# Chapter 5: Dedicated Hosting (DH) Application

#### **Overview**

#### Introduction

The **Hosting Product** application allows you to manage your **DH** (**D**edicated **H**osting) services associated to your Qwest Control<sup>®</sup> Enterprise ID. Some of the features available under the Hosting product include access to inventory, the ability to request & view reports and access to your account information through a Hosting Portal.

**Note:** In Qwest Control, the system will only display products that apply specifically to your customer account ID. If you do not have a Dedicated Hosting product this page will not display.

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### **Hosting Inventory**

#### Introduction

The **Hosting Inventory** screen provides you information on your access circuits, a value representing the physical description of each listed connectivity circuit. This value is a combination of the switch, slot and port information uniquely describing the data connection to your rack.

## Fields and Descriptions

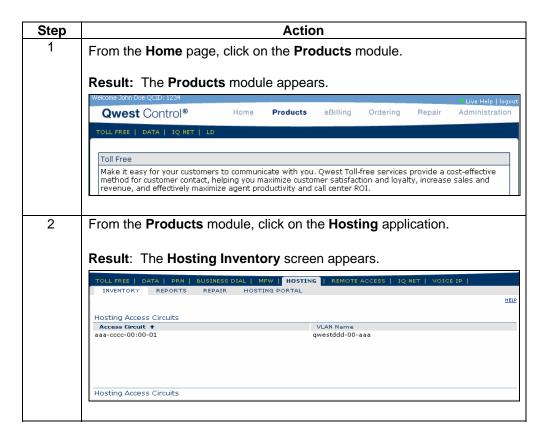
The table below describes the fields and buttons displayed on the **Hosting Inventory** screen.

Field Name	Description
Access Circuit	This column displays a value representing the physical description of each listed connectivity circuit. This value is a combination of the switch, slot, and port information uniquely describing the data connection to your rack.
VLAN Name	This column displays a logical representation of the connectivity for each listed connectivity circuit. Your provider uses this value to locate your <b>LAN</b> (Local Area Network) for troubleshooting and maintenance.

### **Viewing the Hosting Inventory**

#### **Procedure**

Follow the steps in the procedure below to **view** the **Hosting Inventory** screen.



### **Sorting the Hosting Inventory**

#### **Procedure**

Follow the steps in the procedure below to sort the Hosting list.

Step	Action
1	From the Hosting Inventory screen, click on the Access Circuit
	column label to sort the list by the circuit name.
2	From the <b>Hosting Inventory</b> screen, click on the <b>VLAN Name</b> column
	label to sort the list by the LAN name.

### **Hosting Reports**

#### Introduction

The Hosting Product application provides you the ability to request and view a variety of reports, including:

- At a glance
- Trend
- Billing

#### Report Selections

The table below describes the available **Hosting** reports.

Field Name	Description
At a glance	The <b>DH</b> At a glance report provides information on the performance and bandwidth utilization in a graphical presentation for the selected circuit.
Trend	The <b>DH</b> Trend report provides information on trend variables in a graphical presentation for the selected circuit.
Billing	The <b>DH</b> Burstable Billing report provides information on the data points used to calculate the 95th percentile point for your internet service.

### At a glance Reports

#### Introduction

The **DH At a glance Reports** screen provides you a listing of the At a glance reports that have been created for your Qwest Control Enterprise ID within the last 14 days. This screen is divided into two sections: Functions and Reports list.

- The Functions section of the screen allows you to generate an At a glance report.
- The **Reports** list displays an overview of the reports available.

