

Administering SQL BI Manager

The **Administration** tab gives you easy access to manage SQL BI Manager options such as users, SQL BI Service instances, alert emails, and alert's threshold configuration. Click image to view full size.



In the Administration tab you can:

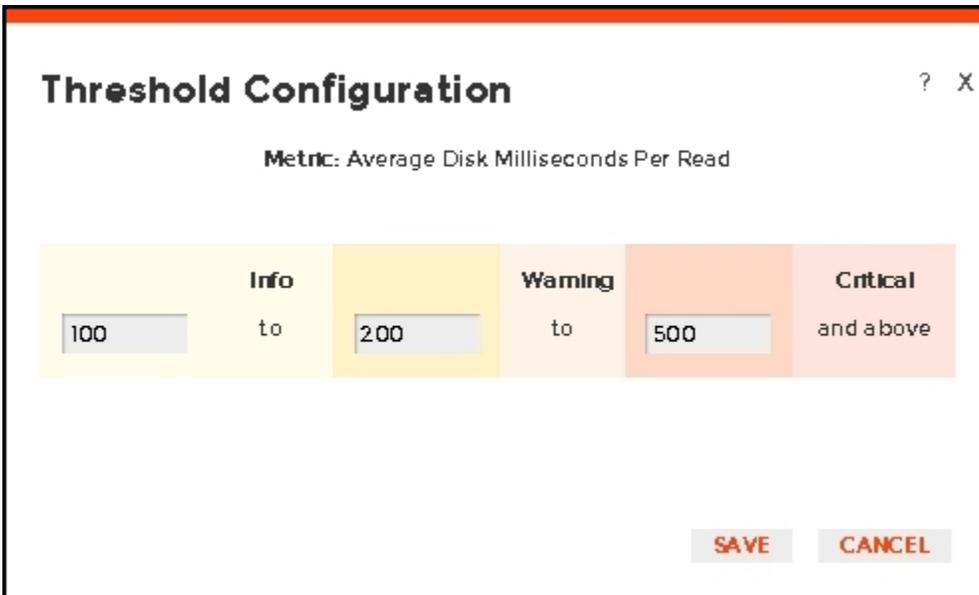
- [Configure alert thresholds](#)
- [Enable or Disable alerts and thresholds](#)
- [Register SQL BI Service Instances for monitoring](#)
- [Configure SMTP settings for alerting](#)
- [Configure email alerts](#)
- [Add users](#)

Configuring alert thresholds

In SQL BI Manager you can set alert thresholds as to keep informed of only relevant information about your SQL Server BI environment. Click image to view full size.



You can access this option at the right side of the **Administration** view. To edit an alert threshold, click the pencil icon  and the **Threshold Configuration** window displays.

A screenshot of the Threshold Configuration window. The window title is 'Threshold Configuration'. Below the title, it says 'Metric: Average Disk Milliseconds Per Read'. There are three columns representing alert levels: 'Info', 'Warning', and 'Critical'. The 'Info' column has a value of 100, the 'Warning' column has a value of 200, and the 'Critical' column has a value of 500. The text 'to' is between the columns, and 'and above' is at the end. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

In the **Threshold Configuration** window, you can specify thresholds for *Informational*, *Warning*, and *Critical* alerts. Once you have configured your alert thresholds you can verify this information in the Administration's roll up view.

Enabling or Disabling alerts and thresholds

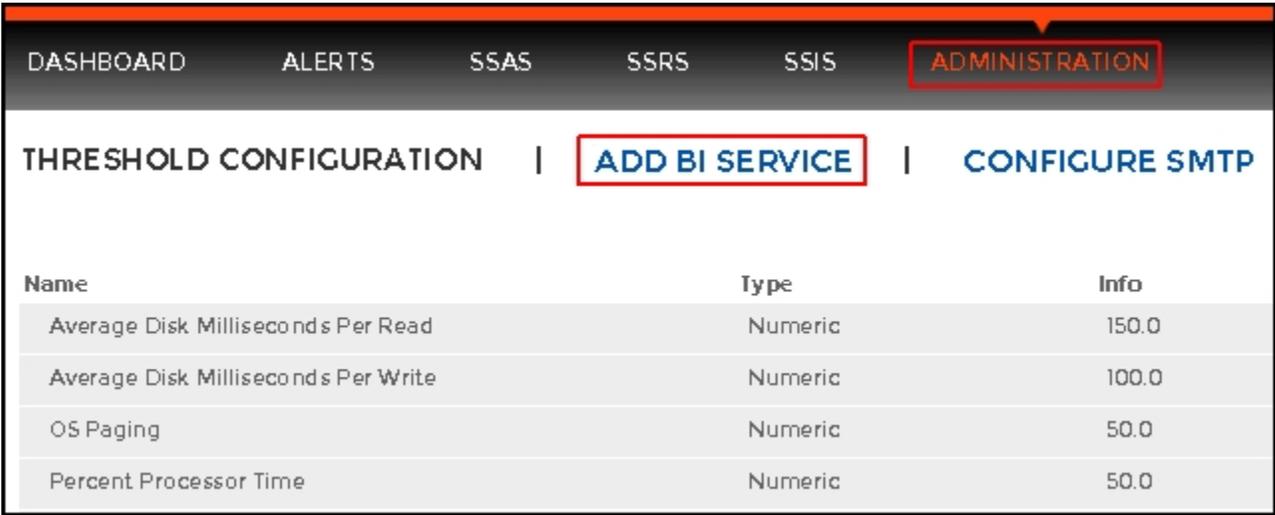
SQL BI Manager allows you to enable or disable the generation of alerts and collection of some performance metrics. You can disable alerts when not necessary, to save system resources, or perform maintenance.

