 %	100 %	-
vCLS-0d050142-b0	0.7 %	100 %	-

1. At the right side of the page, we can immediately **verify if the metric was added correctly**.
2. Click **NEXT** (not shown).

## Time Settings

1 - Name & Configuration      2 - Data      3 - Time Settings

Time Range Mode:  Basic  Advanced

Currently selected date range: From Jun 15, 2025 7:59:40 AM to 7:59:40 AM

**1**  Relative Date Range  
 Last 1  Months

**2**  Specific Date Range **3**

Start on:  to

Absolute Date Range  
 Prior 1  Months

1. Select **Relative Time Range**.
2. Select **Last 1**.
3. Select **Months** from the dropdown menu.
4. **Verify** if the currently selected date range is appropriate to our requirements.
5. Click **NEXT** on the bottom of the page (not shown).

## Filter

### Clone View

1 - Name & Configuration      2 - Data      3 - Time Settings      4 - Filter

**Virtual Machine filter**

Select the Object Type that matches all of the following criteria: Virtual Machine

Metrics  Pick a metric  Current  --Select--  Metric value

**⊕ ADD ANOTHER CRITERIA SET**

- At this time, we will not use Filters - click **NEXT** on the bottom of the page (not shown).

### Summary Row

The screenshot shows the 'Clone View' interface. At the top, there are two tabs: '1 - Name & Configuration' and '2 - Data'. Below them is a large 'ADD SUMMARY' button. Underneath the button is a table with two columns: 'Summary' and 'Config'. The 'Summary' column contains the text 'Add summary row'. The 'Config' column is partially visible.

- At this time, we will not add a Summary Row to the View - click **CREATE** on the bottom of the page (not shown).

### Locate newly created View

The screenshot shows the 'Views' list interface. At the top, there are tabs for 'Overview' and 'Manage', with 'Manage' being the active tab. Below the tabs is a search bar containing the text 'HOL'. A red box highlights this search term. In the search bar, there is a '1' icon indicating one result found. Below the search bar is a table with columns: Name, Type, Description, Subject, Dashboard Usa..., Report Usage, Last Modified, and Modified By. The first row in the table is highlighted with a red box and has the number '2' in a circle next to it. This row represents a view named 'HOL - Availability | VM'. The second row in the table is partially visible.

Name	Type	Description	Subject	Dashboard Usa...	Report Usage	Last Modified	Modified By
HOL - Availability   VM	List	List of VMs and their uptime in the...	Virtual Machine	0	0	7:53 AM	admin
Configuration   SRM placeholder VM	Distribution	Count of placeholder (dummy) V...	Virtual Machine	1	0	5/20/25 12:48 PM	admin

- Type: **HOL** in the Filter/Search Field.
- Click on the View Name **HOL - Availability | VM** newly created View.

## HOL - Availability | VM

Name	CPU Demand Max %	Average Uptime	Services	Tools Status
vCLS-75e60142-0fd...	0.61 %	100 %	-	Guest Tools Run...
vCLS-0d050142-b0...	0.7 %	100 %	-	Guest Tools Run...

Now, we have successfully created our View, which can be used in Dashboards and Reports. In the next Steps we elaborate on how to export and import a View.

## Export a View

1. Click **ACTIONS**.  
2. Click **Manage Views**.

1. Click **ACTIONS**.
2. Click **Manage Views**.

**Open Action Menu for our View**

The screenshot shows the 'Views' page in the VCF Operations interface. At the top, there are 'Overview' and 'Manage' tabs, with 'Manage' being the active tab. Below the tabs are 'ADD' and '...' buttons. A table lists two views:

	Name	Type	Description
<input checked="" type="checkbox"/> <span style="border: 2px solid red; padding: 2px;">...</span>	HOL - Availability   VM	List	List of VMs and their
<input type="checkbox"/> <span style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">1</span>	Configuration   SRM placeholder VM	Distribution	Count of placeholder

1. Click the **three dots** to open the available actions for the View.

**Export View HOL - Availability | VM**

The screenshot shows the 'Export View HOL - Availability | VM' dialog box. It contains several options: Edit, Delete, Clone, and Export. The 'Export' button is highlighted with a red box and a large black circle containing the number 1.

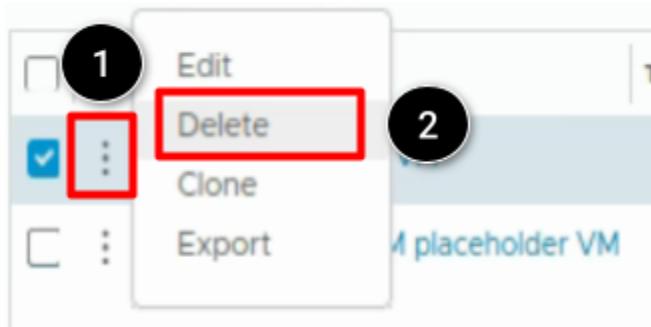
1. Click **Export**.

### Locate exported View

The screenshot shows a download confirmation dialog. At the top left is the URL ':page1=views'. On the right are a star icon and a download icon. Below the URL, the file name 'HOL - Availability VM.zip' is displayed with a ZIP icon. To its right is a folder icon. Below the file name, it says 'Completed — 1.5 KB'. The entire dialog is set against a light gray background.

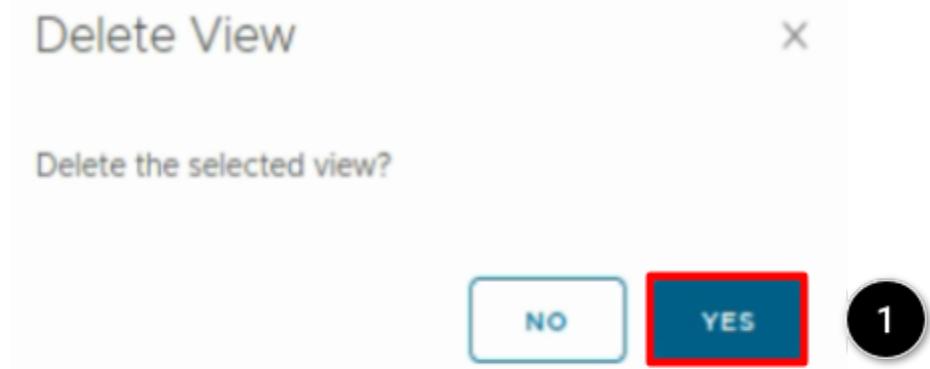
The View has now been exported as a zip File and saved to our local Downloads folder.

### Delete a View



1. As the first Row in the Manage View is already selected, we just need to **click on the three dots**.
2. Click **Delete**.

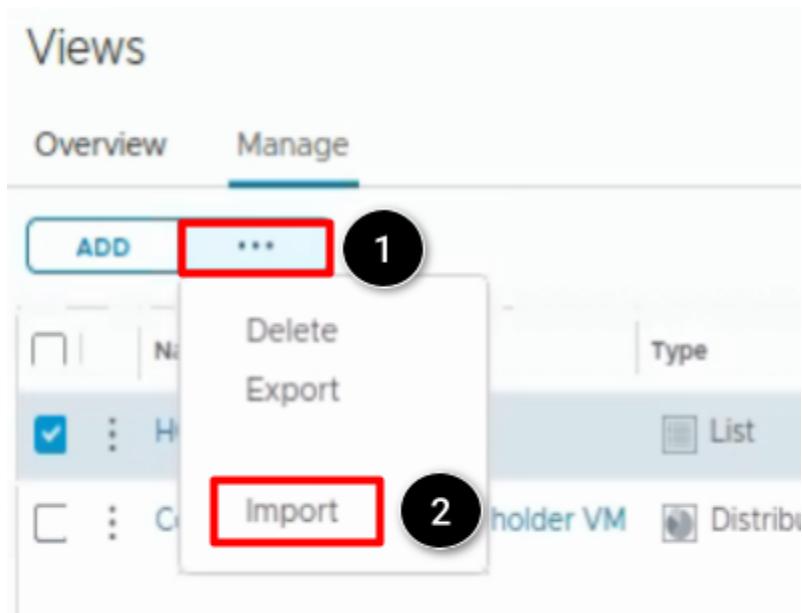
### Confirm Delete



1. Click **YES**.

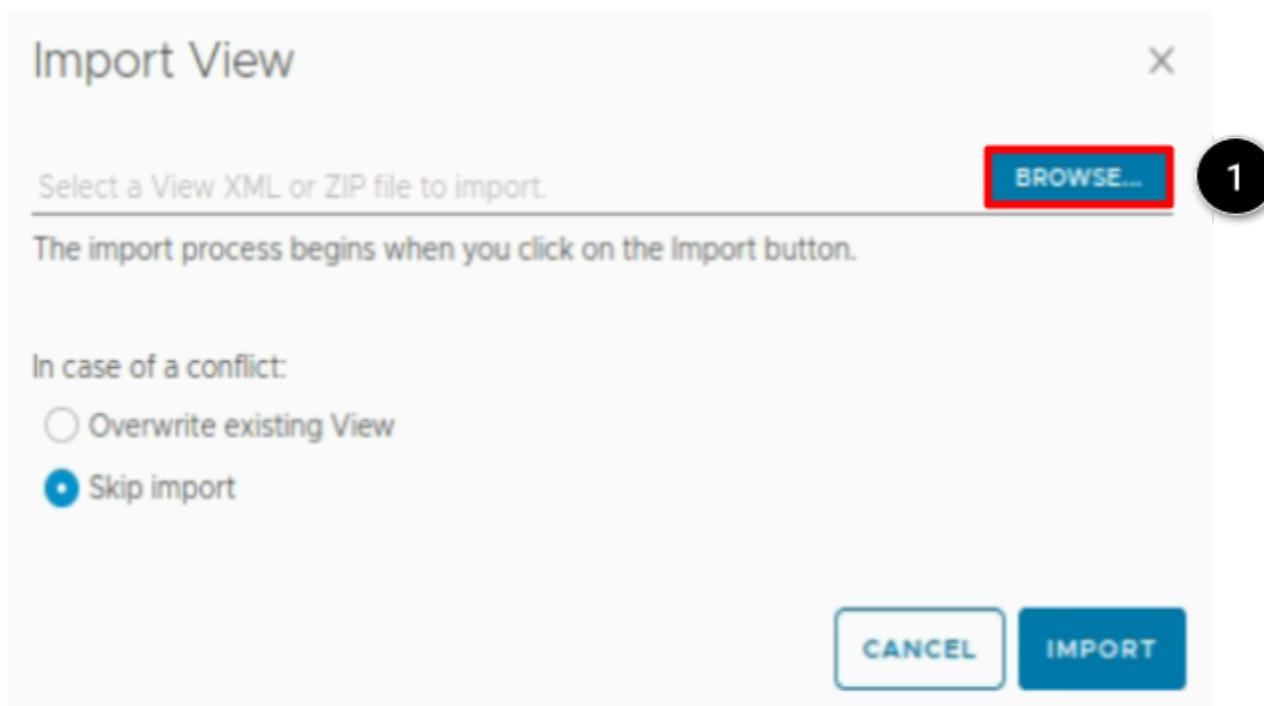
After deleting our View, we will directly re-import the View in the next Step.

### Import a View



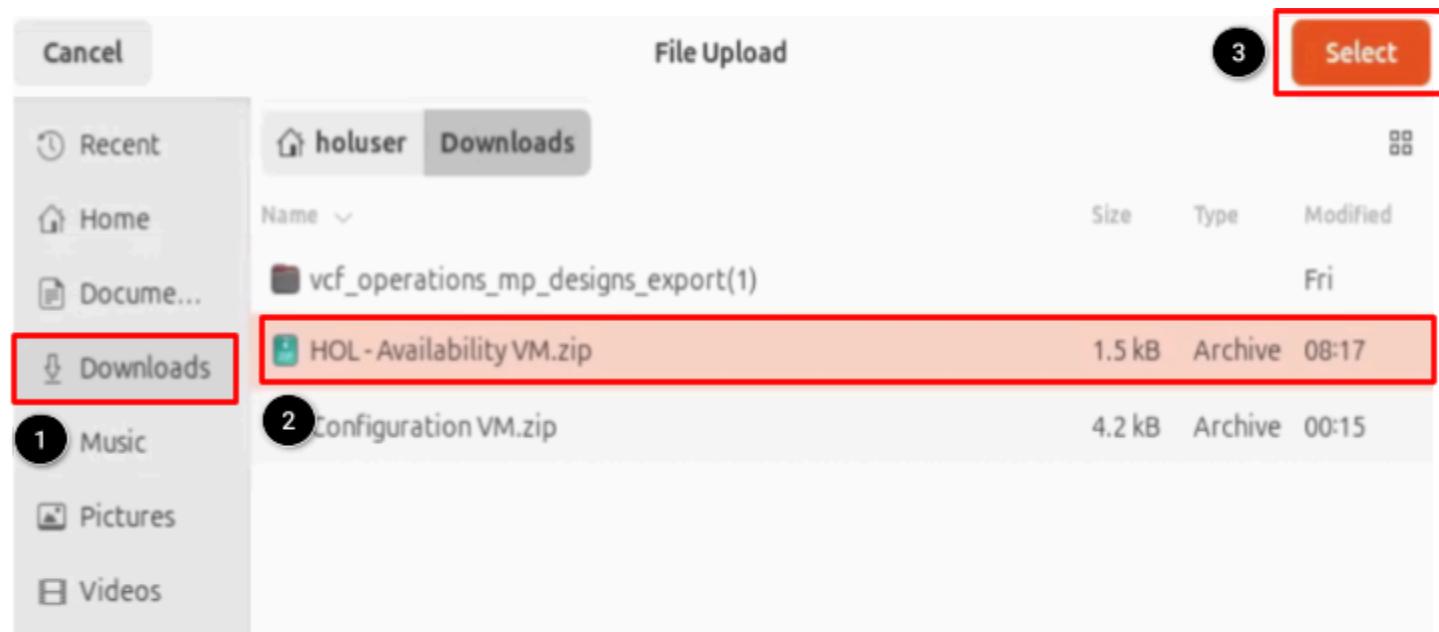
1. Click the **three dots**.
2. Click **Import**.

### Locate View to import



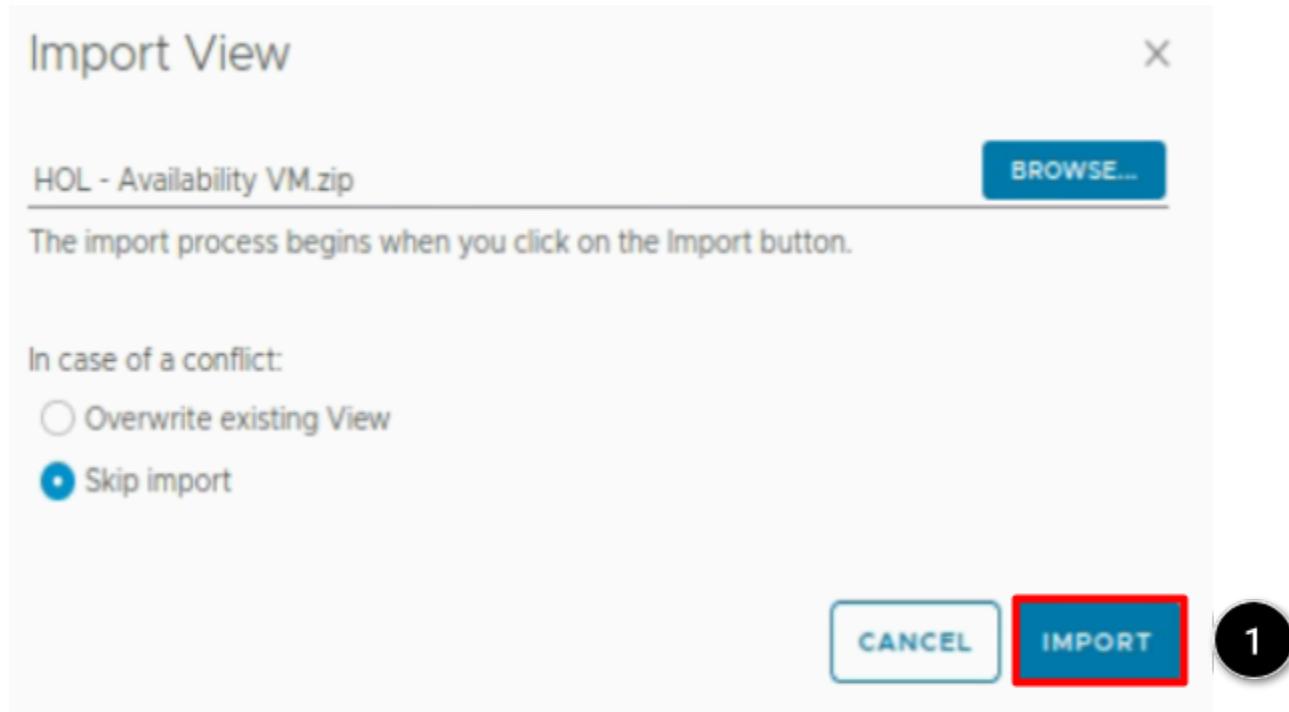
1. Click **BROWSE** to locate the View to import.

### Locate View to import (continued)



1. Click **Downloads**.
2. Select the **HOL - Availability VM.zip** file.
3. Click **Select**.

### Confirm Import

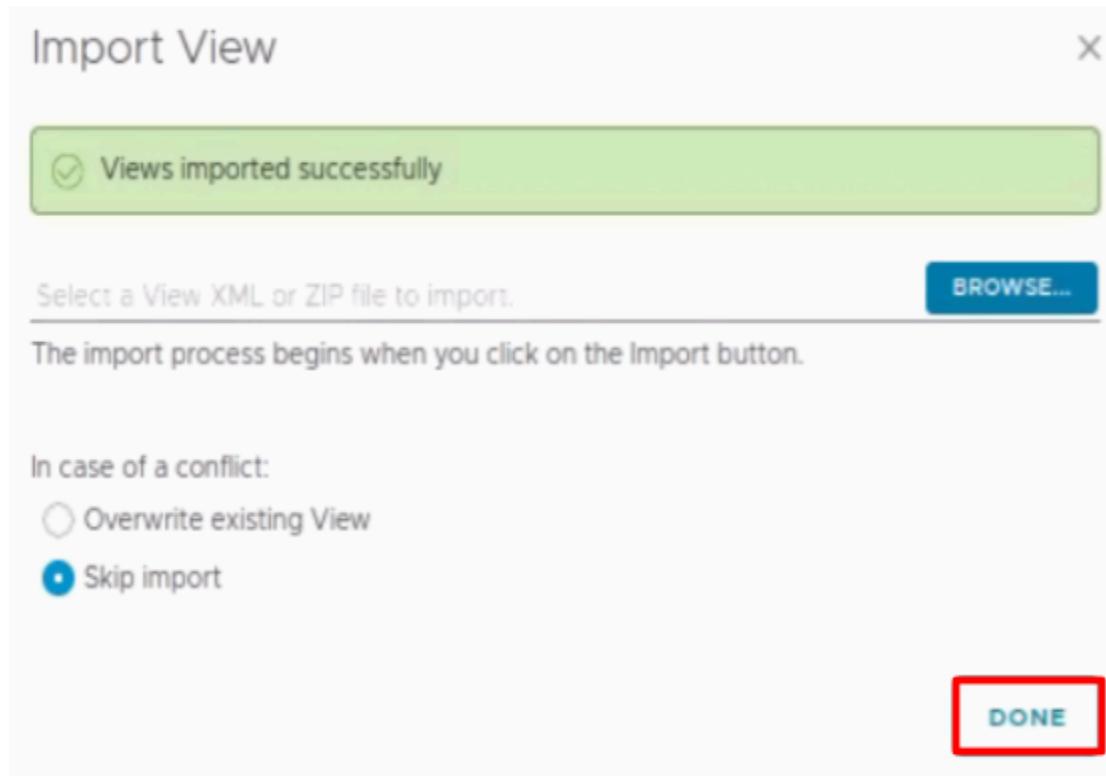


1. Click **IMPORT**.

### Import in progress



### View imported successfully



1. As we can see, the View was imported successfully - click **DONE**.

### Check Import

The screenshot shows the 'Views' list page. At the top, there are tabs 'Overview' and 'Manage' (selected), and buttons 'ADD' and '...'. On the right, there's a search bar with 'HOL' typed in. The main table has columns: Name, Type, Description, and Subject. A row for 'HOL - Availability | VM' is highlighted with a red border. This row contains a checkbox, a three-dot menu icon, the name 'HOL - Availability | VM', the type 'List', the description 'List of VMs and their uptime in the...', and the subject 'Virtual Machine'. A circular badge with the number '1' is located in the bottom right corner of the table area.

