

# Import SQL Servers

[Click here for 1.0 Documentation](#)

SQL Elements constantly discovers SQL Server instances so you can select those ones that you want to monitor. When you open the **Add SQL Server Instance** wizard, you can choose those ones you want to register with SQL Elements; however, you can also import a list of instances from your computer. Go to the **Administration** tab, on the **Instances** section you can find the option **Import SQL Servers**. Use this option to import a .csv file from your computer.

The screenshot shows the SQL Elements Administration interface. The top navigation bar has four tabs: DASHBOARD, EXPLORER, INSTANCES, and ADMINISTRATION. The ADMINISTRATION tab is selected and highlighted with a red box. Below the navigation bar, the main content area is titled 'ADMINISTRATION'. It contains several sections: 'Users' (with a 'Manage Users' link), 'Licensing' (with a 'Manage License' link), 'Instances' (highlighted with a red box, containing 'Add SQL Server Instance' and 'Import SQL Servers' links), 'Tags' (with a 'Manage Tags' link), 'Alert Emails' (with 'Configure email (SMTP) settings', 'Subscribe to alerts', and 'Manage Subscriptions For All Users' links), and 'Discovery' (with 'Auto Registration Options', 'Discover Instances', and 'Manage Discovery Options' links). The 'Instances' section is the focus of the document, as it contains the 'Import SQL Servers' link.

To import a file:

1. Click **Upload** to choose a .csv file from your computer.
2. SQL Elements displays the instances from your uploaded .csv file. You can select/unselect those instances that you want to import. Click **Import**.



## Tips

Select a file containing instances to be imported into SQL Elements. The instances names can be separated by commas, semi-colons or line breaks.

Once imported, you can use the bulk operations available on the Instances View to set credentials for monitoring the instances as well as owners, locations, comments and tags.

## Import Instances

? X

1. Choose a .csv file to Import

UPLOAD

2. Select Instances to Import

Instance Name

☒ instances1

☒ instances2

☒ instances3

☒ instances4

☒ instances5

☒ instances6

☒ instances7

☒ instances8

☒ instances9

IMPORT

CANCEL



### CSV files

Keep in mind that the .csv files you use to import must have only the names of the instances.



After you import the instances, you can use the bulk options available on the Managed Instances view to set the credentials for monitoring them, as well as editing their owners, locations, comments, and tags.