You can access this option at the right side of the **Administration** view. Click on the check box under the **Enable/Disable** column.



Registering SQL BI Service Instances for monitoring

In the Administration view you can add SQL BI Service Instances for monitoring with the **ADD BI SERVICE** option at the top left of the view.



For additional information, refer to [Adding Business Intelligence Services for monitoring](#).

Configuring SMTP settings for alerting

In the **Administration view**, click **CONFIGURE SMTP** and the **Email Settings** dialog box displays with three main sections:

- Email Information
- Outgoing Mail Server Information
- Test Email Settings

Email Information

Sender Address

Enter the email address that SQL BI Manager will use as the sender of the emails notifications.

Reply To Address

You must specify a reply-to email address to receive replies from emails.

Message Footer

Enter the text that you want to appear in the footer of notifications.

Outgoing Mail Server Information

In order to send email notifications, you must specify the settings of an email server you want to use. You need to provide the following information:

SMTP Server Address

Enter the name or Internet Protocol (IP) address of your SMTP mail server.

SMTP Server Port

Enter the IP port that the SMTP mail server uses. The default SMTP port is 25.

Use an SSL encrypted connection

Select this check box to use an SSL encrypted connection to connect to the email server.

SMTP Server authentication

Select this check box if your SMTP server requires authentication, specify then a valid user name and password to access the email server.

Test Email Settings

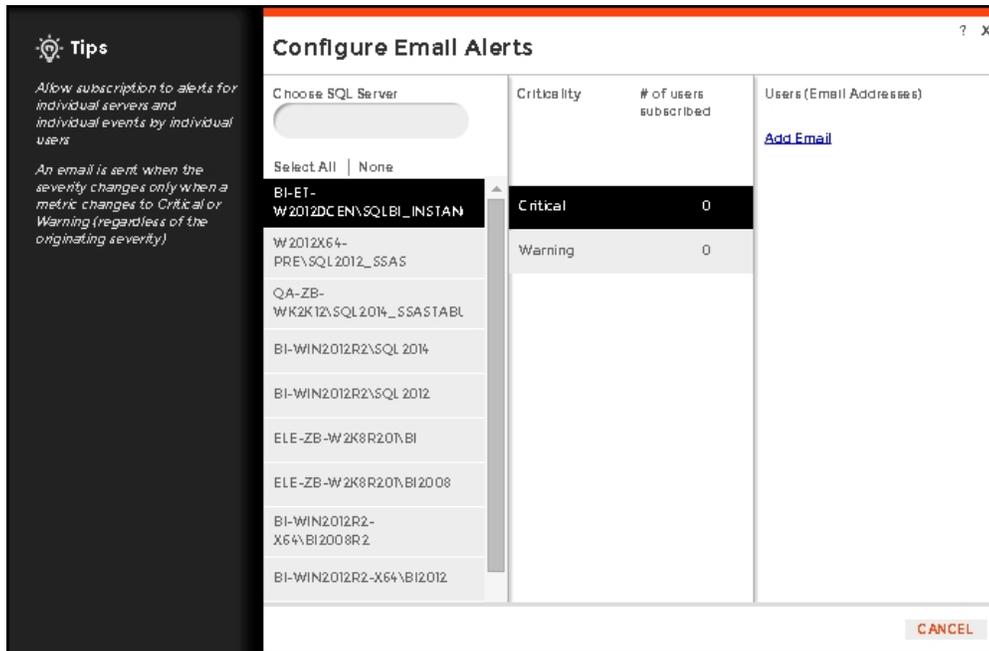
You can use this section to test your email settings. For this purpose, enter the **Recipient of the test email** and click **SEND TEST EMAIL**. SQL BI Manager sends a test email to the recipient you specify. You can verify this test email in the respective recipient account.

After you configure your email settings, you can subscribe to alerts. For more information on how to subscribe to alerts, see [Configuring email alerts](#) (below).

Configuring email alerts



In the **Administration view**, click **Configure Email Alerts** and a new dialog box displays.



In the **Configure Email Alerts** dialog box, you can subscribe to receive alerts for individual SQL servers or all.

Steps to subscribe to alerts

- Click the SQL server of your choice or **Select All**.
- Select **Critical** or **Warning** to receive alerts only when a metric changes to either status.
- Add email address.



Adding users

DASHBOARD ALERTS SSAS SSRS SSIS ADMINISTRATION			
THRESHOLD CONFIGURATION ADD BI SERVICE CONFIGURE SMTP CONFIGURE EMAIL ALERTS ADD USER			
Name	Type	Info	Warning
Average Disk Milliseconds Per Read	Numeric	150.0	250.0
Average Disk Milliseconds Per Write	Numeric	100.0	200.0
OS Paging	Numeric	50.0	75.0

In the **Administration view**, click **ADD USER** and a new dialog box displays.

Add User

User Name: *
Note: Enter user's Windows account using the form "domain\username".

Email address:

Role: (dropdown menu with Read Only option)

Alert Subscri
 Receive SQLBI alert emails for critical issues such as availability problems.

To add users and give them access to SQL BI Manager follow these steps:

- Type the name of the user you want to have access to SQL BI Manager. You should enter a Windows user name in the following format: **<domain\user name>** since SQL BI Manager uses Windows authentication to validate users.
- Type the respective email address where you want the user to receive alert emails.
- Assign SQL BI Manager *Read Only* or *Administrator* privileges.
- Check the respective box if you want this user to receive alert emails for critical issues.
- Click **SAVE**.

You should provide the new user with the following URL: **http://<ServerName>:9278** (where ServerName is the name of the machine on which you installed the SQL BI Manager services).

SQL **Business Intelligence Manager** identifies issues within the SQL BI environment to help optimize BI service performance. [Learn more](#) >>