	Name	Type	Description	Subject
<input type="checkbox"/>	HOL - Availability   VM	List	List of VMs and their uptime in the...	Virtual Machine

1. We see that our View is back in the List - **Well done!**

## Share a View

The screenshot shows the 'Views' page with the 'Manage' tab selected. At the top, there are 'Overview' and 'Manage' tabs. Below them are 'ADD' and '\*\*\*' buttons. The main area displays a table with columns: Name, Type, and Description. The first row, labeled 'HOL - Availability | VM', has its entire row highlighted with a red box and is circled with a large black circle containing the number 1. The second row is partially visible.

	Name	Type	Description
<input checked="" type="checkbox"/>	HOL - Availability   VM	List	List of VMs an
<input type="checkbox"/>	Configuration   SRM placeholder VM	Distribution	Count of place

1. Click **HOL - Availability | VM** to open the View

## Share a View (continued)

The screenshot shows the details for the 'HOL - Availability | VM' view. At the top, there is an 'ACTIONS' dropdown with a red box around it and a circled number 1 above it. To its right is a preview source selector with the text 'Preview source: vCLS'. A red box highlights the 'Select preview source...' button, which is circled with a large black circle containing the number 2. A blue arrow points from the 'ACTIONS' dropdown to the 'Select preview source...' button. A dropdown menu is open, showing 'vCLS' and 'vc-wld01-a.site-a.vcf.lab Sample data'.

1. Click the **Arrow** next to **Preview source**.
2. Click **Select preview source**.

Select Preview Source



1. Click the Arrow next to **Fleet-A**.
2. Click the Arrow next to **wld-01a**.

3. Select **vc-wld01-a.site-a-vcf-lab**.
4. Select **OK** to confirm.

This function allows us to share a View using different options as described in the next step.

## View with more Data and Share

The screenshot shows a VMware vSphere interface titled "HOL - Availability | VM". At the top right, there is a "PREVIEW SOURCE" dropdown set to "vc-wld01-a.site-a.vcf.lab" and a "SHARE" icon (a blue square with a white network symbol) which is highlighted with a red box and a circled number "2". Below the header is a toolbar with various icons. The main area contains a table with the following data:

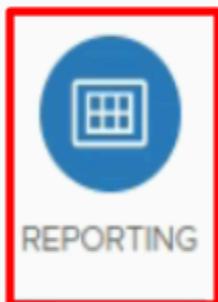
Name	CPU Demand Max %	Average Uptime	Services	Tools Status
ubuntu-24-04-base	-	0 %	-	Guest Tools Not -
oIn-01a	66.08 %	99.97 %	-	Guest Tools Run...
kubernetes-cluster-1...	28.36 %	99.97 %	-	Guest Tools Run...
hol-snapshot-001	46.87 %	99.97 %	-	Guest Tools Run...
SupervisorControlPl...	52.91 %	100 %	-	Guest Tools Run...
vc-wld01-a.vcf.lab	98.03 %	99.99 %	-	Guest Tools Run...

A circled number "1" is placed over the first row of the table.

1. As we changed the Data source we have now more data in the View.
2. Click on the **Share Icon**.

**Define Share Option REPORTING**

Share View



1



EXPORT

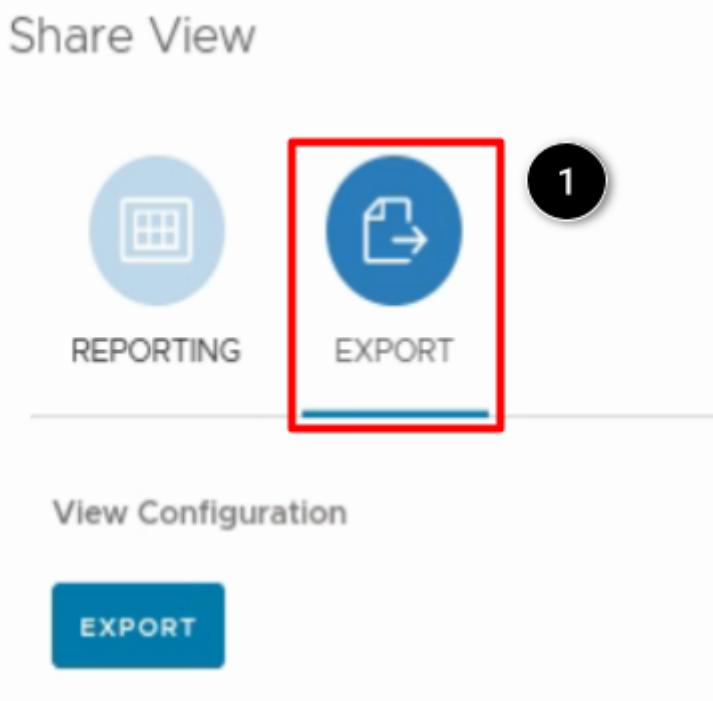
Integration with external reporting tools

Report for: vc-wld01-a.site-a.vcf.lab (Vcf Hosts and Clusters)

Provide credentials to generate a URL and Header

1. This option allows us to integrate with an **external reporting tool** (for this demo we will not share anything, we continue to the export option).

### Define Share Option EXPORT

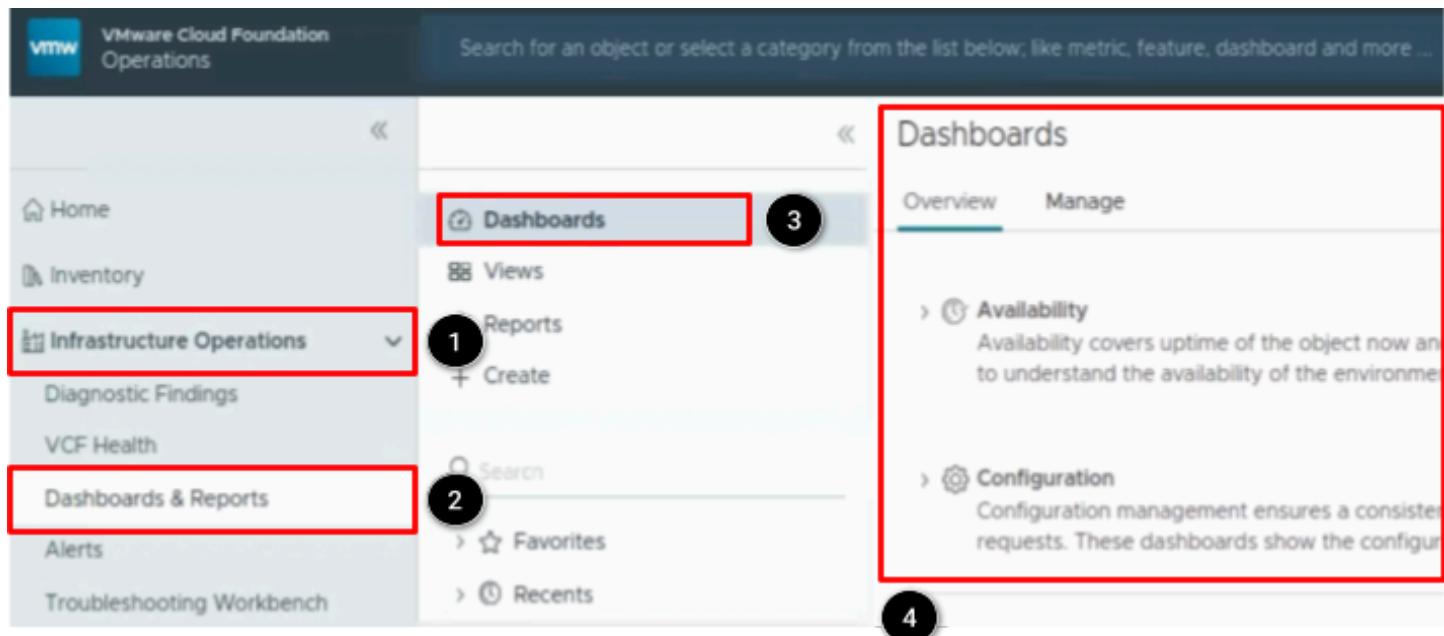


1. The **Export** allows us to export a view as a XML file to import the View for further use f.e. in another System. **We will not export the view for now.**

### Basic Operations Dashboard Content

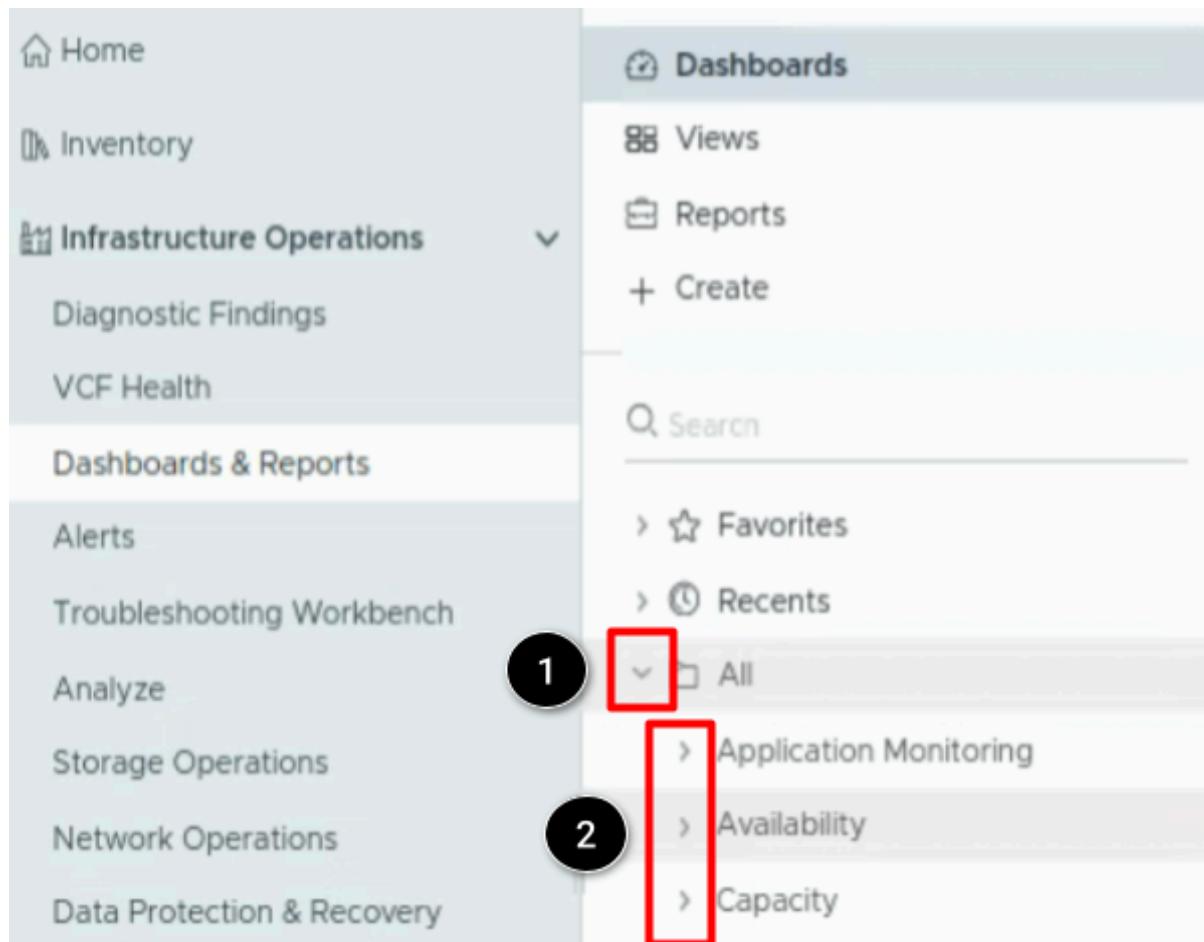
In this lesson we will clone an existing dashboard and modify it to add more views to enrich the existing dashboard. VMware VCF Operations has numerous out-of-the-box dashboards that were created by experts who have a deep understanding of VMware VCF Operations as well as the characteristics and behavior of the underlying objects being managed. However, personalizing a Dashboard to fit a specific role or consolidate other information into a single view is a common use case for most administrators.

## Navigate to Dashboards



1. Click **Infrastructure Operations**.
2. Click **Dashboards & Reports**.
3. Click **Dashboards**.
4. This section shows us a **subset of Dashboards** filtered by sections, click the arrow next to a section to view some Dashboards.

## Explore pre-defined Content



1. Click the Arrow next to **All**.
2. Browse now some categorized Dashboards by clicking the **Arrows** next to a Category so make the available dashboard names visible.

## Manage Dashboards

The screenshot shows the VMware Cloud Foundation Operations interface. In the top left, there's a logo and the text "VMware Cloud Foundation Operations". A search bar at the top right says "Search for an object or select a category from the list below; like metric, feature, dashboard". Below the search bar, there are tabs: "Overview" (underlined) and "Manage" (highlighted with a red box). A circular badge with the number "1" is next to the "Manage" tab. On the left, there's a sidebar with links: "Home", "Inventory", "Infrastructure Operations" (with a dropdown menu including "Diagnostic Findings"), and "Dashboards". The main area is titled "Dashboards" and contains sections for "Views", "Reports", and a "Create" button. To the right, there's a preview of a dashboard titled "Availability" with a brief description.

1. Click **Manage**.

## Manage Dashboards (continued)

The screenshot shows the "Dashboards" management page. At the top, there are "Overview" and "Manage" tabs, with "Manage" underlined. Below that are "ADD" and "..." buttons. A search bar says "Type here to apply filters". The main area is a table with columns: Name, Folder, Description, Activat..., URL, Shared, Owner, Report Usage, Last Modified, and Modified by. The first row (Automation Deployment Overview) is highlighted with a red box and has a circled '1' next to it. There are three rows in total.

Name	Folder	Description	Activat...	URL	Shared	Owner	Report Usage	Last Modified	Modified by
Automation Deployment Overview	VCF Automation for VM ...		✓	-	🔗	admin	0	6/6/25 6:41...	admin
Automation Environment Overview	VCF Automation for VM ...		✓	-	🔗	admin	0	6/6/25 6:41...	admin
Automation Logs	VCF Automation for VM ...		✓	-	🔗	admin	0	6/6/25 6:41...	admin

This list shows us all the available dashboards ready to use. By clicking on a name, the dashboard opens directly.

1. Dashboards have different parameters which are shown in the title of the list:

- **Name** - Name of the Dashboard.
- **Folder** - Dashboards can be part of folders to easily locate them - the folder structure can be adjusted to our needs.
- **Description** - Short Description of the Dashboard.
- **Activated** - a Dashboard can be activated and deactivated.
- **URL** - once a share-link has been generated, it shows a link-icon in this field.
- **Shared** - a Dashboard can be classified as a shared dashboard, means the dashboard can be used by the operations user.
- **Owner** - shows the owner of the dashboard.
- **Report Usage** - shows if the dashboard has been used in a report template.
- **Last Modified** - date & time of the last modification.
- **Modified by** - shows the last modifier.

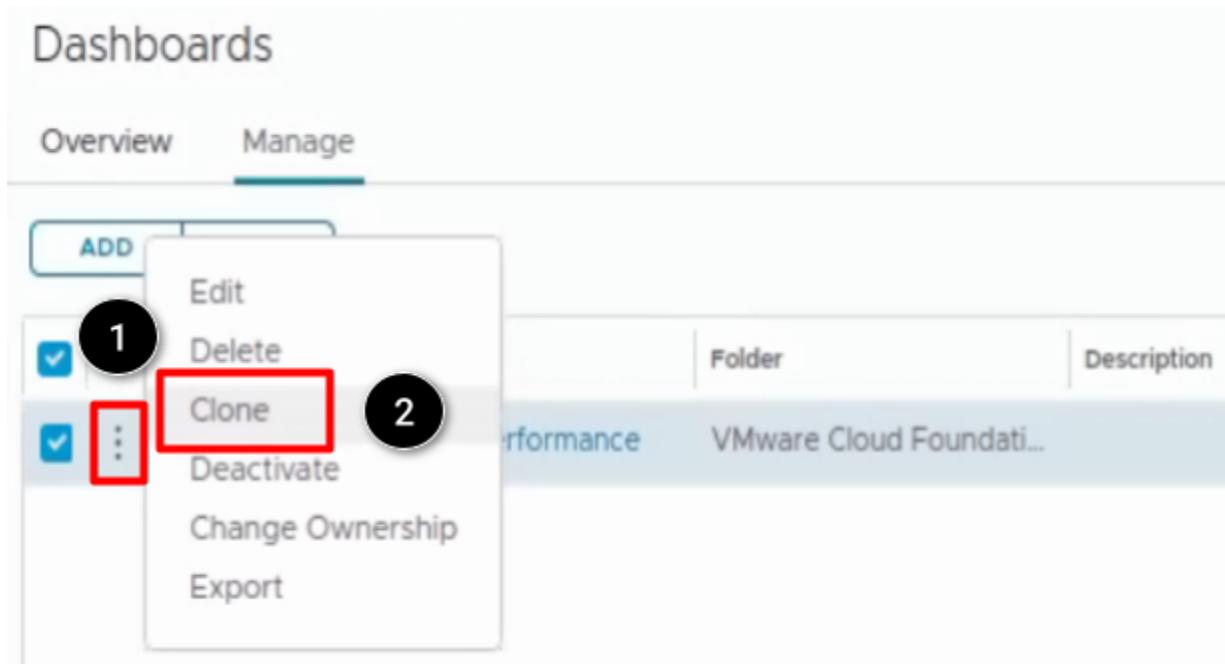
## Search Dashboard

The screenshot shows a search interface for dashboards. At the top, there is a text input field labeled "Type here to apply filters" with a magnifying glass icon. A red box highlights this icon, labeled "1". Below it is a "Name:" field containing "VCF Management Host", which is also highlighted with a red box, labeled "2". Further down are fields for "Folder:", "Activated:", "Shared:", and "Owner:", each with a dropdown arrow. At the bottom right are two buttons: "CLEAR" and "APPLY", with a red box highlighting the "APPLY" button, labeled "3".

To search a Dashboard based on criteria, use the filter icon on the top-right corner of the page.

1. Click the **Filter Icon**.
2. Type: **VCF Management Host**
3. Click **APPLY**.

## Clone & Modify Dashboard

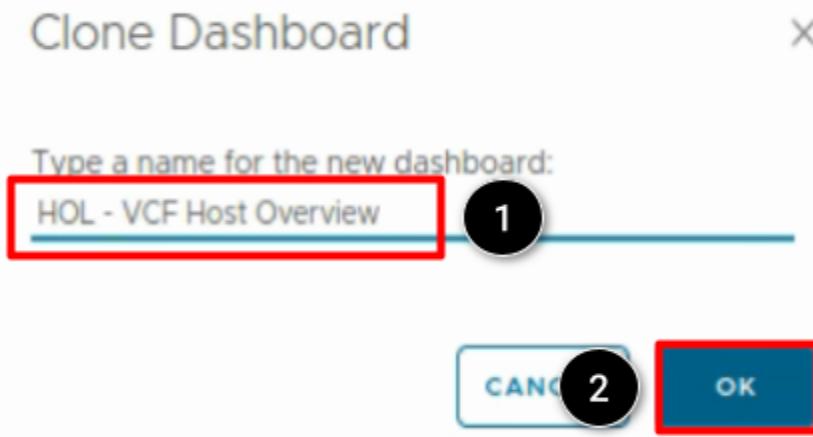


To start, we will clone and make some simple changes to create a custom overview Dashboard for our administrators. For this example, we will clone an existing dashboard and add a new Scoreboard widget to visualize some important KPI's.

Cloning an existing dashboard (or any other out-of-the-box content) to create a new or modified dashboard is considered a best practice to ensure our custom content is not affected during an upgrade of VCF Operations or Management Packs which may overwrite the OOTB content.

1. Click the **tree dots**.
2. Click **Clone**.

## Clone Dashboard



1. Type: **HOL - VCF Host Overview**
2. Click **OK** to confirm.

Now the Dashboard has been cloned. To locate the dashboard, we will again use the filter functionality in the next step.

### Locate cloned dashboard

The screenshot shows a search interface with the following elements:

- A top bar with the text "Name:HOL".
- A large red box surrounds a "Name:" input field containing "HOL".
- A black circle with the number "1" is over a blue filter icon.
- A black circle with the number "2" is over the "Name:" input field.
- A button labeled "Click here to apply filters" is visible.