## Fields and Descriptions

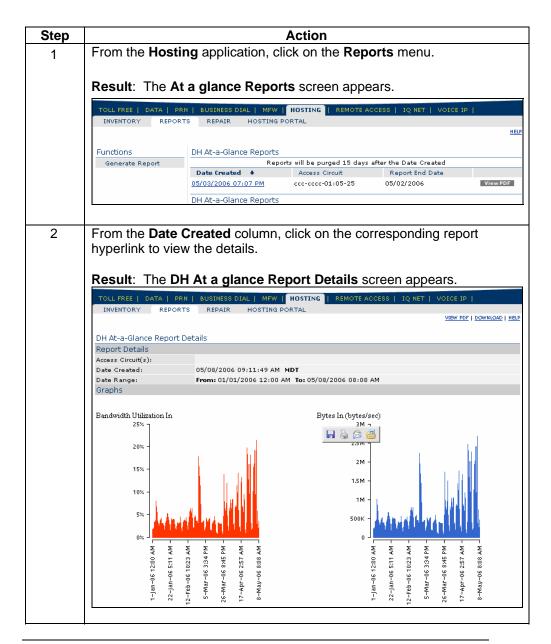
The table below describes the fields and buttons displayed on the **At a glance** report.

Field Name	Description		
	Functions Section		
Generate Report	This link allows you to generate an At a glance report.		
	Reports List Section		
Created Date	This column displays the date and time each listed report was generated.		
Access Circuit	This column displays the Access Circuit on which the report was based.		
Report End Date	This column displays the last date each listed report covers.		
View PDF	This button allows you to view the selected report in a <b>PDF</b> ( <b>P</b> ortable <b>D</b> ocument <b>F</b> ormat) file version.		
	<b>Note</b> : You will need at least the Adobe Acrobat Reader in order to open the PDF file.		
	Report Details Section		
Access Circuit(s)	This field displays the Access Circuit on which the report was based.		
Date Created	This field displays the date and time the report was generated.		
Date Range	This field displays the from date and time and the to date and time range the report covers		
	Report Graphs Section		
Bandwidth Utilization In	This graph shows you the percentage of your available inbound bandwidth used in each 24-hour period.		
Bytes In (bytes/sec)	This graph shows you the number of bytes per second coming into your service component over each 24-hour period.		
Bandwidth Utilization Out	This graph shows you the percentage of your available outbound bandwidth used in each 24-hour period.		
Bytes Out (bytes/sec)	This graph shows you the number of bytesper second going out of your service component over each 24-hour period.		
Bandwidth Utilization	This graph shows you the percentage of your total available bandwidth used in each 24-hour period.		
Bytes (bytes/sec)	This graph shows you the total number of bytes per second going into and out of your service component over each 24-hour period.		
Done	This button allows you to return to the previous screen viewed.		

### Viewing the At a glance Report

#### **Procedure**

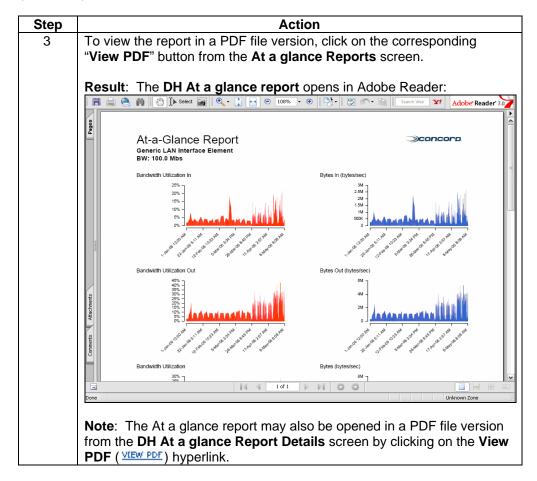
Follow the steps in the procedure below to **view** the **At a glance Reports** screen.



