How to send broadcast messages to all users in Cisco CloudCenter?

Contents

Introduction

This document describes how to send broadcast messages to all the tenants/users that use Cisco CloudCenter.

How to send broadcast messages to all users in Cisco CloudCenter?

This can be quickly achieved by these steps:

1. **Login** to the super admin user/osmosix admin user with default username/password set by Cisco CloudCenter.

2. Navigate to **System Broadcast** andclick on **Add new** button in order to create a broadcast message.
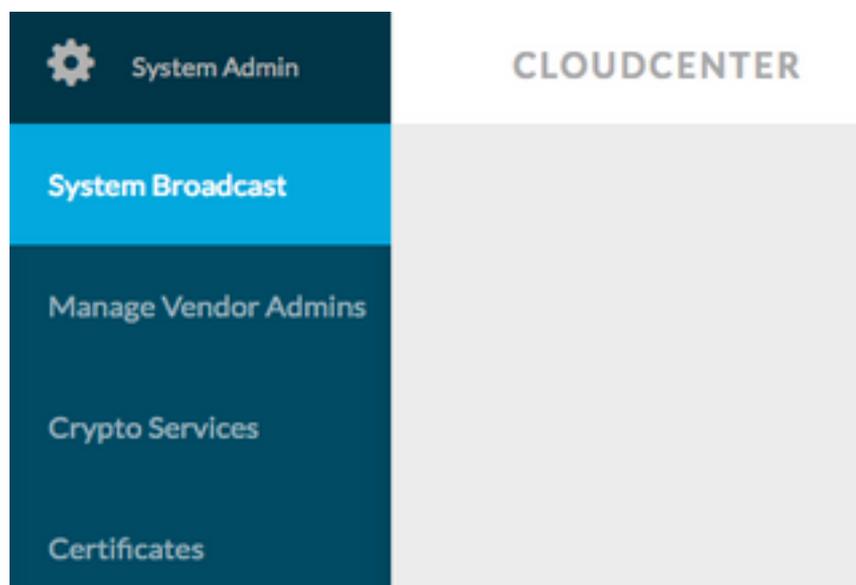
3. Fill the form with the required information.

Add New Message

Title
Server Maintenance

Describe in a few words what will be happening.
Example: Upcoming Maintenance

Timezone
(GMT-05:00) Eastern Time (!

Start on
10/12/201 at 3:40 PM

End on
10/13/201 at 3:40 PM

☑ Display start and end times to user?

Description
Maintenance between 13 OCT 2017 9:00 AM to 11:00 AM EST.

Requested to not deploy instance during the period.

Consider providing an email address from which the user can contact you if they have any questions.

Save   Cancel

4. Save the new message form. The newly created form would look similar to this image.

System Broadcast Messages

Title	Start	End	Description
Server Maintenance	10/12/2017 3:40 PM	10/13/2017 3:40 PM	CloudCenter Manager CCM 1 will be down for Maintenance between :

You have created 1 message. **Add another?**

5. **Login** to any user and verify if you get the broadcast message as shown in this image.

Server Maintenance October 12-13, 3:40p-3:40p EST:
CloudCenter Manager CCM 1 will be down for Maintenance between 13 OCT 2017 9:00 AM to 11:00 AM EST. Requested to not deploy instance during the period.

CLOUDCENTER