1. Click the **Filter Icon**.
2. Type: **HOL** in the Name field.

### Modify Dashboard

The screenshot shows the "Dashboards" section of the VCF Operations interface:

- Overview and Manage tabs are present, with "Manage" selected.
- An "ADD" button and a "..." button are at the top.
- A table lists dashboards:
  - Row 1: A checked checkbox, a tree dots menu (circled with "1"), the column header "Name", and a "Folder" column.
  - Row 2: A checked checkbox, a red box around a tree dots menu (circled with "2"), the name "HOL - VCF Host Overview", and a "Folder" column.

1. Click on the **tree dots** menu.
2. Click **Edit** (not shown in the picture).

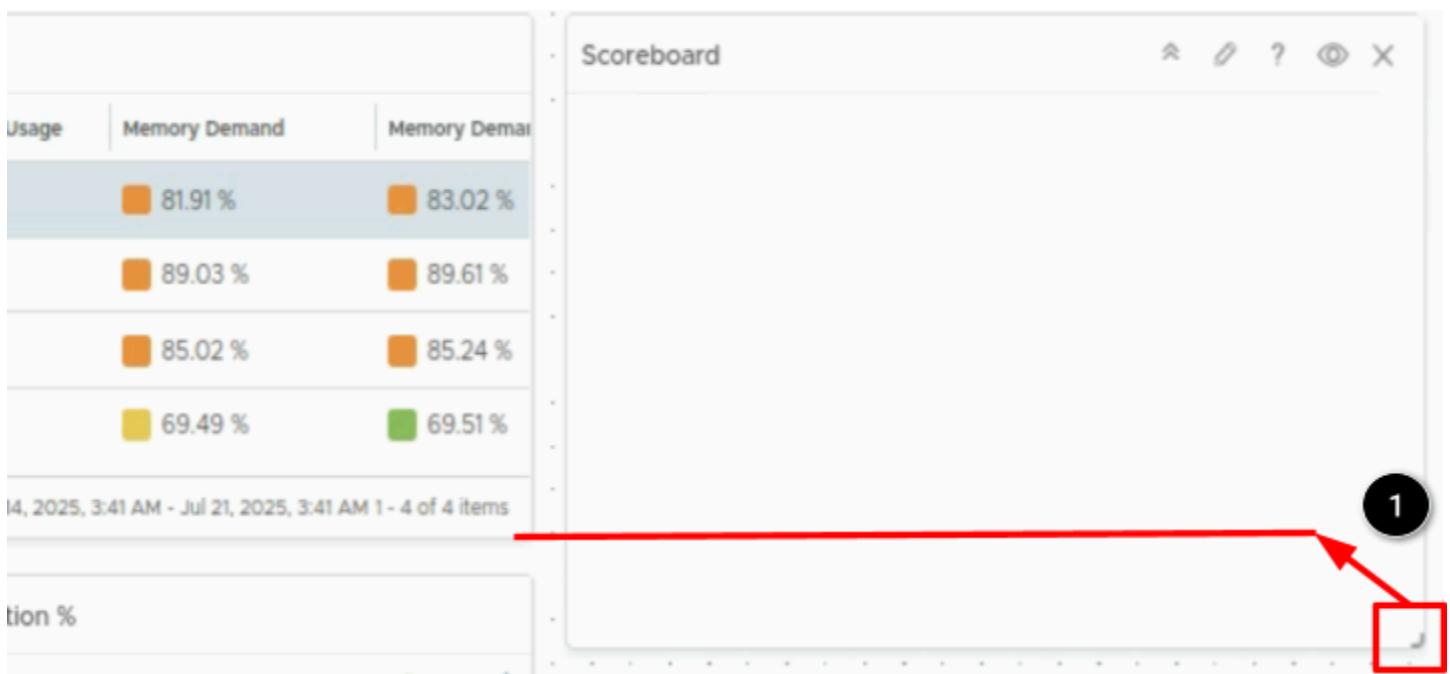
## Modify Dashboard - add a Scoreboard Widget

The screenshot shows the 'Modify Dashboard' interface for 'HOL - VCF Host Overview'. The dashboard displays various performance metrics for hosts and VMs. A red arrow points from the 'Scoreboard' icon in the bottom navigation bar to the top right region of the dashboard, where a 'Host CPU Demand %' chart is displayed. The dashboard also includes sections for 'VCF Hosts Utilization', 'Worst VM CPU Co-stop %', 'Worst VM Memory Contention %', and 'Host Memory Demand %'. The bottom navigation bar contains icons for various views like Alert List, Distribution View, Geo, Health Chart, Heatmap, List View, Log Analysis, Metric Chart, Metric Picker, Object List, Object Relationship..., Property View, and Trend View. The 'Scoreboard' icon is highlighted with a red box and a black circle containing the number '1'.

In this edit page, we now want to add a new widget.

1. Drag and drop the **Scoreboard Widget** to the top right region of the dashboard (the existing widgets will be arranged automatically).

### Modify Dashboard - add a Scoreboard Widget (continued)



1. Drag and drop in the bottom right corner of the newly added widget to the same level to the VCF Hosts Utilization widget to align it.

### Scoreboard Widget - Configuration



1. Hovering over the title bar of the widget - the menu will appear - Click the **Pencil** icon to edit the widget.

**Scoreboard Widget - Configuration (continued)**

Scoreboard

Configuration

Refresh Content  On  Off

Refresh Interval 300 (seconds)

Self Provider  On  Off (i)

View Mode Classic (Gauge)

Round Decimals --Select--

Box Columns 2

Layout Mode (Fixed Size) 2 Grid View

Box Height --Select-- (px)

Label Size 16 (px) 3

Value Size 16 (px) 4

Old metric values  Show  Hide (i)

Visual Theme Gradient 1

Max Scores Count 100

Show Metric Name x Metric Unit x

Preview

68.26 Unit  
Metric Name

1. Select **Gradient** from the Visual Theme dropdown menu.
2. Select **Fixed Size**.
3. Select Label Size **16 px**.
4. Select Value Size **16 px**.

### Scoreboard Widget - Output Data



1. Further down the page, we will see the **Output Data** Menu - click the arrow to open it.
2. Type: **Host**
3. Select **Host-Performance**.
4. Click **SAVE** (not shown in this picture).

From this dropdown list we select a predefined configuration of metrics/properties which we want to show up in the widget. The output data can also manually be configured by adding metrics and properties using the **Add New Metric** Icon.

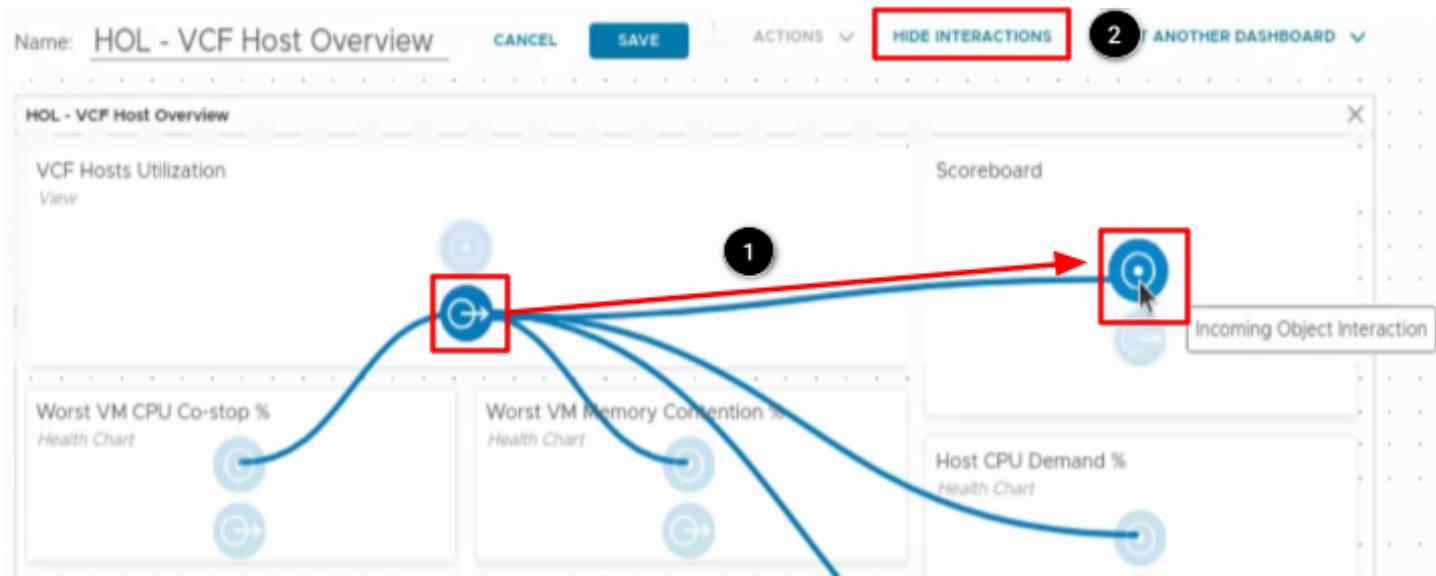
### Scoreboard Widget - Interaction



What we need to do, is to define the provider widget for the new scoreboard widget. We are now setting the interactions between those widgets.

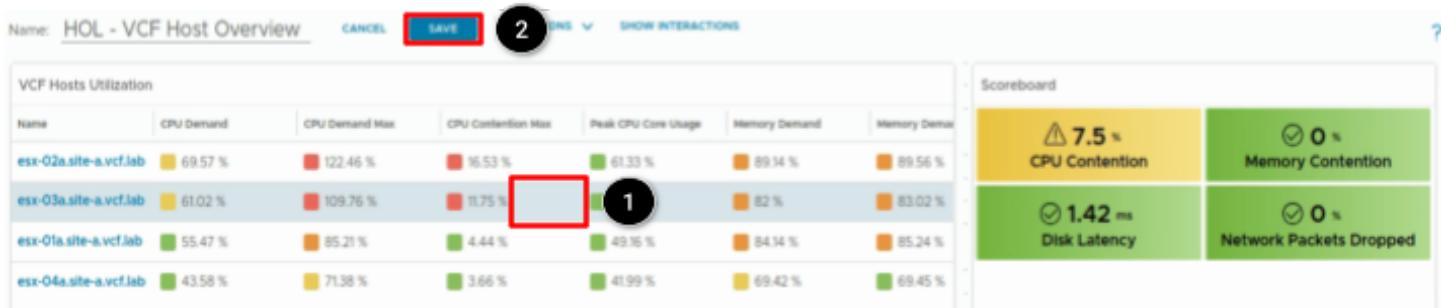
1. Click **SHOW INTERACTIONS**.

### Scoreboard Widget - Interaction (continued)



1. Click on the circle with an arrow icon in the **VCF Hosts Utilization** Widget and drag it on top of the circle with the dot icon in the **Scoreboard** Widget.
2. Click on **HIDE INTERACTIONS** on the top of the page (not shown in the picture).

### Scoreboard Widget - Interaction (continued)



As we now have set the relationship, we will check if the interaction between the widgets is working.

1. Click **somewhere in the row of a host**, to check if the scoreboard widget is getting and showing any inputs.
2. Click **SAVE**.

**Congratulations**, we successfully cloned and modified a dashboard. Next we will export a dashboard, delete and re-import a dashboard.

### Export Dashboard

The screenshot shows the 'HOL - VCF Host Overview' dashboard. At the top right, there is a 'ACTIONS' dropdown menu. A red box labeled '1' highlights the 'ACTIONS' button. A black circle labeled '2' highlights the 'Manage Dashboards' option in the dropdown menu, which is also highlighted with a red box.

Name	CPU Dem.
esx-04a.site-a.vcf.lab	39.9
esx-01a.site-a.vcf.lab	58.27
esx-03a.site-a.vcf.lab	76.32

1. Click **ACTIONS**.
2. Click **Manage Dashboards**.

### Export Dashboard (continued)

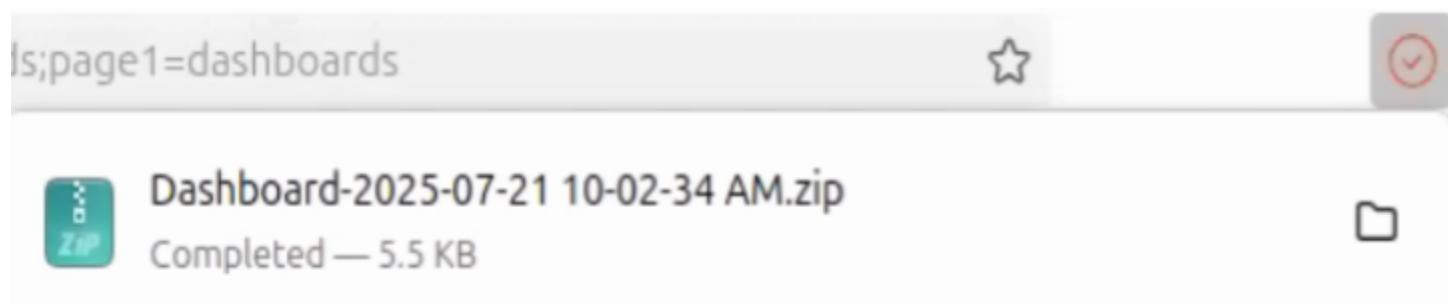
The screenshot shows the 'Dashboards' management interface. The 'Manage' tab is selected. In the main area, there is a list of dashboards with checkboxes. A red box labeled '1' highlights the three dots icon next to a selected dashboard. A black circle labeled '2' highlights the 'Export' option in the context menu that appears when the three dots icon is clicked, with a red box highlighting the 'Export' button.

Our search filter should be still activated and showing the previously defined dashboard **HOL - VCF Host Overview**.

1. Click now on the **tree dots**.

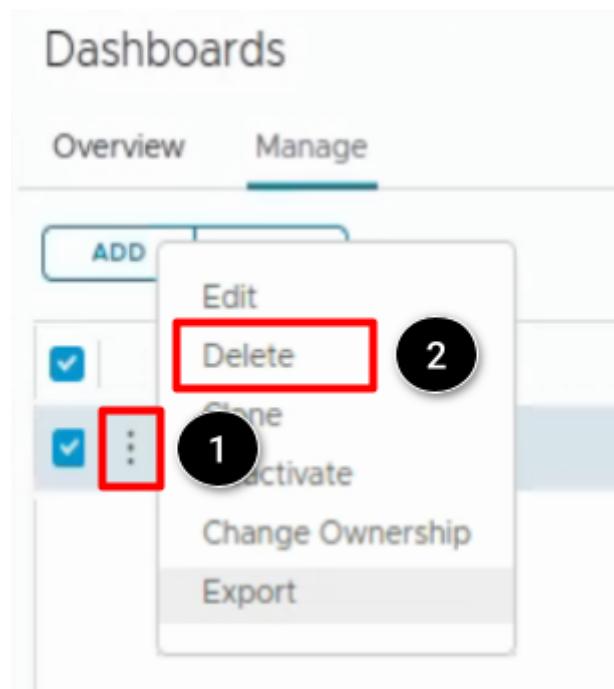
2. Select **Export**.

### Export Dashboard (continued)



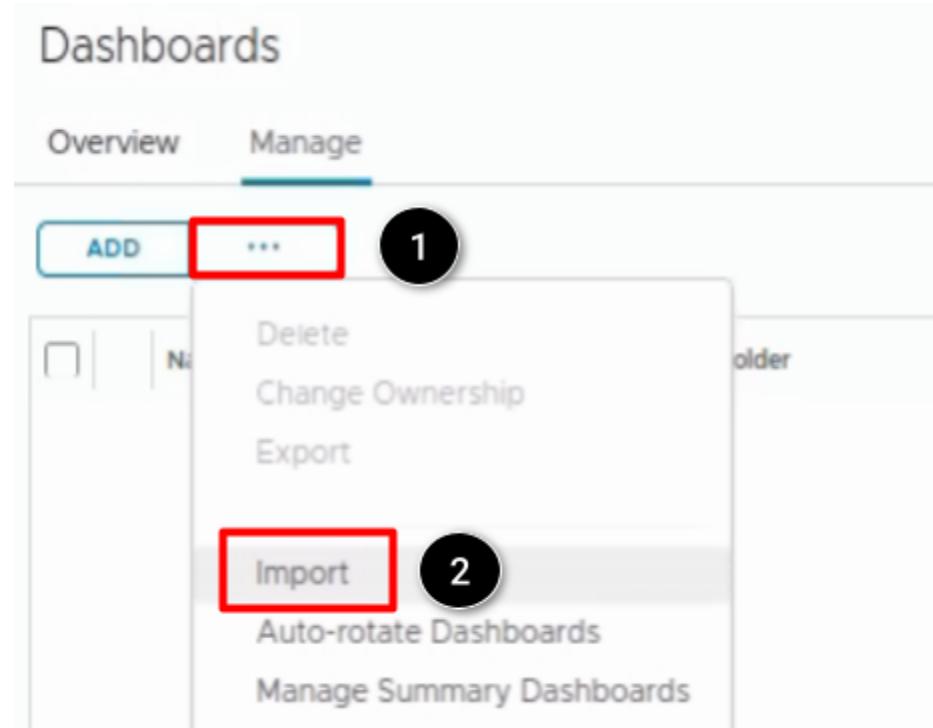
The dashboard will be downloaded directly as a ZIP file.

### Delete Dashboard



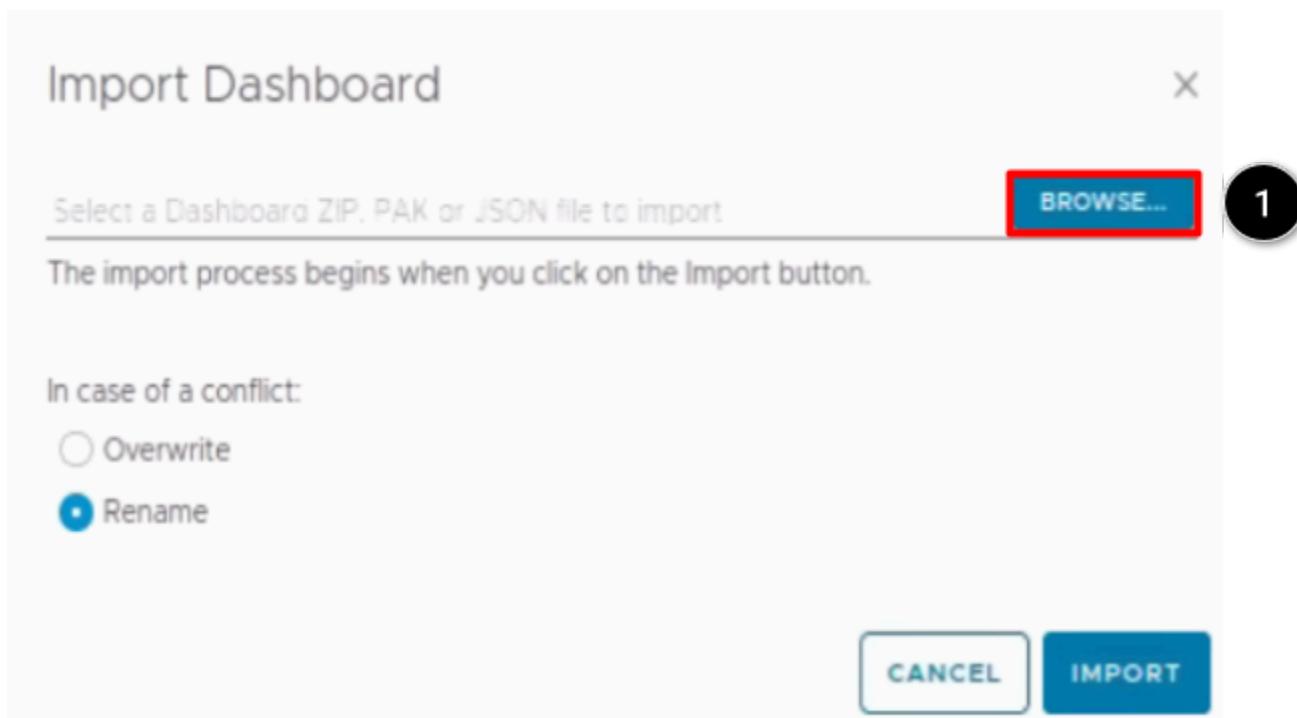
1. Click now on the **tree dots**.
2. Select **Delete**.
3. Confirm the delete - click **YES** (not shown).