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### Viewing the At a glance Report, continued

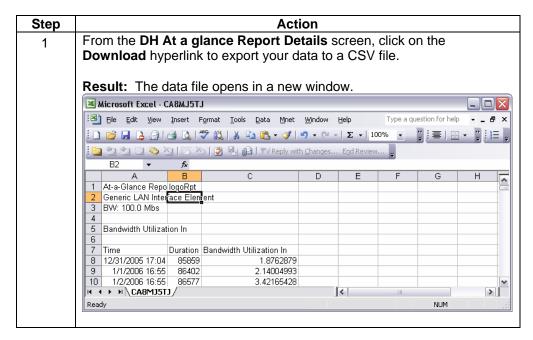
#### **Procedure**



### **Downloading the At a glance Report**

#### **Procedure**

Follow the steps in the procedure below to **download** your **At a glance Report** to a **CSV** (Comma Separated Value) file.



### Sorting the At a glance Reports

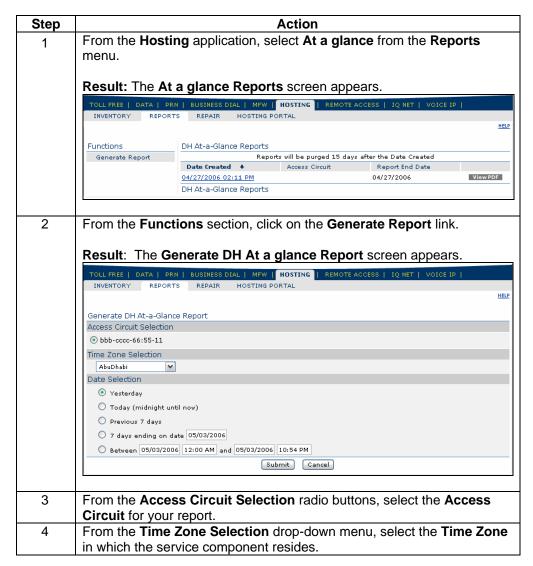
#### **Procedure**

Follow the steps in the procedure below to sort the At a glance Reports list.

Step	Action
1	From the <b>At a glance Reports</b> screen, click on the <b>Date Created</b> column label to sort the list by the date and time each listed report was generated.
2	From the <b>At a glance Reports</b> screen, click on the <b>Access Circuit</b> column label to sort the list by the circuit name.
3	From the <b>At a glance Reports</b> screen, click on the <b>Report End Date</b> column label to sort the list by the last date each listed report covers.

### **Generating an At a glance Report**

**Procedure** Follow the steps in the procedure below to **generate** an **At a glance** report.



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## Generating an At a glance Report, continued

#### **Procedure**

Step	Action	
5	From the <b>Date Selection</b> radio report.	b buttons, enter the <b>Time Period</b> for your
	If you want the report to cover	Then
	The current, previous or last seven days.	Select the <b>Today</b> , <b>Yesterday</b> , or <b>Previous 7 days</b> radio buttons, as appropriate.
	A seven-day period starting on a specific date.	<ol> <li>Select the 7 days ending on date radio button.</li> <li>In the corresponding field, enter the begin date.</li> </ol>
		<b>Note:</b> The date should follow the listed format: <b>MM/DD/YYYY</b> .
	A specific range of dates.	<ol> <li>Select the Betweenand radio button.</li> <li>In the first set of corresponding fields, enter the earliest date and time your report should cover.</li> <li>In the second set of corresponding fields, enter the latest date and time your report should cover.</li> </ol>
		<b>Note:</b> The date should follow the listed format: <b>MM/DD/YYYY</b> .
6	Click (if applicable) t return to the previous screen.	o withdraw your requested changes and
7	Click Submit to generate yo	our requested report.
		erated message screen appears; howeve a glance Reports screen to view the
	REPORT BEING GENERATED PLEASE WAIT  Your Report is being generated  The report will be loaded after it has been generated	

### **Trend Reports**

#### Introduction

The **DH Trend Reports** screen provides you a listing of the Trend reports that have been created for your Qwest Control Enterprise ID within the last 14 days. This screen is divided into two sections: Functions and Reports list.

- The Functions section of the screen allows you to generate a Trend report.
- The **Reports** list displays an overview of the reports available.