### Import Dashboard



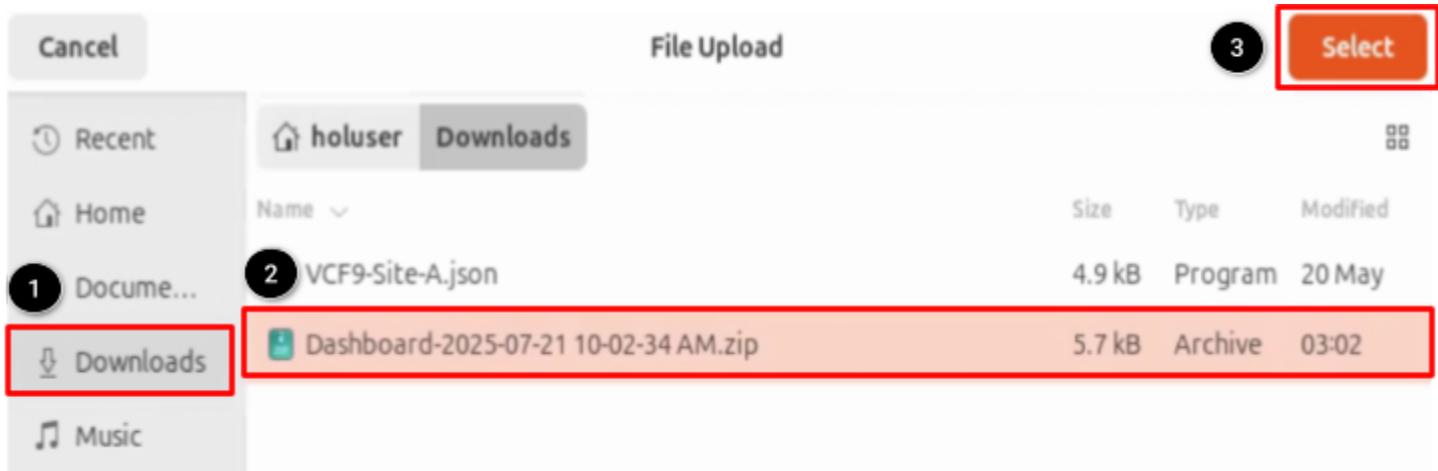
1. Click the **tree dots**.
2. Click **Import**.

### Import Dashboard (continued)



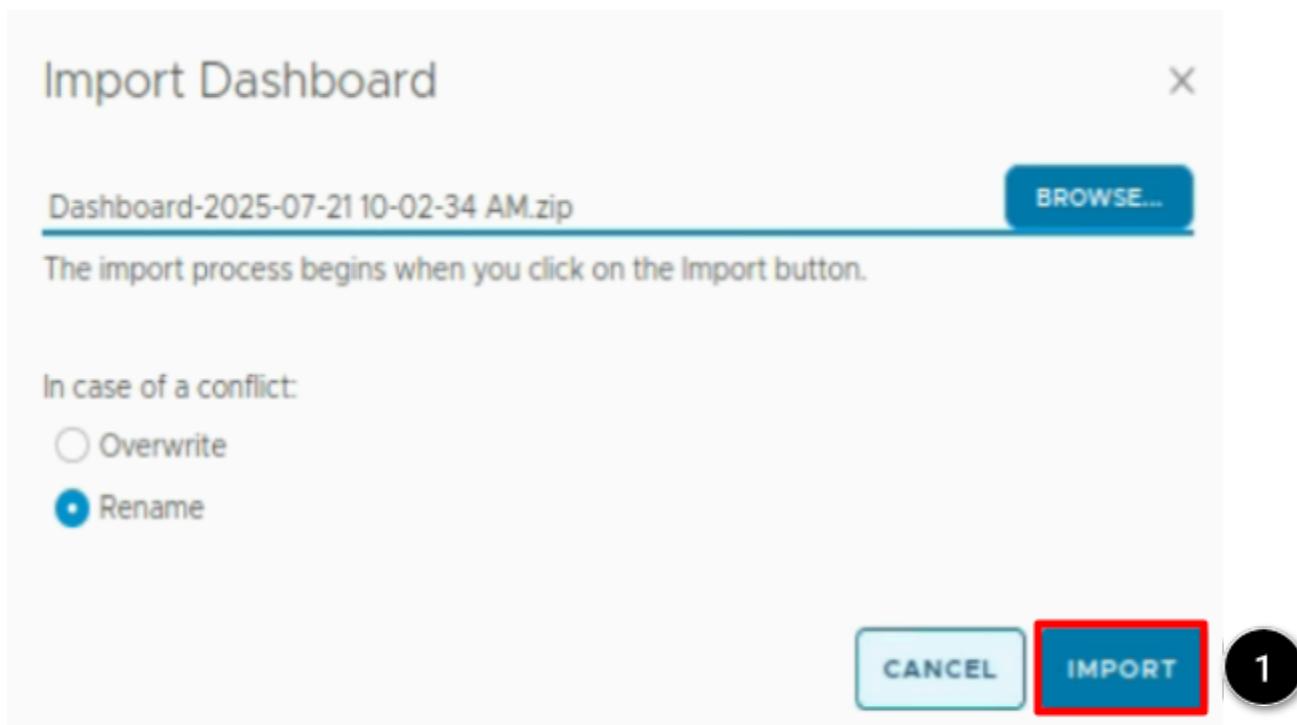
1. Click **BROWSE...** - to locate the dashboard file to import.

### Import Dashboard (continued)



1. Select the **Downloads** Folder.
2. Click the **dashboard file**.
3. Click **Select**.

### Import Dashboard (continued)



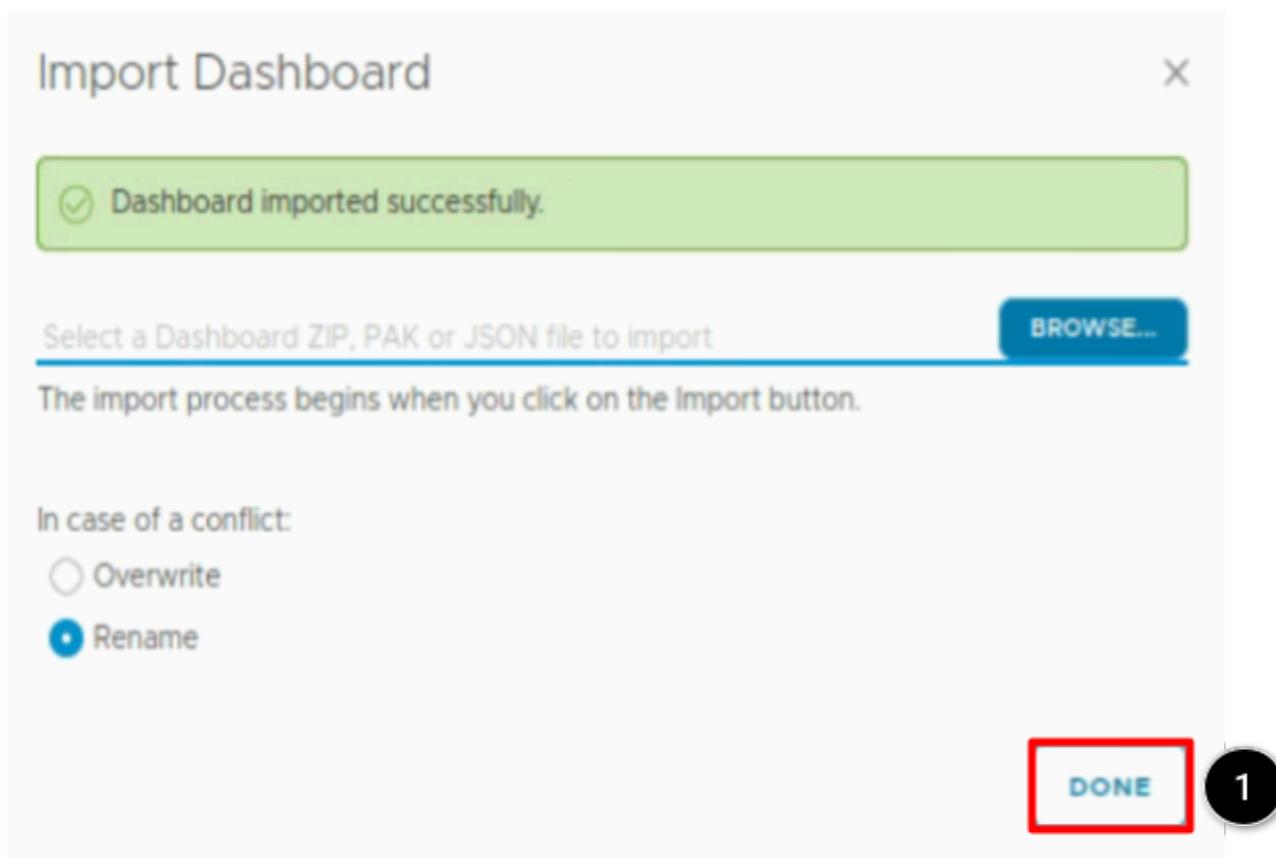
1. Click **IMPORT**.

### Import Dashboard (continued)



The dashboard will now be imported - after the import, the message **Dashboard imported successfully** appears.

### Import Dashboard (continued)



1. Click **DONE**.

### Import Dashboard (continued)

## Dashboards

The screenshot shows the "Dashboards" page. At the top, there are tabs for "Overview" and "Manage", with "Manage" being the active tab. Below the tabs are "ADD" and "..." buttons. The main area displays a table with columns for "Name" and "Folder". There is one visible dashboard entry: "HOL - VCF Host Overview" with a folder icon. The entire screenshot is framed by a thick black border.

The icon beside the dashboard name will disappear after some time, until the import is completed in the background...

Be patient, this can take a while...

### Import Dashboard (continued)



1. Click the Refresh Button on the top of the page.

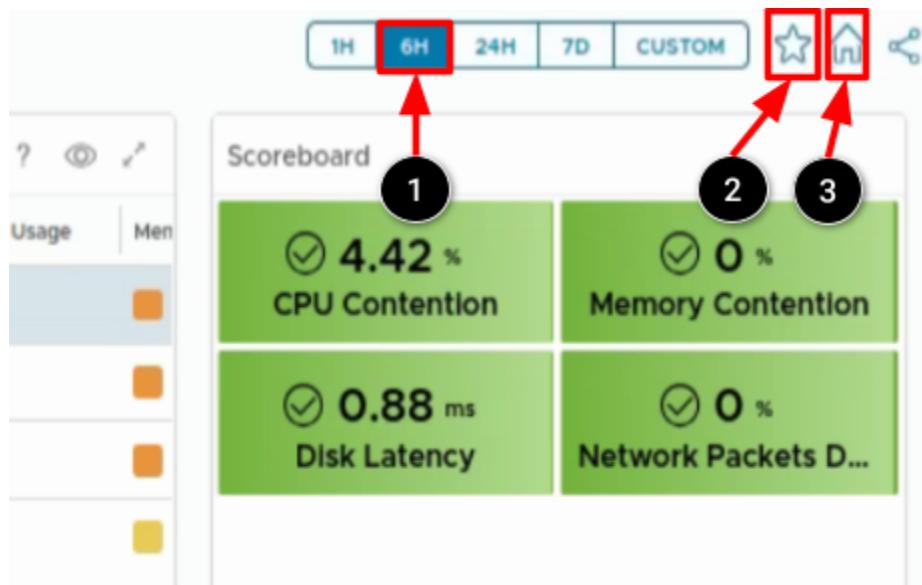
### Import Dashboard (continued)

## Dashboards

A screenshot of the VCF Operations Dashboards page. The 'Manage' tab is selected. At the top, there are 'ADD' and '...' buttons. Below is a table listing dashboards. The first dashboard in the list is 'HOL - VCF Host Overview', which is highlighted with a red box and has a black circle with the number '1' above it, indicating it is the imported dashboard. A tooltip 'HOL - VCF Host Overview' is visible near the bottom of the row.

1. Click on the imported dashboard name **HOL - VCF Host Overview**.

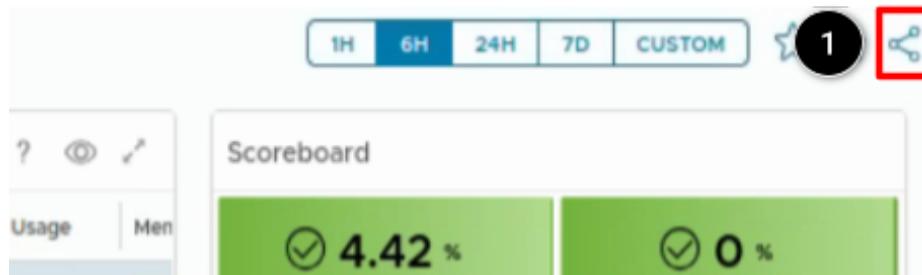
## Explore Dashboard Options



Explore the available dashboard options:

1. Set the **time range** for the data to be displayed on the dashboard.
2. This would set the dashboard to our **favorites section** (we will not click on the icon for now).
3. This would add the dashboard to our **Product Home** (we will not click on the icon for now).

## Share a Dashboard



1. Click the **Share Dashboard** icon.

### Share Dashboard (continued)

The screenshot shows the 'Share Dashboard' page. At the top, there are five sharing options: URL (highlighted with a red box and numbered 1), EMAIL, EMBED, GROUPS, and EXPORT. Below these, a section titled 'Generate New Link' displays an expiry time of '1 Day' and a generated URL: <https://ops-a.site-a.vcf.lab/ui?t=wiq5ottzxh#>. A 'COPY LINK' button is highlighted with a red box and numbered 2.

1. Click **URL**.
2. Click **COPY LINK**.

### Share Dashboard (continued)

#### Existing Links

Link	Expiry	Creation Time	Expire Time	
<a href="https://ops-a.site-a.vcf.lab/ui?t=wiq5ot...">https://ops-a.site-a.vcf.lab/ui?t=wiq5ot...</a>	1 Day	7/21/25 5:08 AM	7/22/25 5:08 AM	

1

1. Once the dashboard-link is created we have the following options
  - a. **Copy link to clipboard**
  - b. **Delete link and remove access**
  - c. **Check usage**

The URL can now be sent to other users.

**Note** that sending the link, a VCF Operations Manager User is not required to access the dashboard.

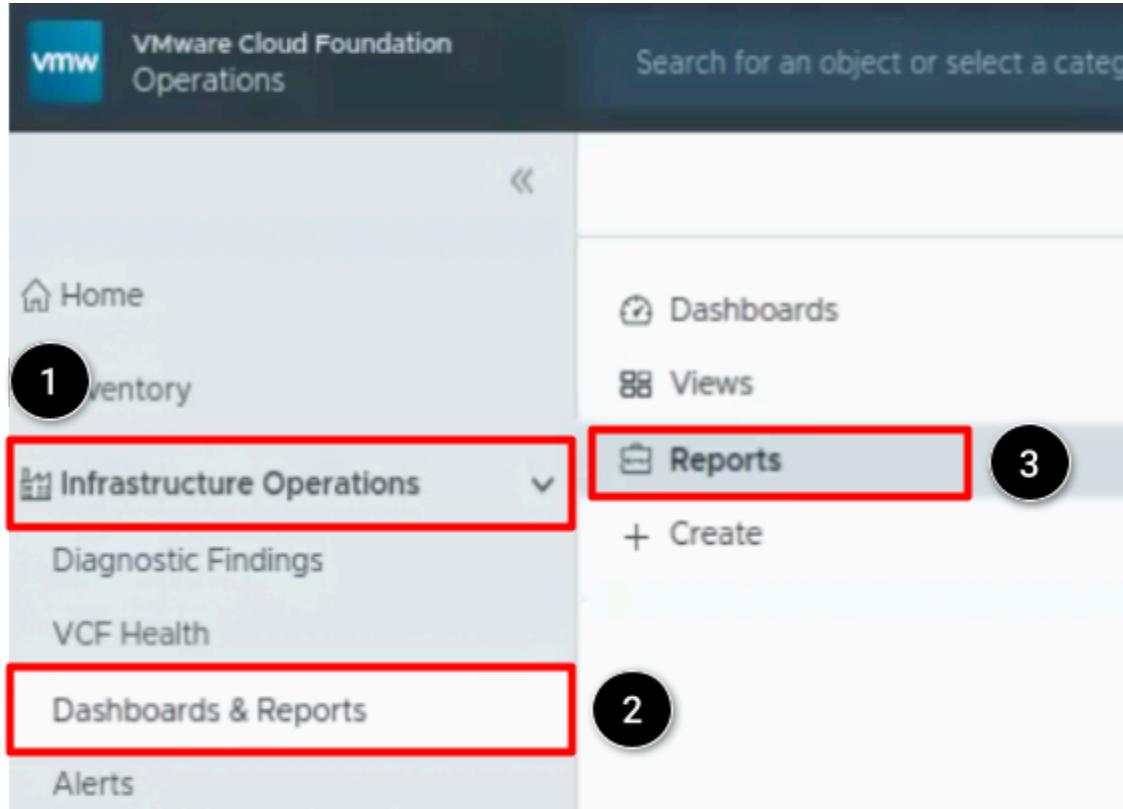
We can share predefined or custom dashboards using URLs, emails, and by copying the code to embed the dashboard into confluence or other internal official web pages. We can also assign and un-assign a dashboard to specific user groups and export the dashboard configuration details.

## Basic Operations Report Content

A report is a scheduled snapshot of views and dashboards. We can create reports in VCF Operations to represent objects and metrics. The report can contain a table of contents, cover page, and footer.

With the VCF Operations reporting functions, we can generate a report to capture details related to current or predicted resource needs. We can download the report in a PDF or CSV file format for future and offline needs.

## Navigate to Reports



1. Click **Infrastructure Operations**.
2. Click **Dashboards & Reports**.
3. Click **Reports**.

## Explore pre-defined Content

Reports

Report Templates		Generated Reports						
		Type here to apply filters						
<input type="checkbox"/>	Name ↑	Description	Subject	Generated re...	Schedules	Last Modified	Last run	Modified By
<input checked="" type="checkbox"/>	Capacity Report - Datastores	This report provides details...	Cluster Compute Resource...	<input type="button"/>	<input type="button"/>	5/20/25 12:48 -		admin
<input type="checkbox"/>	Capacity Report - Distributed Port Group	This report provides details...	vSphere Distributed Port G...	<input type="button"/>	<input type="button"/>	5/20/25 12:48 -		admin
<input type="checkbox"/>	Capacity Report - Distributed Switch	This report provides details...	vSphere Distributed Switch	<input type="button"/>	<input type="button"/>	5/20/25 12:48 -		admin

This Report page shows us all the out-of-the-box content. All those report templates can be used to generate a report based on a source we define.

## Clone Report Template

Oversized	<input type="button"/>							
<input type="button"/>	Generated re...	<input type="button"/>	Schedules	Last Modified	<input type="button"/>	Last run	<input type="button"/>	Modified By
	<input type="button"/>	5/20/25 12:48 -						admin

1. Type: **Oversized** in the Search field and confirm with **ENTER**.

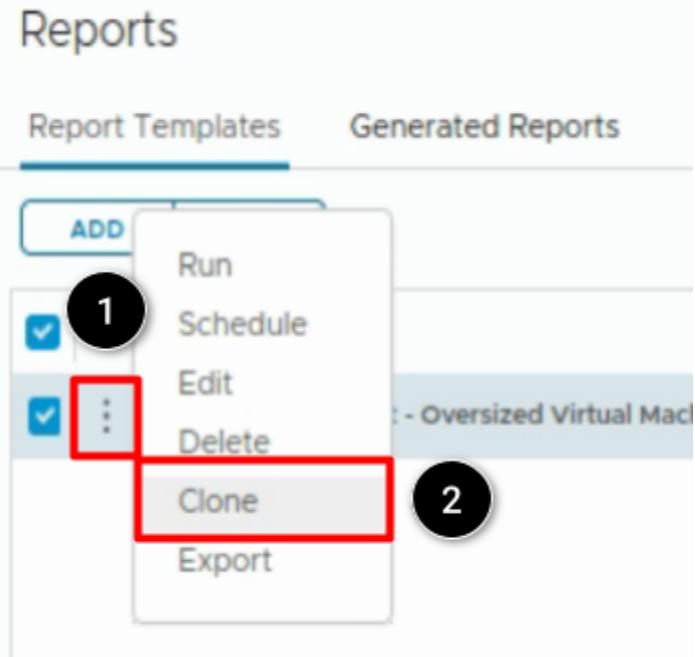
## Clone Report Template (continued)

Reports

Report Templates		Generated Reports					
		Type here to apply filters					
<input type="checkbox"/>	Name ↑	Description	Subject				
<input checked="" type="checkbox"/>	Optimization Report - Oversized Virtual Machine	Oversized VMs Report.	<input type="button"/>				

- As a result of our search, the **Optimization Report - Oversized Virtual Machine** appears in the list.

### Clone Report Template (continued)



- Click the **tree dots** beside the Report Template Name.
- Click **Clone**.

### Clone and modify Report Template

The screenshot shows the '1 - Name and Description' step of cloning a report template. It has two fields: 'Name' containing 'HOL - VM Report' (circled with number 1) and 'Description' containing 'HOL Lab Report' (circled with number 2).

- Provide a new Name for the Report Template, type: **HOL - VM Report**

2. Type: **HOL Lab Report** in the Description field.
3. Click **NEXT** (not shown in this picture).

### Clone and modify Report Template (continued)

The screenshot shows the 'Views and Dashboards' section of a cloud management interface. At the top, there are tabs for 'Views' (which is selected) and 'Dashboards'. Below the tabs is a search bar with the text 'undersized' typed into it. A red box surrounds the search bar, and a black circle with the number '1' is placed to its right. To the right of the search bar is a clear button ('X') and a filter icon. The main area displays a list of views, each with a small icon and a title:

- Capacity \ Undersized VMs
- Custom - Text Undersized VMs
- Rightsizing | Undersized Virtual Machine Details
- Rightsizing | VM Oversized and Undersized Status
- Undersized Virtual Machines
- VMware Cloud Foundation: VCF Ca... Undersized Virtual Machines ...

A red box surrounds the 'Undersized Virtual Machines' view, and a black circle with the number '2' is placed to its right. This indicates the steps to add the view to the report template.

In this step, we will add an additional View to the Report Template.

1. Type: **undersized** in the filter field and press **ENTER**.
2. Locate the View **Undersized Virtual Machines**.

### Clone and modify Report Template (continued)

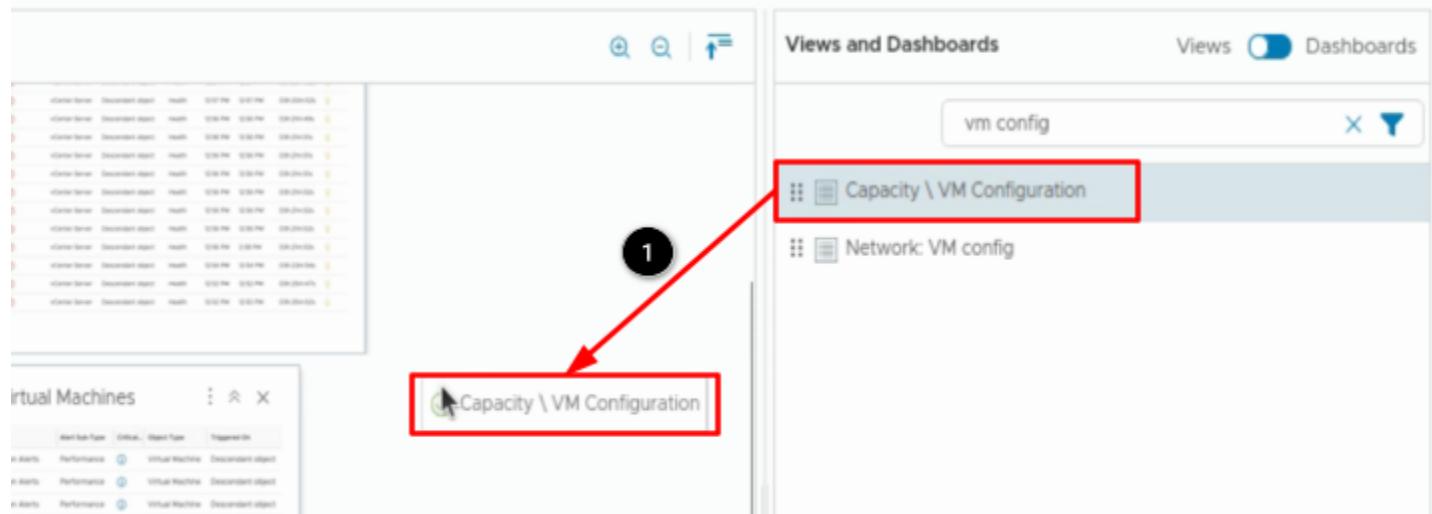
The screenshot shows the 'Views and Dashboards' section of the VCF Operations interface. On the left, there is a preview of a dashboard titled 'Oversized Virtual Machines' containing a table of VM details. On the right, a list of available views and dashboards is shown. Two specific items are highlighted with red boxes and numbered circles: 'Undersized Virtual Machines' (number 1) and 'VMware Cloud Foundation: VCF Capacity CF' (number 2). A red arrow points from the 'Undersized Virtual Machines' item to the 'Undersized Virtual Machines' entry in the dashboard preview on the left.

1. Drag and drop the Report Template **Undersized Virtual Machines** under the Report which is already shown in the template.
2. Repeat the step with the **VMware Cloud Foundation VCF Capacity...** View.
3. Click **NEXT** (not shown in this picture).

### Clone and modify Report Template (continued)

The screenshot shows the 'Views and Dashboards' section. The search bar at the top contains the text 'vm config' (number 1). Below the search bar, a list of views is displayed, including 'Capacity \ VM Configuration' and 'Network\ VM config'.

1. Type: **vm config** in the View Search field.



1. Drag and drop the View **Capacity / VM Configuration** to the left side of the page to add also this view to our Report Template.

## Clone and modify Report Template (continued)

Settings

Layout Options

Cover Page

Default Cover Page [BROWSE...](#)

Maximum Image size 5MB

1

Table of contents

Footer

Format

PDF  
Good for sharing with people who need to print it out.

CSV  
Good for exporting data to be used by other data analysis applications.

In this step, we will now add a Table of Contents. If needed the cover page can also be changed.

1. Activate Check-box **Table of contents**.
2. Click **CREATE** (not shown in this picture).

### Locate new Report Teamplate

A screenshot of a search interface. At the top left is a red-bordered input field containing the text "HOL". To its right is a black circular button with the number "1". On the far right are a blue "X" button and a blue funnel icon. Below the search bar is a horizontal menu bar with several tabs: "Generated re...", "Schedules", "Last Modified", "Last run", and "Modified By".

1. Type: **HOL** in the Filter/Search Field and press **ENTER** to locate our newly created Report Template.

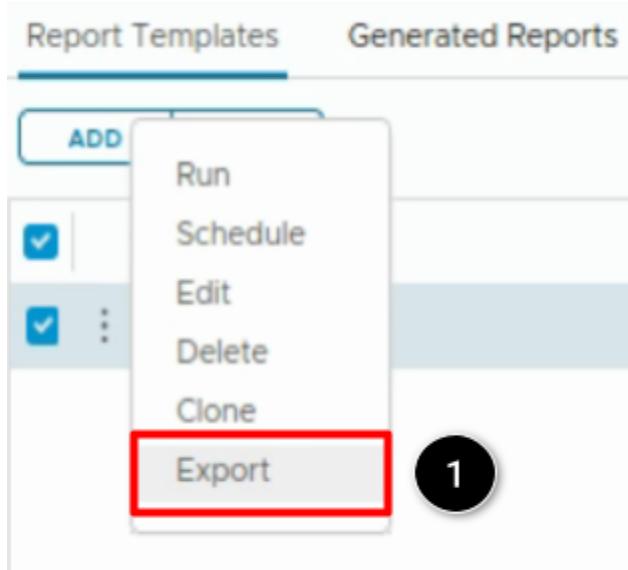
### Locate new Report Template (continued)

A screenshot of a report list interface. At the top left is a "Reports" title. Below it are two tabs: "Report Templates" (underlined) and "Generated Reports". In the top right corner is a search bar containing the text "HOL". Below the search bar is a toolbar with "ADD" and "...". The main area is a table with three columns: "Name", "Description", and "Subject". The first row shows a checked checkbox, a "..." button, and the name "HOL - VM Report". The second row shows a checked checkbox, a "..." button, and the name "Oversized VMs Report.". A red box highlights the "HOL - VM Report" name, and a black circle with the number "1" is placed over the "..." button. A black circle with the number "2" is placed over the checked checkbox in the first row.

Name	Description	Subject
HOL - VM Report	Oversized VMs Report.	Virtual Machine

1. All Reports with **HOL** in the Name, will now appear in the list.
2. Click on the **tree dots** to start with the Export.

### Export Report Template



1. Click **Export**.

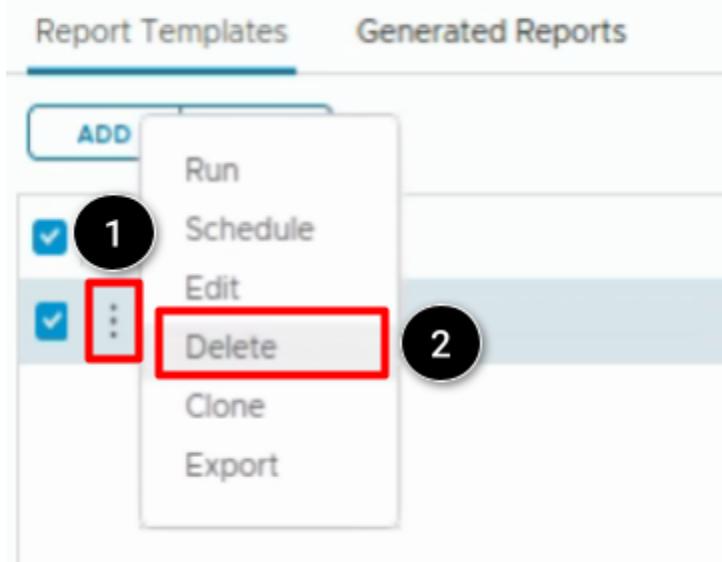
### Export Report Template (continued)



1. The **export of the Report Teamplate starts immediately** and is shown in the top of the browser window.

### Delete Report Template

## Reports



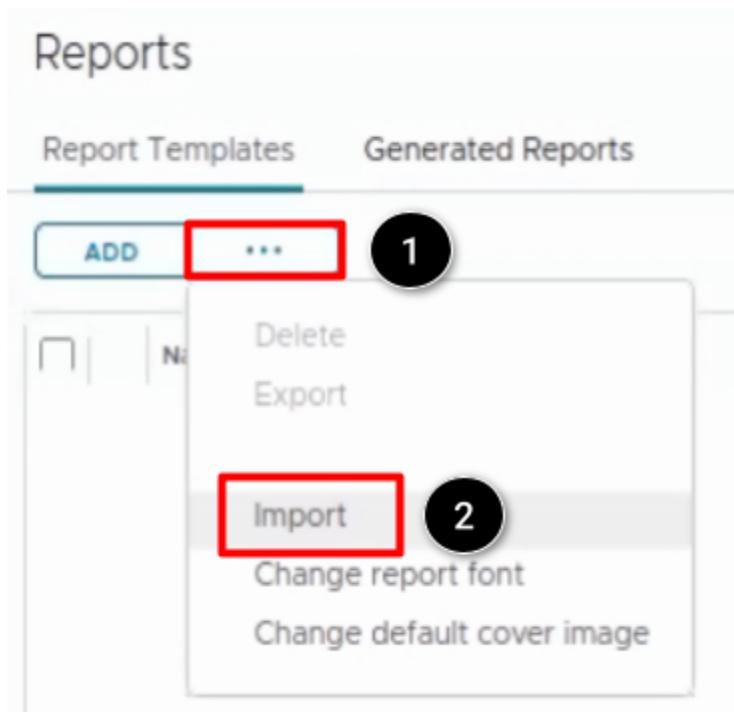
1. Click the **tree dots**.
2. Click **Delete**.

### Confirm Delete



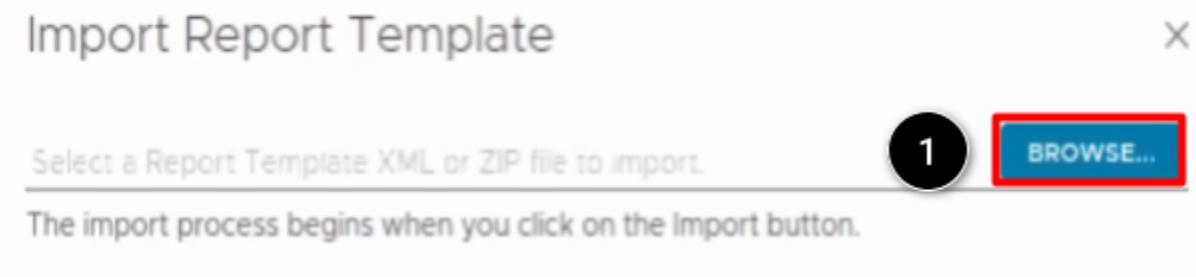
1. Confirm delete - click **YES**.

### Import Report Template



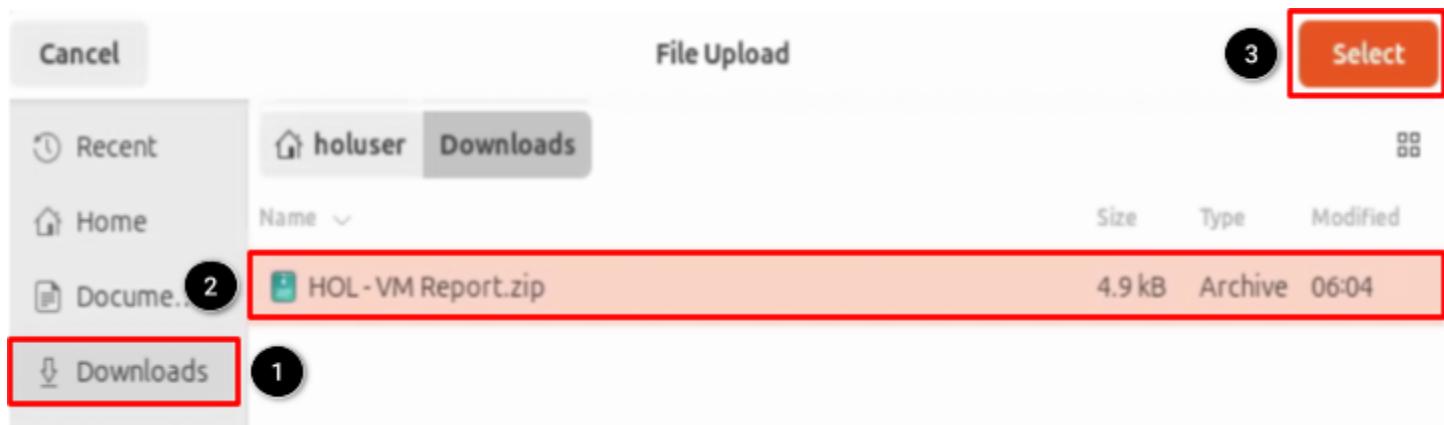
1. Click the **tree dots** menu.
2. Select **Import**.

### Import Report Template (continued)



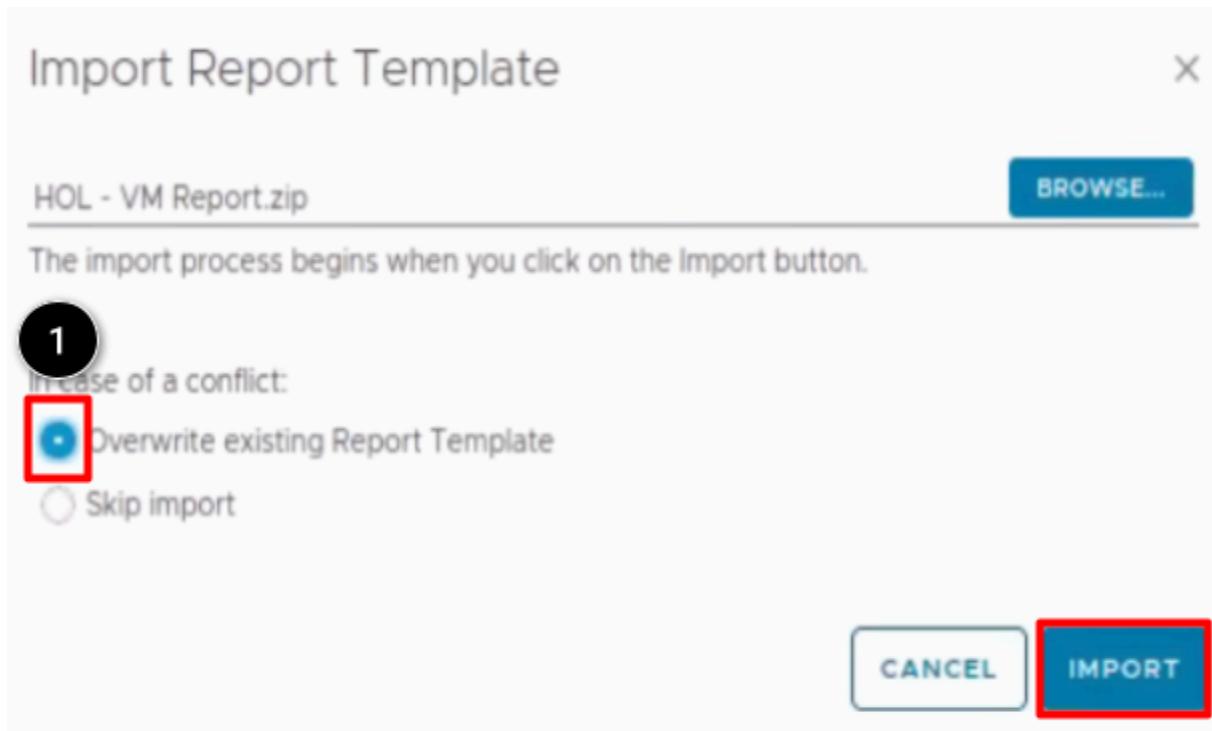
1. Click **BROWSE** to locate the Report Template to import.

### Import Report Template (continued)



1. Select **Downloads**.
2. Select the previously exported Report Template **HOL - VM Report.zip**.
3. Confirm with **Select**.

### Import Report Template (continued)



1. Select **Overwrite existing Report Template**.
2. Start the import - click **IMPORT**.

### Import Report Template (continued)

## Import Report Template

X



Select a Report Template XML or ZIP file to import.

BROWSE...

The import process begins when you click on the Import button.

The Template is now going to be imported....

### Import Report Template (continued)

## Import Report Template

X

Report Templates imported successfully

1

Select a Report Template XML or ZIP file to import.

BROWSE...

The import process begins when you click on the Import button.

In case of a conflict:

- Overwrite existing Report Template
- Skip import

DONE

1

1. The Message Report Templates imported successfully.
2. Click DONE.

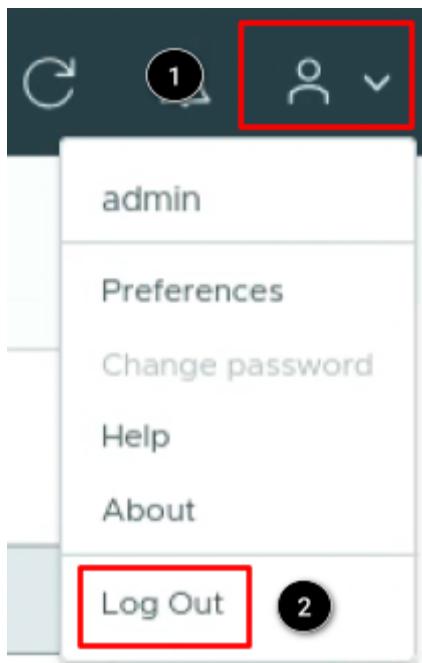
## Conclusion

In this module we went through the capabilities of exporting, deleting and importing report templates in VCF Operations. In the next Modules we will explore more functionalities around Views, Dashboards and Reports and how to use them.

From here you can:

- Take this quick survey to provide feedback about your experience with VCF 9.0
- Continue with the next lab module.
- Click [vlp:table-of-contents]Show Table of Contents] to jump to any module or lesson in this lab.
- End your lab and return in the future.

## Logout



To Log out of VCF Operations:

1. Click the **User icon** to open the settings menu.
2. Click **Log Out**.

## Module 3 - Advanced Operations Content Creation for Views, Dashboards and Reports (30 min) Advanced

### Login to VCF Operations

In the following few pages, we will walk through the process for logging in to VCF Operations.