**Note:** Trend reports may be generated using a combination of either one access circuit and up to ten variables or up to ten access circuits and one variable.

## Fields and Descriptions

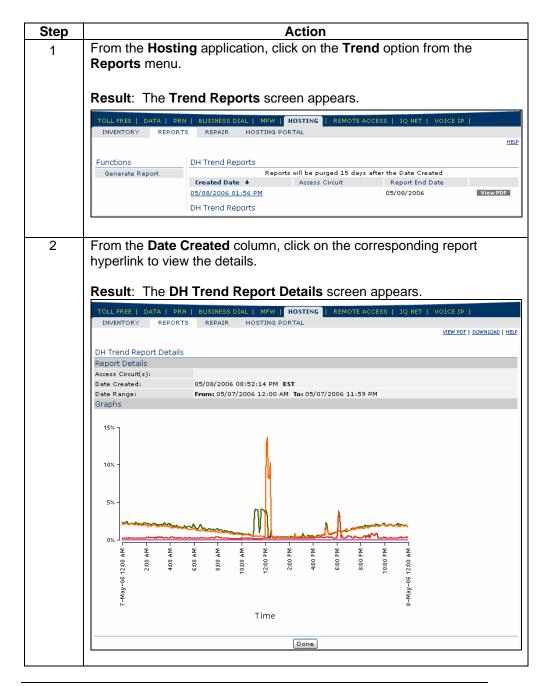
The table below describes the fields and buttons displayed on the **Trend** report.

Field Name	Description	
	Functions Section	
Generate Report	This link allows you to generate a Trend report.	
	Reports List Section	
Created Date	This column displays the date and time each listed report was generated.	
Access Circuit	This column displays the Access Circuit on which the report was based.	
Report End Date	This column displays the last date each listed report covers.	
View PDF	This button allows you to view the selected report in a PDF (Portable Document Format) file version.  Note: You will need at least the Adobe Acrobat Reader in	
	order to open the PDF file.	
	Report Details Section	
Access Circuit(s)	This field displays the Access Circuit on which the report was based.	
Date Created	This field displays the date and time the report was generated.	
Date Range	This field displays the from date and time and the to date and time range the report covers	
Report Graphs Section		
Graph	This graph displays the trend variables you selected in the graphical presentation you selected.	
Done	This button allows you to return to the previous screen viewed.	

### **Viewing the Trend Report**

#### **Procedure**

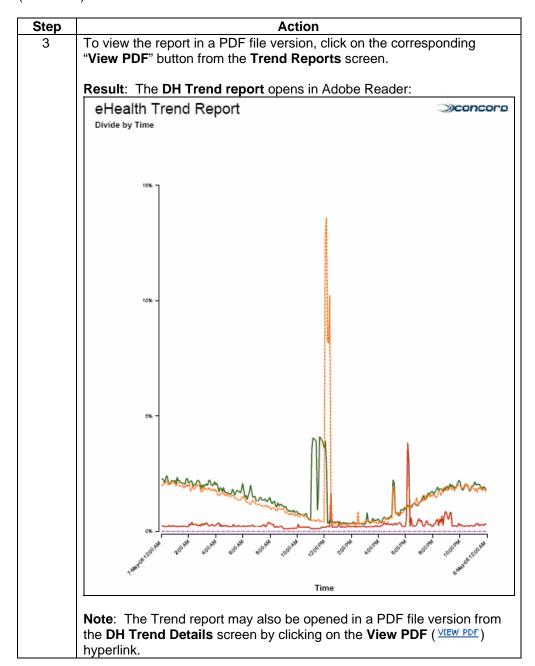
Follow the steps in the procedure below to **view** the **Trend Reports** screen.