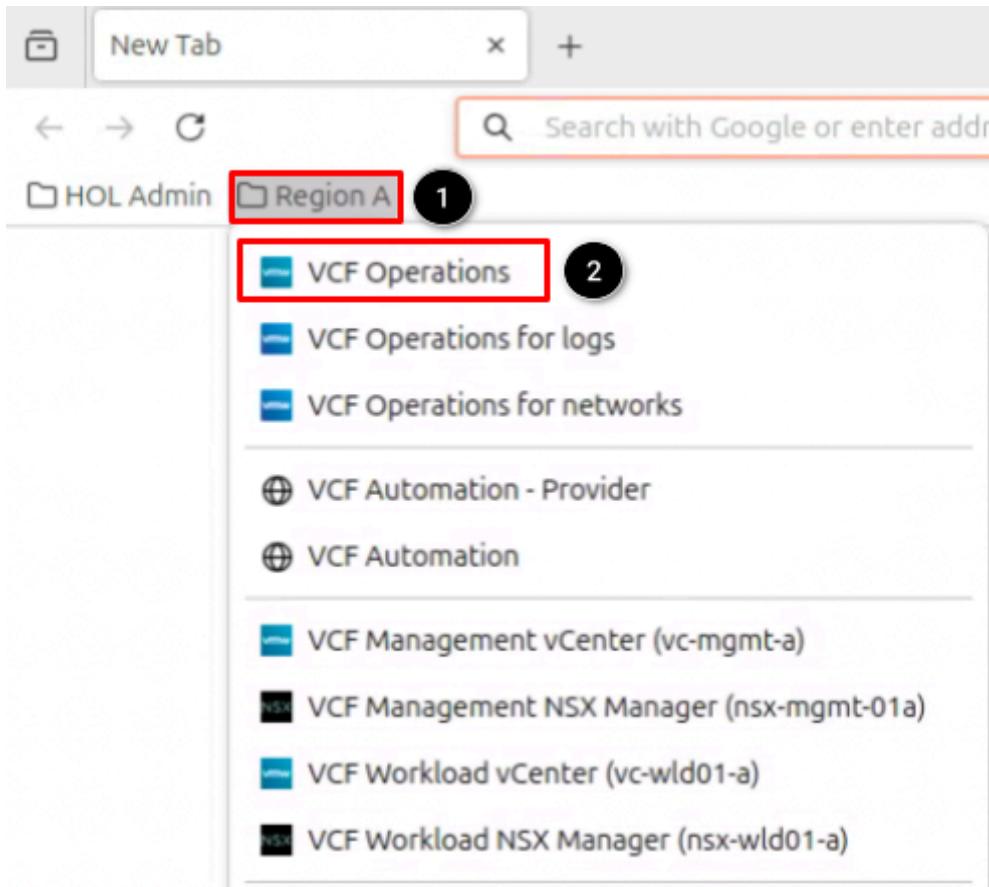
## Start Firefox



Open the Firefox Browser from the Linux Task Bar.

1. Click on the Firefox icon to open the browser.

## Open VCF Operations Console



Once Firefox has loaded:

1. Click on the **Region A** bookmark folder.
2. Click **VCF Operations**.

### Login to VCF Operations Console

VMware Cloud Foundation

Operations™

The screenshot shows the VMware Cloud Foundation Operations login interface. It includes the following fields:

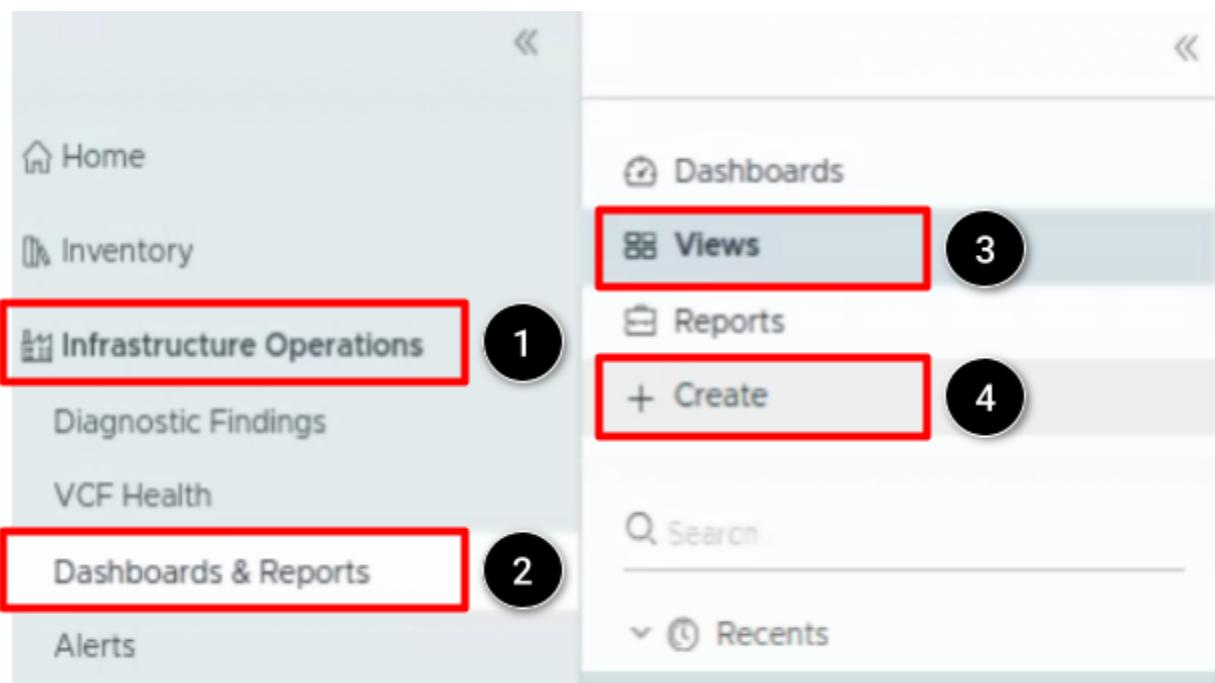
- Login Method \***: A dropdown menu with "Local Account" selected, indicated by circle 1.
- Username \***: An input field containing "admin", indicated by circle 2.
- Password \***: An input field with redacted content, indicated by circle 3.
- LOG IN**: A large blue button at the bottom, indicated by circle 4.

The credentials for **admin** should already be cached in the browser window.

At the VCF Operations login prompt, select the login method and type in the following user and password information:

1. At the Login Method dropdown, select **Local Account**.
2. At the username field, type **admin**.
3. At the password field, type **VMware123!VMware123!**.
4. Click **LOG IN**.

### Create advanced View



1. Click **Infrastructure Operations**.
2. Click **Dashboards & Reports**.
3. Click **Views**.
4. Click **Create**.

### Provide Name for the View

1 - Name & Configuration      2 - Data

---

Name **HOL - CPU - Business Hours** 1

Description

1. Type: **HOL - CPU - Business Hours**
2. Click **NEXT** on the bottom of the page (not shown in this picture).

### Define Data for the View

1 - Name & Configuration      2 - Data

---

Add Subject **virtual** 1 x v Group by **None**

vCenter

Selected Subj **Virtual Machine** 2 Virtual Machine Folder

1. Type: **virtual** in the Add Subject Field.
2. Results based on our entry is shown below - click **Virtual Machine**.

## Define Data for the View (continued)

The screenshot shows the 'Selected Subject' interface with 'Virtual Machine' selected. The 'Data' tab is active. A vertical scroll bar is visible on the right side of the list area. Three numbered steps are overlaid on the interface:

1. Click on the arrow beside **Metrics**.
2. Click on the arrow beside **CPU**.
3. Scroll down until we see the metric **Usage (%)**.

Drag the data to include in the view.

1. Click on the arrow beside **Metrics**.
2. Click on the arrow beside **CPU**.
3. Scroll down until we see the metric **Usage (%)**.

### Define Data for the View (continued)

Selected Subject

Virtual Machine X

Self

Add interval breakdown  Add instance breakdown

Add Object Name ?

? Search

1 Usage (%)

- Ready (%)
- Run (ms)
- Swap wait (%)
- Total Capacity (MHz)
- Usage (%)
- Usage (MHz)
- Usage average Daily (MHz)

Data Transformation Related to Business Hours ?

Drag the data to include in the view.

A red arrow originates from the circled 'Usage (%)' metric in the left sidebar and points towards the central 'Drag the data to include in the view.' area.

1. Drag the metric **Usage (%)** to the right, repeat this until the **metric is 3 times** listed.

## Define Data for the View (continued)

The screenshot shows a configuration interface for defining data for a view. At the top, there are two checkboxes: 'Add interval breakdown' and 'Add instance breakdown'. Below this is a table with columns: Data, Transformation, Related to, Business Hours, Configuration, and a 'More' icon.

**Step 1:** A red box highlights the first row in the 'Data' column, which contains 'CPU|Usag...' and 'Maximum'. A black circle with the number '1' is positioned next to this row.

**Step 2:** A red box highlights the 'Metric label' field in the 'Configuration' section, which contains 'CPU max'. A black circle with the number '2' is positioned next to this field.

**Step 3:** A red box highlights the 'Transformation' dropdown in the 'Configuration' section, which is set to 'Maximum'. A black circle with the number '3' is positioned next to this dropdown.

**Step 4:** A red box highlights the 'Business Hours' toggle switch in the 'Configuration' section, which is turned on. A black circle with the number '4' is positioned next to this switch.

**Configuration**

**General**

Metric name: CPU|Usage (%)

Metric label: CPU max

Units: %

Sort order: None

**Transformation**

Maximum

No Timestamp

1. Select the first Row.
2. Type: **CPU max** in the Metric label field.
3. Set the Transformation to **Maximum**.

**Repeat Step 2 & 3 for each Metric:**

once with **CPU min** with Transformation **Minimum** and  
once with **CPU avg** with Transformation **Average**

4. Activate **Business Hours** for each Metric.

## Set Time Settings

The screenshot shows the 'Time Range Mode' set to 'Advanced' (1). Under 'Relative Start Date' (2), 'Start on' is set to 'Previous 7 Days'. Under 'Relative End Date', 'End on' is set to 'Now'. Under 'Business Hours' (3), the days of the week are listed with their respective start and end times. A red box highlights the 'Business Hours' checkbox, and a red rectangle highlights the time range for Monday through Friday. Blue dots indicate active hours from 8:00 AM to 5:00 PM. A red circle with number 4 points to the time range for Saturday and Sunday, which are set to 12:00 AM.

Day	Start	End
Monday	8:00 AM	5:00 PM
Tuesday	8:00 AM	5:00 PM
Wednesday	8:00 AM	5:00 PM
Thursday	8:00 AM	5:00 PM
Friday	8:00 AM	5:00 PM
Saturday	12:00 AM	12:00 AM
Sunday	12:00 AM	12:00 AM

1. Select **Advanced**.
2. Select **Relative Start Date** - and leave **Start and End Date** as it is.
3. Select **Business Hours**.
4. Move the bullets as shown in the picture above to set the Business Hours: **Monday to Friday, 8:00 AM - 5:00 PM**.
5. Click **NEXT** on the bottom of the page (not shown).

## Define Filter

Virtual Machine filter

Select the Object Type that matches all of the following criteria: Virtual Machine

Metrics Pick a metric Current --Select-- Metric value Business

For now, we will not use any filter - click **NEXT** on the bottom of the page (not shown).

## Add Summary

Create View

1 - Name & Configuration 2 - Data 3 - Time Settings 4 - Filter

**1** ADD SUMMARY

**2** Summary

Summary	Configuration
Summary	Configuration
	Summary title <b>3</b> Summary
	Aggregation <b>4</b> Sum
SHOW ADVANCED SETTINGS	

1. Click **ADD SUMMARY**.
2. Select the Row **Summary**.
3. Type: **Summary** in the Summary title field.
4. Select **Sum** from the Aggregation Dropdown field.
5. Click **CREATE** on the bottom of the page (not shown).

### View HOL - CPU - Business Hours

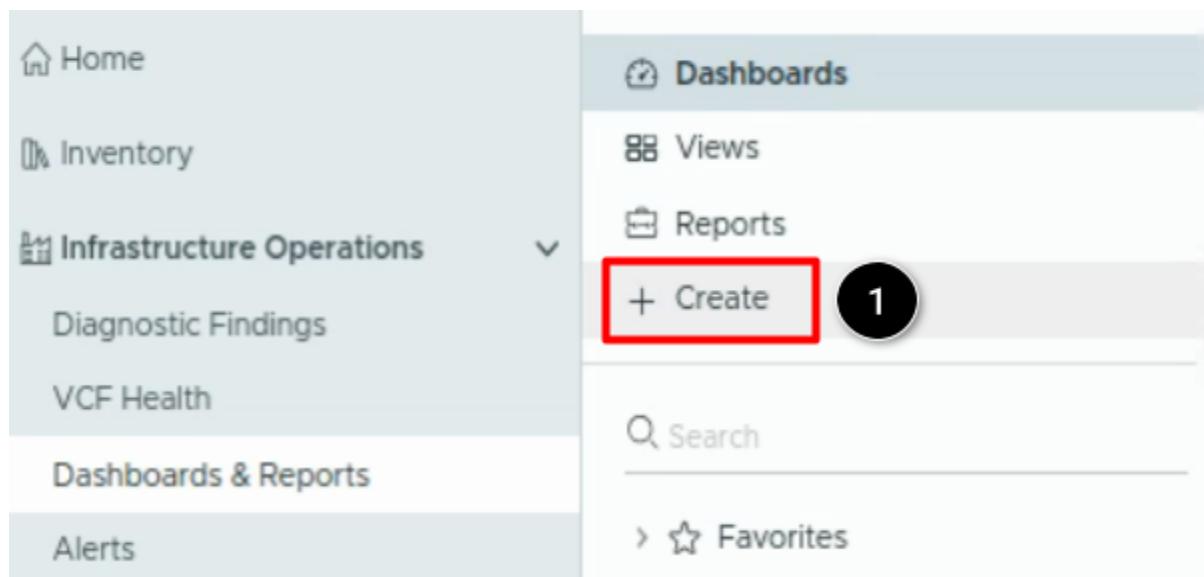
Name	CPU max	CPU min	CPU avg
edge-wld01-01a	26.18 %	19.43 %	21.76 %
edge-wld01-02a	26.38 %	20.09 %	22.15 %
hol-snapshot-001	8.78 %	1.37 %	1.75 %
hol-ubuntu-001	2.8 %	0.81 %	1.18 %
kubernetes-cluster-1...	26.06 %	16.85 %	20.3 %
kubernetes-cluster-1...	7.97 %	4.78 %	5.92 %
o1In-01a	30.01 %	17.68 %	21.26 %
SupervisorControlPI...	52.44 %	23.98 %	34.27 %
ubuntu-24-04-base	-	-	-
vCLS-0d050142-b0...	0.66 %	0.39 %	0.47 %
vCLS-75e60142-0fd...	0.64 %	0.4 %	0.49 %
<b>Summary</b>	<b>181.91 %</b>	-	-

Now we have created a custom view with the same metric **CPU Usage (%)** but different transformations **Maximum**, **Minimum** and **Average** related to our defined business hours.

### Create advanced Dashboard

Mastering the creation of custom dashboards in VMware VCF Operations is a critical skill for IT professionals. This capability allows for the development of tailored views into our infrastructure, specifically designed for various stakeholders such as OS administrators, management teams, or application administrators. By providing these targeted insights, organizations can optimize their infrastructure management, enhance operational efficiency, and ultimately realize significant cost savings over time. Custom dashboards enable proactive monitoring, faster troubleshooting, and data-driven decision-making, all of which contribute to a more streamlined and cost-effective IT environment.

## Create Dashboard



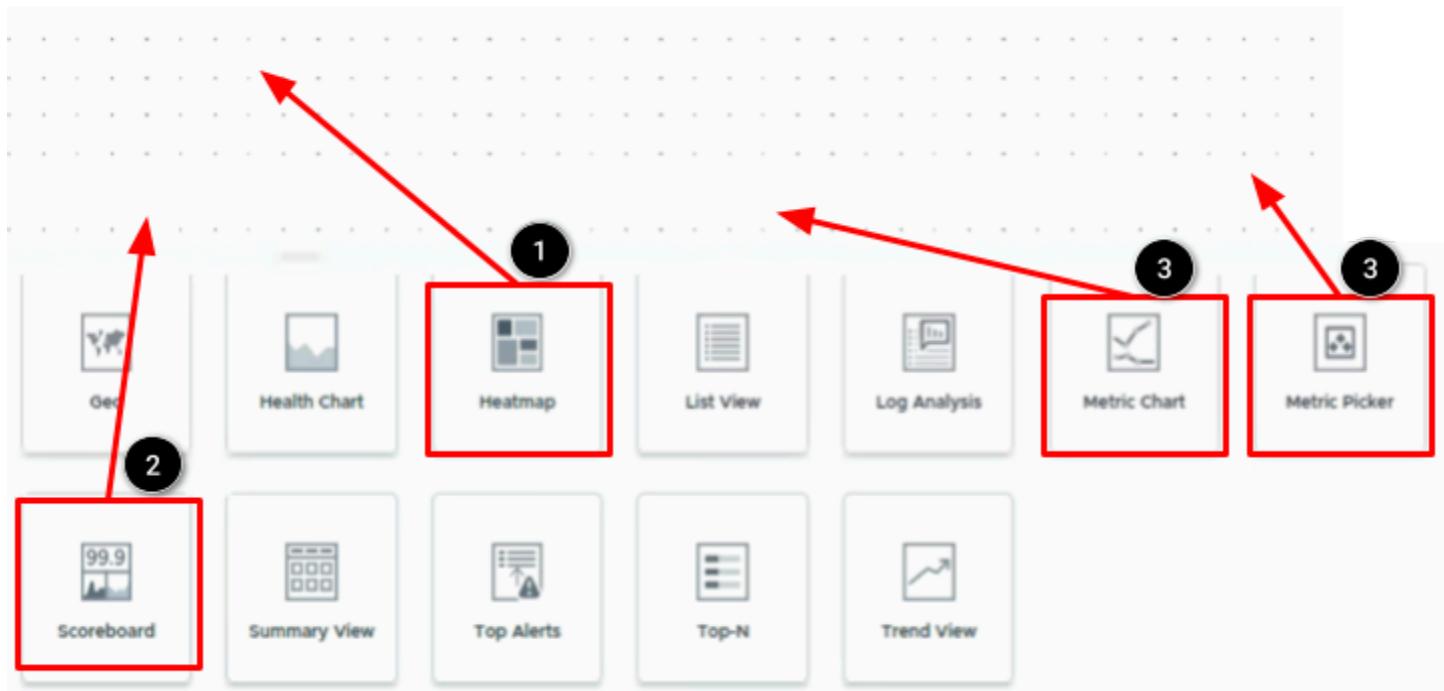
1. Click **Create** to start the wizard to create a new dashboard.

## Define Dashboard Name and select Widgets



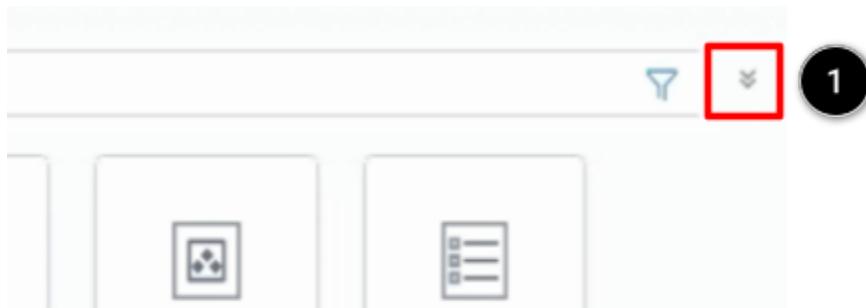
1. Type the new Name of the Dashboard: **HOL - MyDashboard**

### Define Dashboard Name and select Widgets (continued)



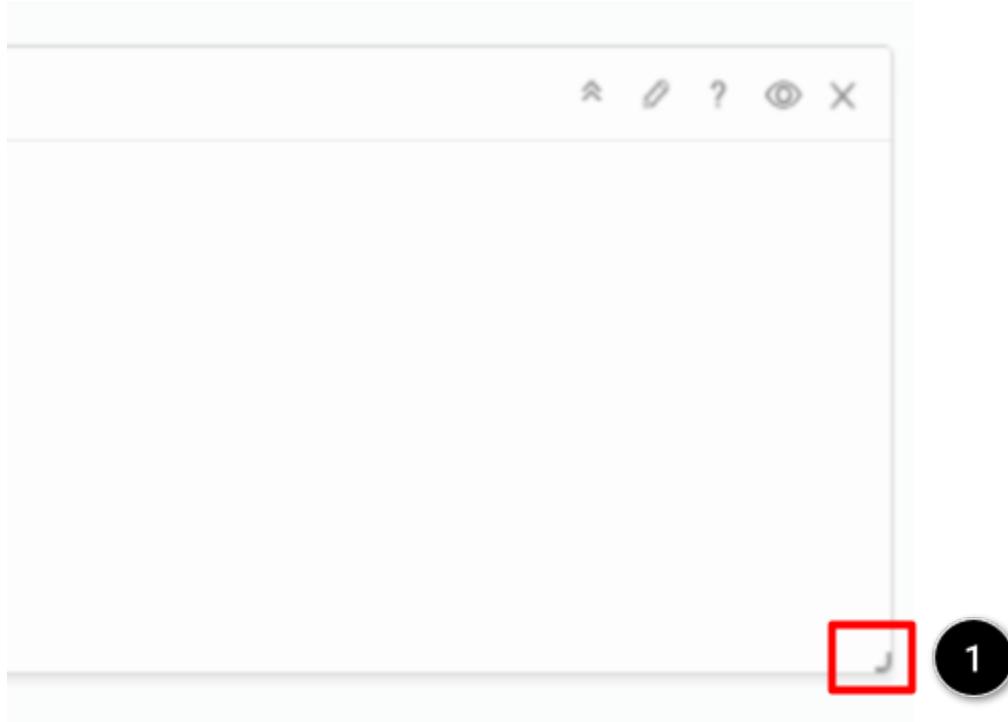
1. Drag and drop the **Heatmap** Widget to the canvas - on the top and reframe it over the full length.
2. Drag and drop the **Scoreboard** Widget to the canvas - under the Heatmap widget and reframe it over the full length.
3. Drag and drop the **Metric Picker** Widget to the canvas - under the Scoreboard widget to the left.
4. Drag and drop the **Metric Chart** Widget to the canvas - next to the Metric Picker widget.

### Arrange Widgets



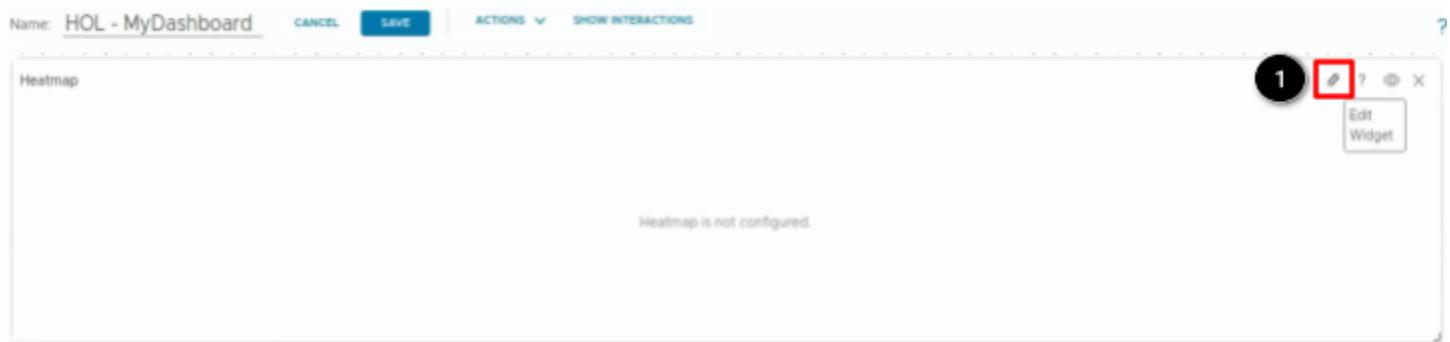
1. As for now we have all our widget in the canvas, click the **double-arrows** to hide the widget selection to have more space to arrange and configure the widgets.

### Arrange Widgets (continued)



1. By hooving over the widget the placemark will appear to adjust the size of the widget. **Reframe the widget over the length of the canvas.**

### Configure Heatmap



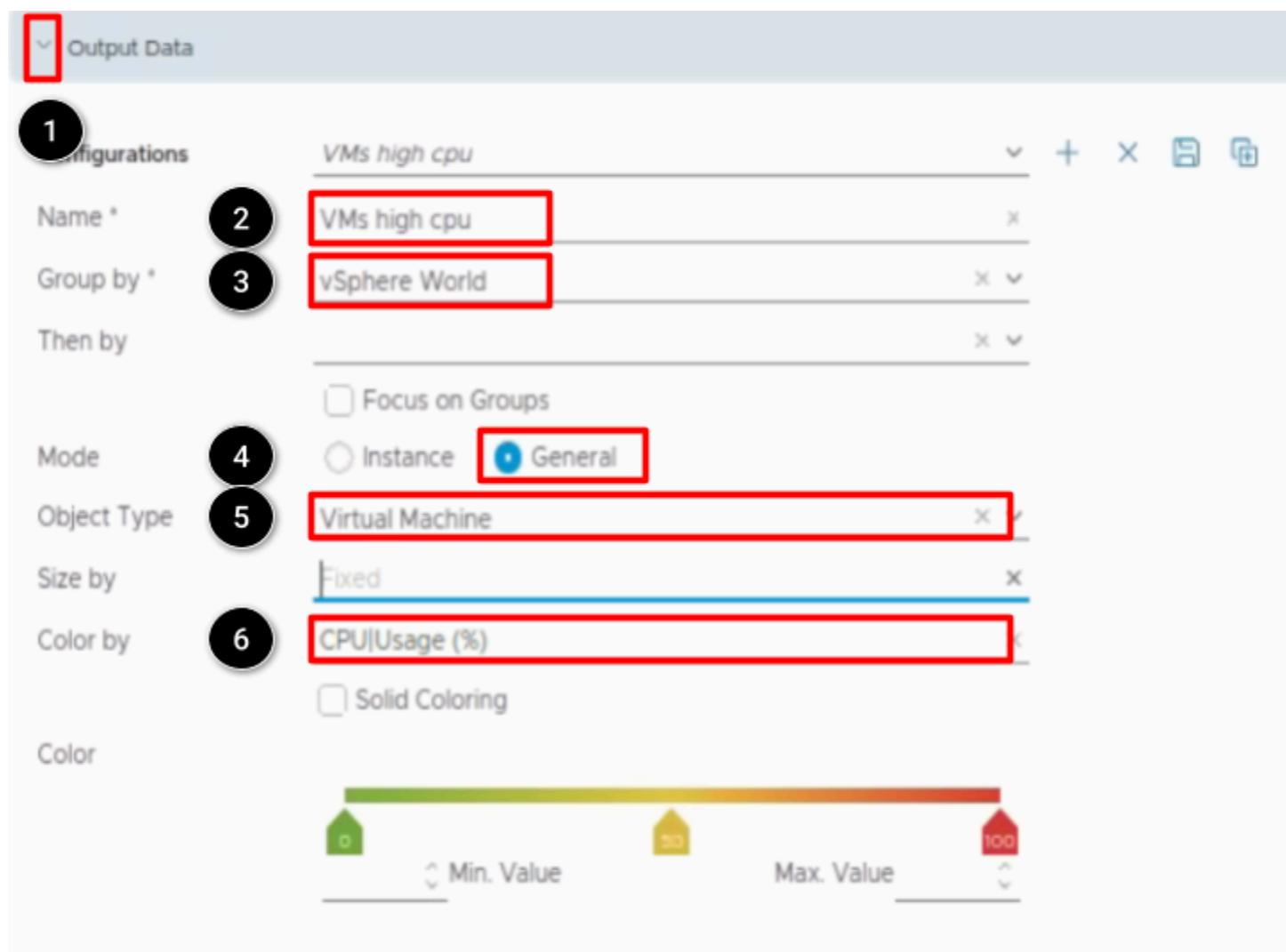
1. Hooving over the top of the widget - the Pencil is appearing - Click the **Pencil**.

### Configure Heatmap

The screenshot shows a configuration interface for a heatmap. At the top, there is a search bar containing the text "HOL - VMs high cpu". A red box highlights this input field, and a black circle with the number "1" is placed to its right. To the right of the search bar is a "Heatmap" button. Below the search bar is a section titled "Configuration" with a dropdown arrow. Under "Configuration", there are three settings: "Refresh Content" with "Off" selected (radio button highlighted), "Refresh Interval" set to "300" seconds, and "Self Provider" with "On" selected (radio button highlighted). A red box highlights the "On" button for "Self Provider", and a black circle with the number "2" is placed to its right.

1. Type: **HOL - VMs high cpu**
2. Select the **Self Provider ON** - this means that the widget is not getting input from another source.

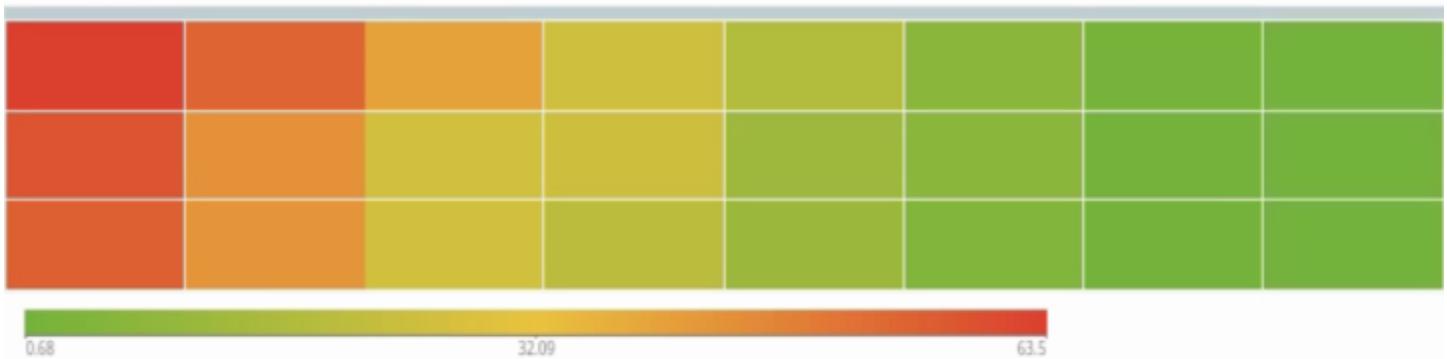
## Configure Heatmap (continued)



1. Click the **Arrow** next to **Output Data**.
2. Type: **VMs high cpu**
3. Select **vSphere World** from the dropdown menu (vCenter / vSphere World).
4. Select Mode **General**.
5. Select Object Type **Virtual Machine** from the dropdown menu (vCenter / Virtual Machine).
6. Select Color by **CPU|Usage (%)** with double-click from the dropdown menu (Metrics / CPU / CPU|Usage (%)).
7. Click **SAVE** on the bottom right of the page (not shown).

### Configure Heatmap (continued)

HOL - VMs high cpu



This Heatmap shows us now all the virtual machines in the environment - colored by CPU Usage.

Try to hover over a box - it shows us the values and other useful information.

The other widget we don't need to configure for this dashboard. Let's continue to set the interactions between the widgets.

### Configure Scoreboard



1. Hovering over the top of the widget - the Pencil is appearing - Click the **Pencil**.

### Configure Scoreboard (continued)

CPU KPI - select a VM in Heatmap above

1

Configuration

Refresh Content  On  Off

Refresh Interval 300 (seconds)

Self Provider  On  Off

View Mode  Classic  Gauge 2

Round Decimals --Select--

Box Columns 5

Layout Mode Fixed Size  Fixed View

Old metric values  Show  Hide

Max Scores Count 100

Show Metric Name Metric Unit

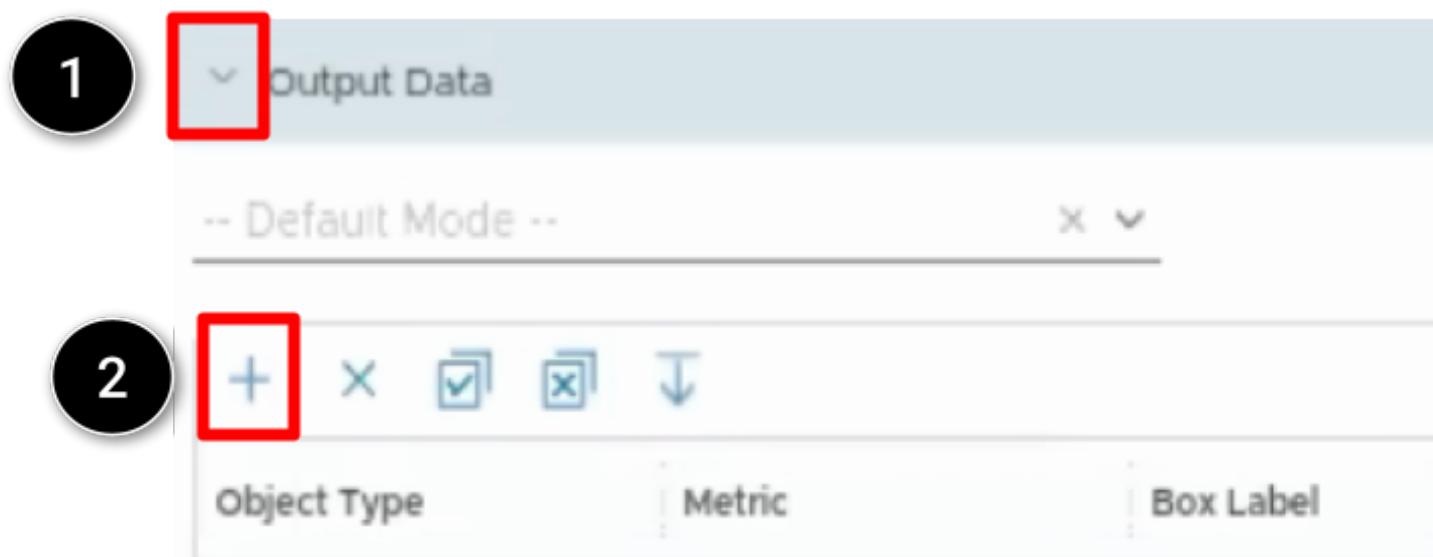
Preview

56.53 Unit max: 100

Metric Name

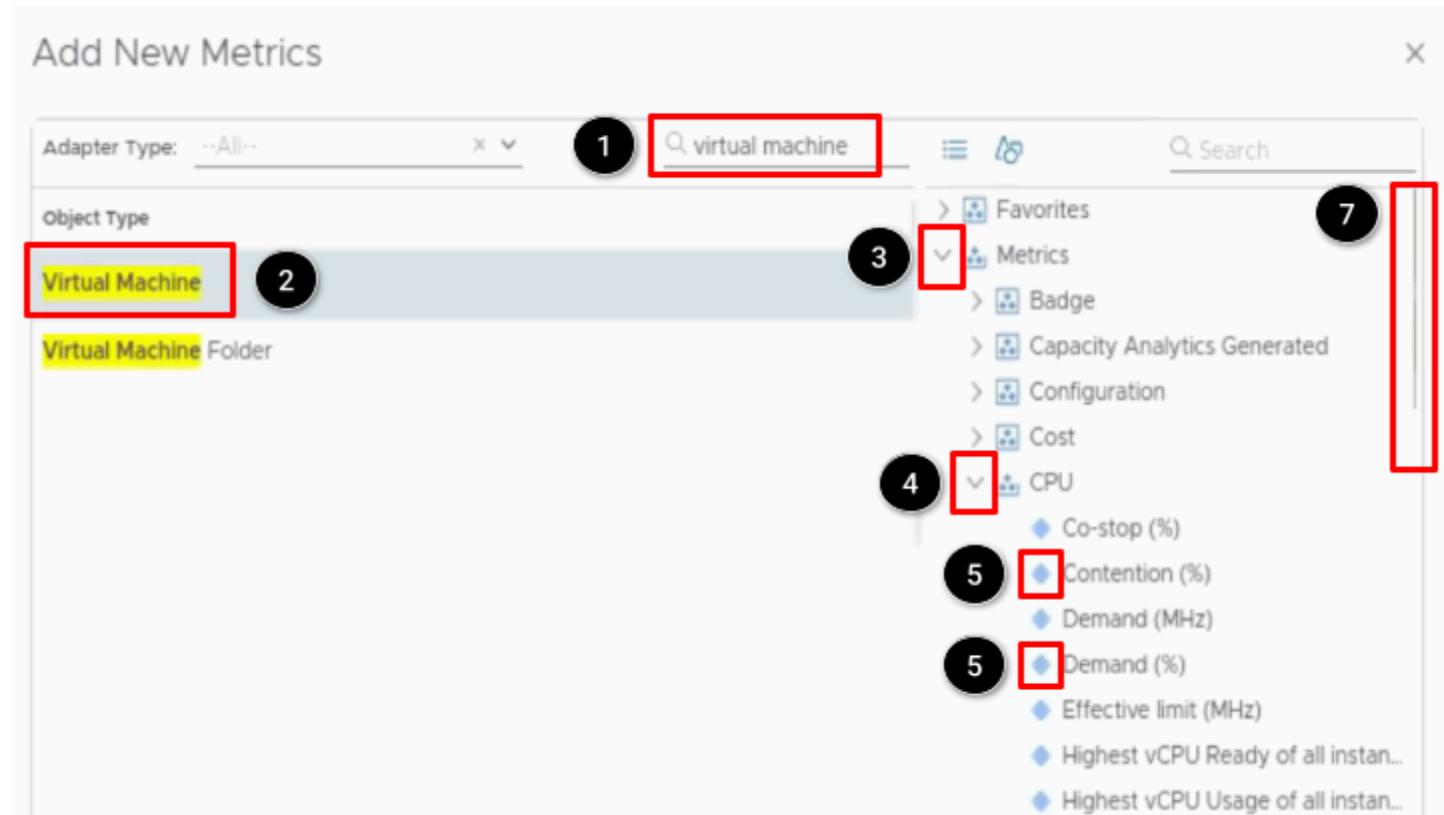
1. Type: **CPU KPI - select a VM in Heatmap above** as a widget name.
2. Change the View Mode from **Classic** to **Gauge**.

### Configure Scoreboard (continued)



1. Click the Arrow beside **Output Data**.
2. Click the plus sign **Add new Metrics**.

### Configure Scoreboard (continued)



1. Type: **virtual machine** in the search field
2. Select **Virtual Machine**.
3. Click the arrow next to **Metrics**.
4. Click the arrow next to **CPU**.
5. Click once **Contention (%)**.
6. Click once **Demand (%)**.
7. **Scroll further down** to find the next metrics to add...
8. Click once **CPU Ready (%)** (not shown in this picture).
9. Click once **CPU Usage (%)** (not shown in this picture).
10. Click once **CPU Workload (%)** (not shown in this picture).
11. Click **OK** (not shown in this picture).

### Configure Scoreboard (continued)

Object Type	Metric	Box Label	Unit	Max Value	Color Method ⓘ	Yellow	Orange	Red
Virtual Machine	CPU Demand		Auto	100	1 Symptom			
Virtual Machine	CPU Contention		Auto	100	Symptom			
Virtual Machine	CPU Ready		Auto	100	Symptom			
Virtual Machine	CPU Usage		Auto	100	Symptom			
Virtual Machine	CPU Workload		Auto	100	Symptom			

1. Double click on **Symptom** - we will now change the Color Method to custom...

### Configure Scoreboard (continued)



1. Change the Color Method to **Custom** from the dropdown-list.

2. Type: **70** for the Yellow Range.
3. Type: **80** for the Orange Range.
4. Type: **90** for the Red Range.
5. Click **UPDATE** to confirm.

Object Type	Metric	Box Label	Unit	Max Value	Color Method	Yellow	Orange	Red	Link to
Virtual Machine	CPU Demand		Auto	100	Custom	70	80	90	
Virtual Machine	CPU Contention		Auto	100	Symptom				
Virtual Machine	CPU Ready		Auto	100	Symptom				
Virtual Machine	CPU Usage		Auto	100	Symptom				
Virtual Machine	CPU Workload		Auto	100	Symptom				

1. Select the first row.
2. Click **Apply to all** - all the values from the first row will then be applied to the rest of the list.