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### Viewing the Trend Report, continued

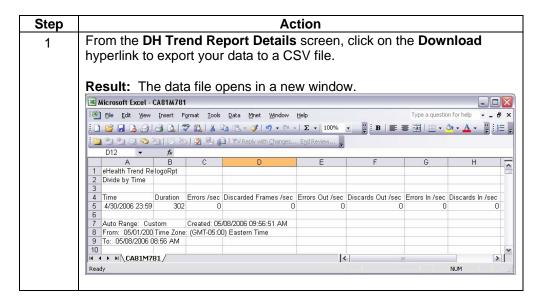
#### **Procedure**



### **Downloading the Trend Report**

#### **Procedure**

Follow the steps in the procedure below to **download** your **Trend Report** to a **CSV** (Comma Separated Value) file.



### **Sorting the Trend Reports**

#### **Procedure**

Follow the steps in the procedure below to sort the Trend Reports list.

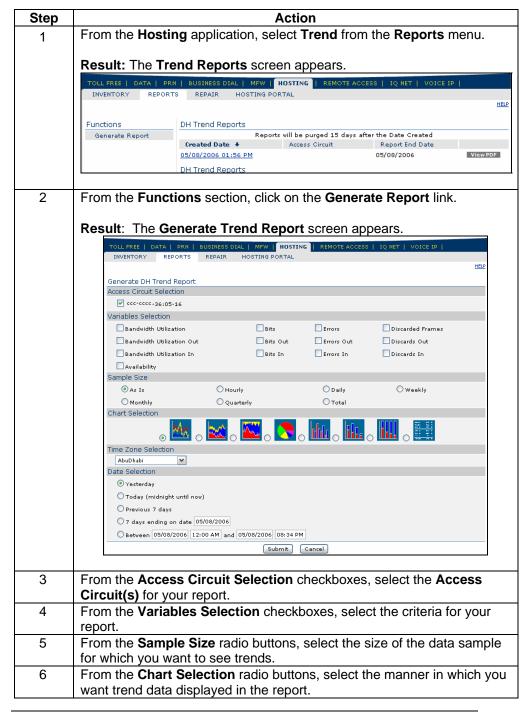
Step	Action
1	From the Trend Reports screen, click on the Date Created column
	label to sort the list by the date and time each listed report was
	generated.
2	From the Trend Reports screen, click on the Access Circuit column
	label to sort the list by the circuit name.
3	From the Trend Reports screen, click on the Report End Date column
	label to sort the list by the last date each listed report covers.

### **Generating a Trend Report**

**Procedure** Fol

Follow the steps in the procedure below to **generate** a **Trend** report.

**Note:** Trend reports may be generated using a combination of either one access circuit and up to ten variables or up to ten access circuits and one variable.



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## Generating a Trend Report, continued

#### **Procedure**

Step	Action		
7	From the <b>Chart Selection</b> radio buttons, select the manner in which you		
	want trend data displayed in the report.		
8	From the <b>Time Zone Selection</b> drop-down menu, select the <b>Tim</b>		
	in which the service component resides.  From the <b>Date Selection</b> radio buttons, enter the <b>Time Period</b> for your		
9	report.	o buttons, enter the Time Period for your	
	Тероп.		
	If you want the report	Then	
	to cover		
	The current, previous or	Select the <b>Today</b> , <b>Yesterday</b> , or	
	last seven days.	Previous 7 days radio buttons, as	
		appropriate.	
	A seven-day period	3. Select the <b>7 days ending on</b>	
	starting on a specific date.	<ul><li>date radio button.</li><li>4. In the corresponding field, enter</li></ul>	
	date.	the begin date.	
		the begin date.	
		Note: The date should follow the	
		listed format: MM/DD/YYYY.	
	A specific range of	4. Select the <b>Betweenand</b> radio	
	dates.	button.	
		5. In the first set of corresponding	
		fields, enter the earliest date	
		and time your report should cover.	
		6. In the second set of	
		corresponding fields, enter the	
		latest date and time your report	
		should cover.	
		N. 6	
		Note: The date should follow the listed format: MM/DD/YYYY.	
		listed format. WHW/DD/1111.	
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10	Click Cancel (if applicable)	to withdraw your requested changes and	
	return to the previous screen.		
11	Click Submit to generate yo	our requested report.	
	Result: A Report Being Generated message screen appears; however you will need to access the Trend Reports screen to view the report.		
		HELP	
	REPORT BEING GENERATED		
	PLEASE WAIT		
	Your Report is being generated		
	The report will be loaded after it has been generate	d.	