## Define Widget Interactions

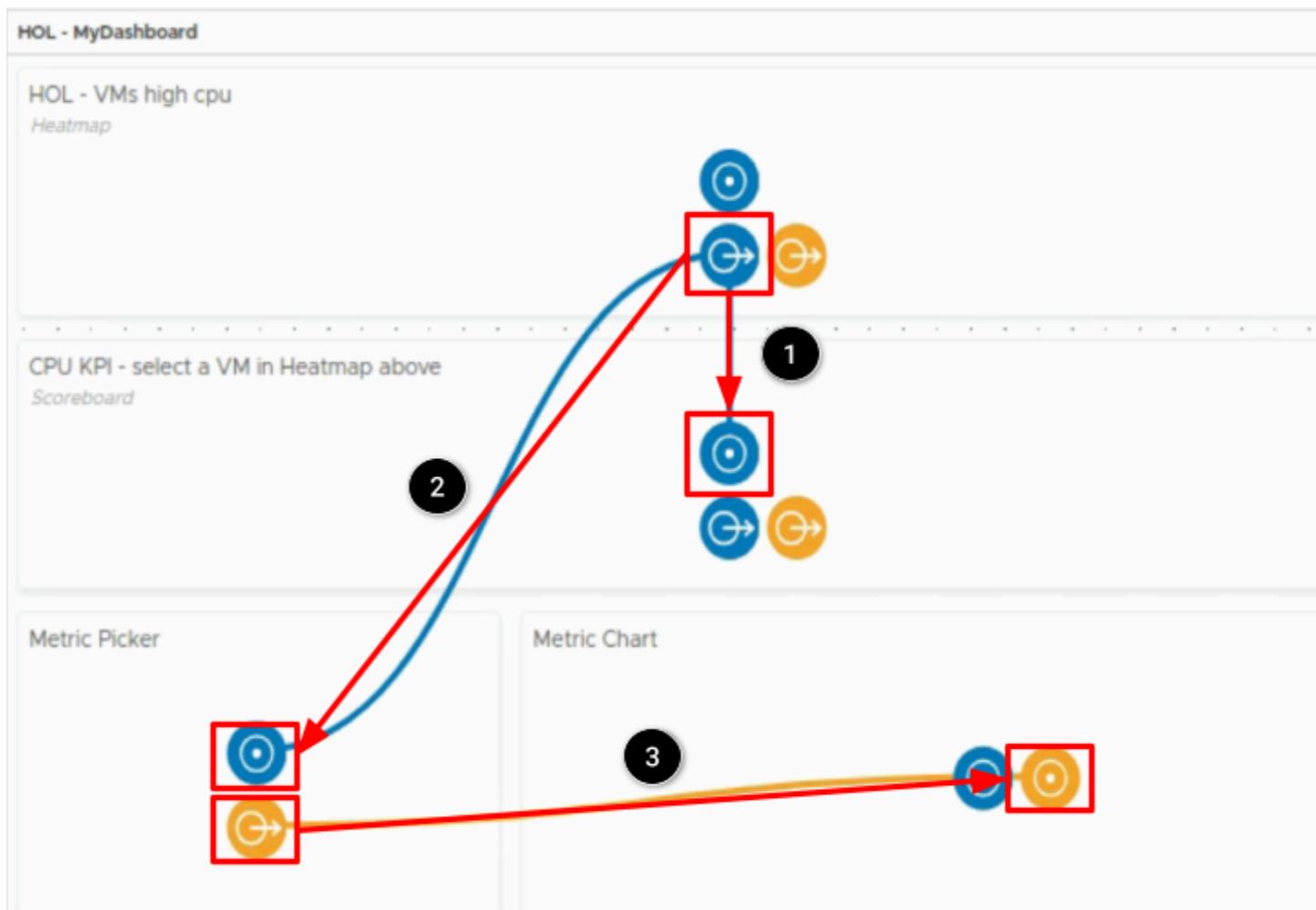
Name: HOL - MyDashboard

ACTIONS 1 SHOW INTERACTIONS

VMs high cpu

1. Click **SHOW INTERACTIONS**.

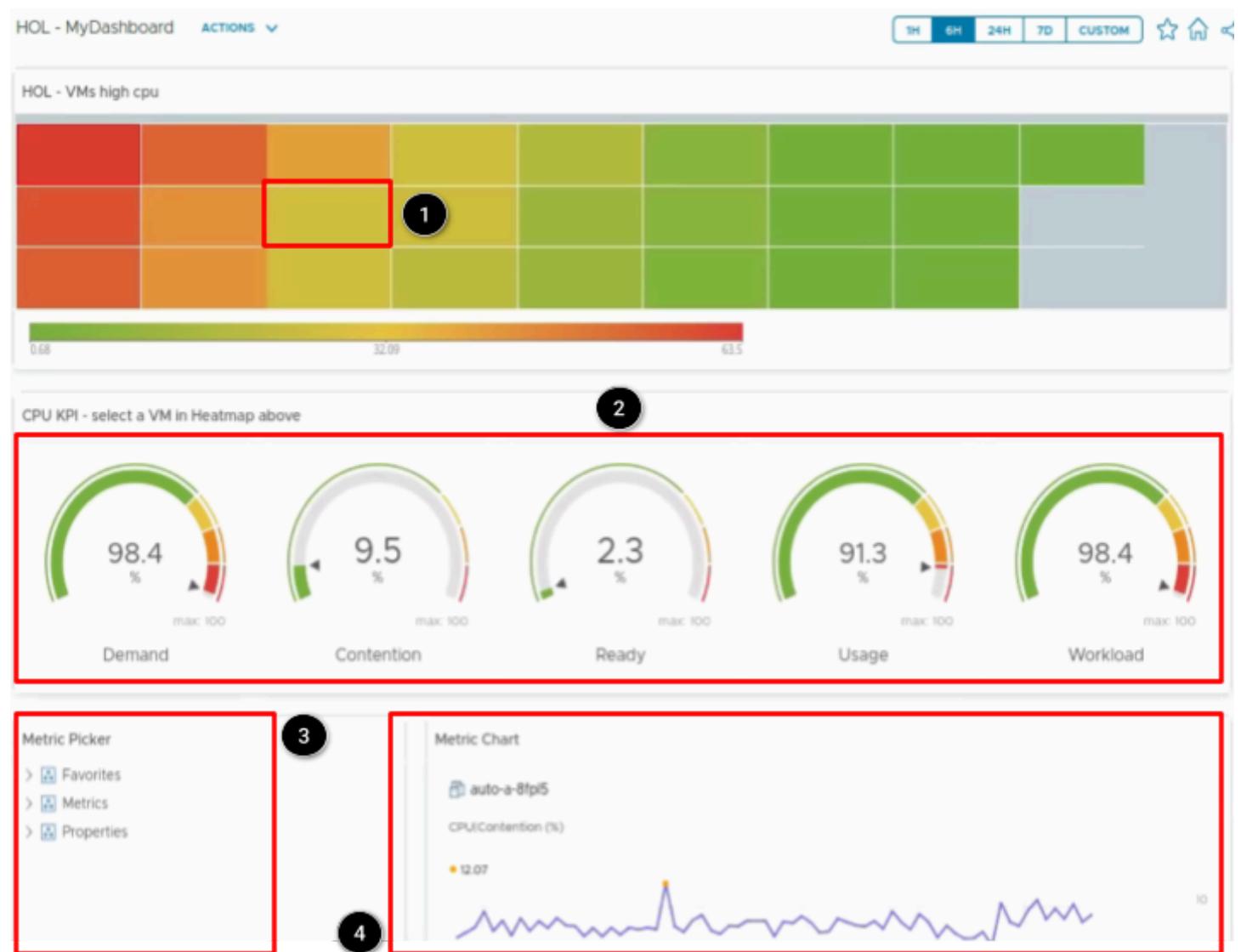
## Define Widget Interactions (continued)



Here is where we need to connect and create the interactions between the widgets we have added. We will do this by dragging and dropping from the **VMs high cpu** icon first to **Metric Picker** then to the **Metric Chart** Widget

1. Click on the circle with an arrow icon in the **VMs high cpu** Widget and drag it on top of the circle with the dot icon in the **CPU KPI - select a VM in Heatmap above** Widget.
2. Click on the circle with an arrow icon in the **VMs high cpu** Widget and drag it on top of the circle with the dot icon in the **Metric Picker** Widget.
3. Click on the yellow circle with an arrow icon in the **Metric Picker** Widget and drag it on top of the yellow circle with the dot icon in the **Metric Chart** Widget.
4. Click on **HIDE INTERACTIONS** on the top of the page (not shown in the picture).
5. Click **SAVE** on the bottom of the page (not shown in the picture).

## The new HOL-Dashboard



1. Click on any of the squares in the Heatmap **VMs high cpu**.
2. The Widget **CPU KPI - select...** should show us the **CPU KPIs** of the selected VM from the Heatmap above.
3. The Metric Picker should show us the **available Metrics** for the selected VM - **doubleclick a Metric**.
4. The Metric Chart Widget should **show us the Chart** with the Monitoring Points.

Finally, the new dashboard is ready to use....

## Advanced Reporting Functions

In this module we will elaborate on the advanced Reporting functionality in VCF Operations. We will go through the scheduling option and learn how to configure and use it.

## Outbound Notification Plug-Ins in VCF Operations

To use the scheduling functionality within VCF Operations, we need to add and configure a Standard Email Plug-In so that we can use Simple Mail Transfer Protocol (SMTP) to email VCF Operations alert notifications and reports to our virtual infrastructure administrators, network operations engineers, and other interested individuals.

### Configure SMTP Outbound Instance

The screenshot shows the VCF Operations interface. On the left, there is a navigation sidebar with the following items:

- Inventory
- Infrastructure Operations** (highlighted with a red box)
- Diagnostic Findings
- VCF Health
- Dashboards & Reports
- Alerts
- Troubleshooting Workbench
- Analyze
- Storage Operations
- Network Operations
- Data Protection & Recovery
- Automation Central
- Configurations** (highlighted with a red box)
- Workload Operations >

The main content area is titled "Alerts". It contains three cards:

- 1 Alert Definitions**: Create and edit Alert definitions using a combination of symptoms and recommendations that... (with a warning icon)
- 2 Super Metrics**: Create a mathematical formula that contains a combination of (with a metrics icon)
- 3 Outbound Settings**: Define and manage outbound notification methods using a variety of protocols such as... (with a clock icon)

1. Click **Infrastructure Operations**.
2. Click **Configurations**.
3. Click **Outbound Settings**.

**Configure SMTP Outbound Instance (continued)****Create New Outbound Instance**

Configurations / Outbound Settings

Plugin Type Standard Email Plugin

Instance Name **HOL Email** 1

Use Secure Connection

Requires Authentication

SMTP Host **smtp.site-a.vcf.lab** 2

SMTP Port **25** 3

Secure Connection Type

Sender Email Address **hol.admin@rainpole.io** 4

Sender Name **VCF Ops Admin** 5

Credential type No Credential (i)

Receiver Email Address **hol.user@rainpole.io** 6 (i)

**TEST** 7 **SAVE** **CANCEL**

1. Type: **HOL Email**
2. Type: **smtp.site-a.vcf.lab**
3. Type: **25**
4. Type: **hol.admin@rainpole.io**
5. Type: **VCF Ops Admin**

6. Type: **hol.user@rainpole.io**
7. Click **TEST** to validate the connection.

### Validate Connection

## Validate Connection X

Test connection successful.



1. Click **OK**.
2. Click **SAVE** to save the configuration (not shown in this picture).

## Navigate to Reports

The screenshot shows the VMware Cloud Foundation Operations interface. On the left, there's a sidebar with the following items:

- 1** Inventory
- Infrastructure Operations** (highlighted with a red box)
- Diagnostic Findings**
- VCF Health**
- 2** Dashboards & Reports (highlighted with a red box)
- Alerts**

On the right, under the "Infrastructure Operations" section, there's a list of categories:

- 3** Dashboards
- Views
- Reports** (highlighted with a red box)
- + Create

1. Click **Infrastructure Operations**.
2. Click **Dashboards & Reports**.
3. Click **Reports**.

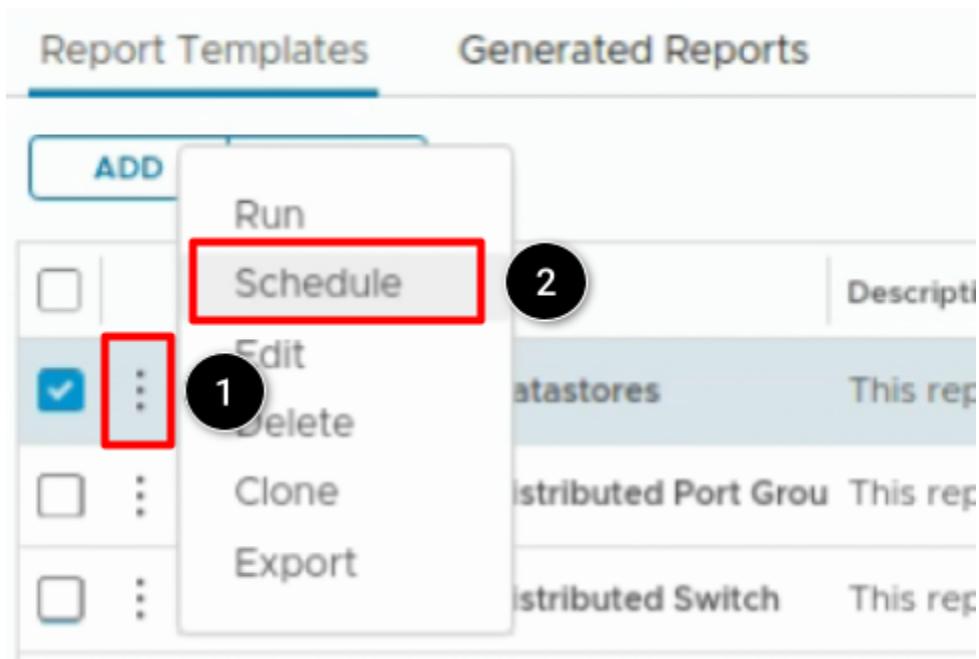
## Report Templates

The screenshot shows the "Report Templates" page. At the top, there are tabs for "Report Templates" (selected) and "Generated Reports". Below the tabs is a search bar with the placeholder "Type here to apply filters". The main area is a table listing report templates:

	Name	Description	Subject	Generated re...	Schedules	Last Modified	Last run	Modified By
<input checked="" type="checkbox"/>	Capacity Report - Datastores	This report provides details...	Cluster Compute Resource...	<span>○</span>	<span>○</span>	5/20/25 12:48	-	admin
<input type="checkbox"/>	Capacity Report - Distributed Port Group	This report provides details...	vSphere Distributed Port G...	<span>○</span>	<span>○</span>	5/20/25 12:48	-	admin
<input type="checkbox"/>	Capacity Report - Distributed Switch	This report provides details...	vSphere Distributed Switch	<span>○</span>	<span>○</span>	5/20/25 12:48	-	admin

This Report page shows us all the out-of-the-box content. All those report templates can be used to generate a report based on a source we define. In the next steps we will schedule a report to be created automatically every monday and we will define to send the reports to a specific email address.

### Scheduling a Report



1. Click the **tree dots** menu.
2. Click **Schedule**.

Define the Source Object Level

The screenshot shows a user interface for defining a schedule. On the left, a sidebar has two items: '1 Select an Object' (highlighted in light blue) and '2 Define Schedule'. The main area is titled 'Select an Object' and shows a navigation tree. At the top are icons for Host, Datastore, Network, Folder, and File. Below is a tree structure: 'VCF Instances' is expanded, showing 'Fleet-A' (marked with a red box and circled '1') and 'mgmt-a'. Under 'Fleet-A' is 'wld-01a' (marked with a red box and circled '2'). A large red box highlights the 'wld-01a' selection.

1. Click the **arrow** beside Fleet-A.
2. Select **wld-01a**.
3. Click **NEXT** (not shown in this picture).

## Define Schedule and Publishing

The screenshot shows the 'Define Schedule' dialog box from a software interface. On the left, a sidebar lists '1 Select an Object' and '2 Define Schedule'. The main area is titled 'Define Schedule' with the sub-instruction 'Set the recurrence and publishing criteria for this report'. The dialog is divided into two sections: 'Recurrence' and 'Publishing'.

**Recurrence:**

- 1. Time zone: (GMT -06:00) Central America
- 2. Start time: 8:00 AM (highlighted with a red box)
- 3. Start date: 8/11/25 (highlighted with a red box)
- 4. Recurrence: Every 1 weeks on: Monday (highlighted with a red box)

**Publishing:**

- 5. Email reports: checked (highlighted with a red box)
- 6. Email address: hol.user@rainpole.io (highlighted with a red box)
- 7. Select an outbound rule: HOL Email (highlighted with a red box)

At the bottom right are 'CANCEL' and 'FINISH' buttons. A yellow warning box states: 'There are no external locations defined, [click here](#) to configure a new external location.'

1. Select your preferred **Time zone**.
2. Set the Start Time for the report creation - in our case **8 AM**.
3. Select **Weekly** from the dropdown menu.
4. As we want to create the report every Monday - select **Monday**.
5. Enter the Email address to be sent to - type: **hol.user@rainpole.io**
6. Select **HOL Email** from the dropdown menu - this is the outbound configuration we created earlier in this module.
7. Click **FINISH**.

## Review the Schedule

Report Templates		Generated Reports						
		Type here to apply filters						
	Name	Description	Subject	Generated	Schedules	Last Modified	Last run	Modified By
<input checked="" type="checkbox"/>	Capacity Report - Datastores	This report provides de...	Cluster Comp...	5/20/25 12:41	1	5/20/25 12:41	-	admin
<input type="checkbox"/>	Capacity Report - Distributed Port Group	This report provides de...	vSphere Distr...	5/20/25 12:41	0	5/20/25 12:41	-	admin

1. We can now verify the schedule settings, in the field **Schedules** - click 1.

## Review the schedule (continued)

Scheduled Reports		
Recurrence	Object Name	Owner
Every week on Monday at 8:00 AM	wld-01a (VCF Hosts ...	admin

1. Click on our **previously created schedule**.
2. Click the **pencil** to review the schedule configuration.

## Review the schedule (continued)

Schedule Report

Recurrence

Time zone: (GMT -06:00) Central America  
Start hour: 8 00 AM  
Start date: 8/11/25  
Frequency: Weekly  
Recurrence: Every 1 weeks on:  
 Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Publishing

Email report  
Email addresses: hol.user@rainpole.io Cc Bcc  
Select an outbound rule: HOL Email  
 Save to external location  
Select a location: --Select--  
Relative Path: Import relative path to upload  
**⚠ There are no external locations defined. [click here](#) to configure a new external location.**

CANCEL 1

- Now we can verify and edit the schedule configuration if we want, but we leave it for now, click **CANCEL**.

**Information:** We also have the possibility to save the reports directly to an external location. Therefore we would need to configure an external location. This means we would create a new Outbound Instance called **Network Share Plugin**. The created reports would then be saved automatically to the defined location.

## Conclusion

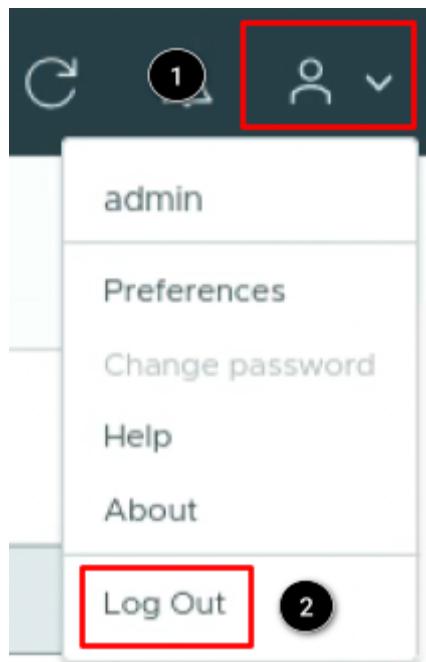
Congratulations you completed this module! We have learned how to create customized Views, Dashboards and how to schedule a report creation within VCF Operations. Views, Dashboards and Reports can help us to gather information about our infrastructure. Further we can analyze the data from our infrastructure assets based on our needs with the creation of customized views, dashboards and reports. This will minimize our time spent and the use of customized dashboards will improve the operations management.

From here you can:

- Take this quick survey to provide feedback about your experience with VCF 9.0

- Click [vlp:table-of-contents]Show Table of Contents] to jump to any module or lesson in this lab.
- End your lab and return in the future.

## Logout



To Log out of VCF Operations:

1. Click the **User icon** to open the settings menu.
2. Click **Log Out**.

End of Lab Manual (06/25)

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