### **Billing Reports**

#### Introduction

The **DH Burstable Billing Reports** screen provides you a graph of the samples collected at different points during the billing cycle and offers a "view text" option to show the exact values of the samples. A line on the graph represents the 95th percentile.

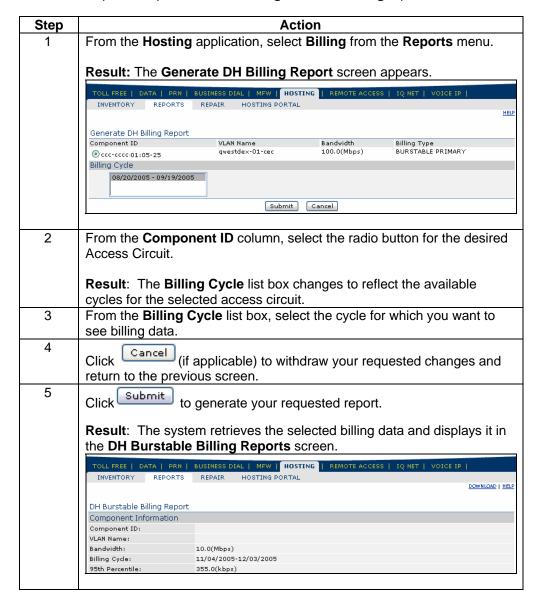
## Fields and Descriptions

The table below describes the fields and buttons displayed on the **Billing** report.

Field Name	Description
	Reports List Section
Component ID	This column displays the unique identifier for each of your Access Circuits.
	<b>Note:</b> The <b>Billing Cycle</b> list changes to display the available cycles for each selected component.
VLAN Name	This column displays the VLAN Name associated with each component.
Bandwidth	This column displays the capacity and speed for each listed component.
	<b>Note</b> : The bandwidth is measured in kilobits per second (one kilobit = 1000 bits).
Billing Cycle	This field displays the billing cycle for the selected component.
95 <sup>th</sup> Percentile	This field displays the 95th percentile point on which your burstable billing is based.
Graph	This graph provides a visual representation of the usage based billing data.
Done	This button allows you to return to the previous screen viewed.

### **Generating a Billing Report**

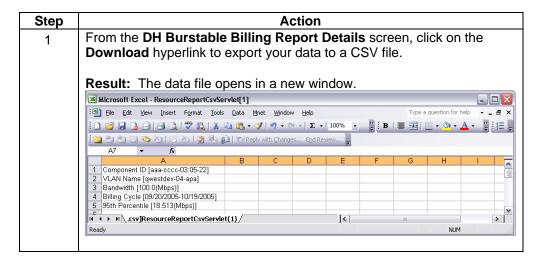
**Procedure** Follow the steps in the procedure below to **generate** a **Billing** report.



### **Downloading the Billing Report**

#### **Procedure**

Follow the steps in the procedure below to **download** your **Billing Report** to a **CSV** (Comma Separated Value) file.



### **Hosting Repair**

#### Introduction

The **Repair** menu provides you the ability to view and create repair tickets for your **Hosting** services. This functionality can be accessed via the **Hosting** product application or the **Repair** Module.

For detailed instructions, see Chapter 11: Repair Module.

### **Hosting Portal**

Introduction

The **Hosting Portal** screen allows you to access your account information.

**Note**: You must have a separate login to access the Hosting Portal.

### **Accessing the Hosting Portal**

**Procedure** 

Follow the steps in the procedure below to access the Hosting Portal.

