


## Decommissioned Instances

IDERA SQL Inventory Manager users can mark instances and databases as "decommissioned" within the product, thereby preventing erroneous alerting yet retaining the data for historical purposes. Decommissioned items are not monitored, do not trigger alerts or recommendations, and do not count against your IDERA SQL Inventory Manager license. The data stored before an item is decommissioned remains in the repository database, but is only included in the Decommissioned tab in the Instances view and the Decommissioned Databases list at the bottom of the Instance Details view.

The Decommissioned tab and the Decommissioned Databases list show information about decommissioned items such as the name, timestamp of decommission, SQL Server version and edition (Instance only), recommendations (Databases only), and more. To access the Decommissioned tab, go to the **Instances** tab, and click **Decommissioned**.

 Users who decommission or recommission instances and databases must be administrators within IDERA SQL Inventory Manager.




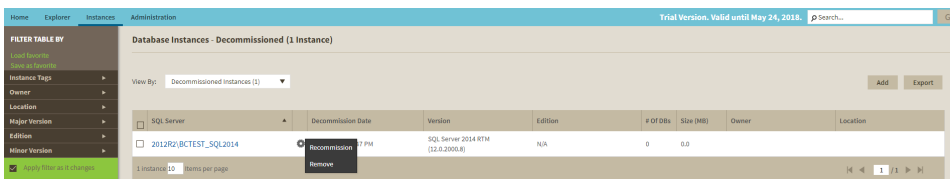
### Tip

To add notes on why an instance is decommissioned, you can use the **comments field** on the [Instance](#) options, or you can create a custom inventory field. You must add the notes before changing the status to decommission.

### Available options

On the Decommissioned view there are two options available on the action items bar:

- **Add**. Click this option to go to the respective wizard and add new SQL Server instances.
- **Export** . You can choose any of the following formats: PDF, XLS, or XML for exporting the information displayed on the Decommissioned view.
- **Advanced Filter**. Apply advanced filters.
- **Clear Filters**. Clears any applied advanced filters.



SQL Server	Decommission Date	Version	Edition	# of DBs	Size (MB)	Owner	Location
2012R2\BCTEST_SQL2014	7/14	SQL Server 2014 RTM (12.0.2000.8)	N/A	0	0.0		



You can type on the bottom section of this view the number of instances you want IDERA SQL Inventory Manager to display per page. Click **Refresh** to apply the changes.

### Options available when you select instances

On the Decommissioned view, IDERA SQL Inventory Manager allows you to perform several actions on a single instance as well as bulk actions on several selected instances.

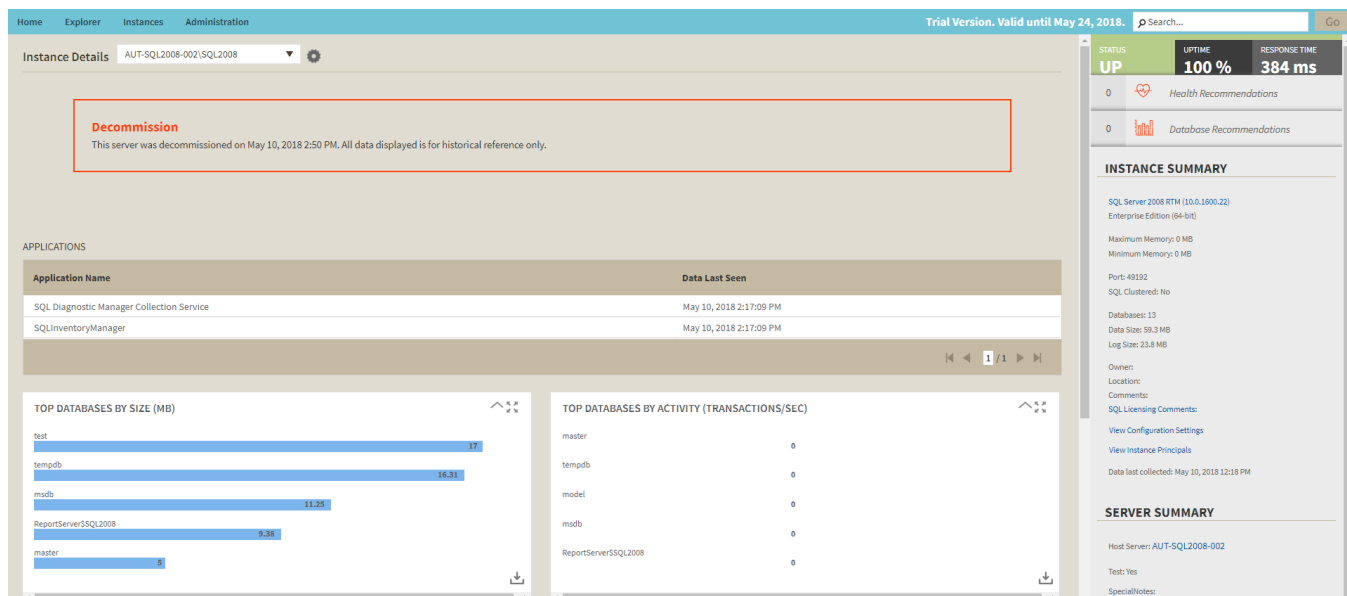
If you select one or more instances, you can perform the following actions:

- Recommission
- Remove

✔ You can also access most of these options from the gear icon next to the selected instance. To access the instance details view, you can click directly on the instance name.

## Viewing instance details

You can access an instance details view by clicking directly on the instance name. For more information about what information is available on the instance details view, refer to [Viewing instance details](#). Decommissioned instances display a large message including the timestamp when the instance was decommissioned and to remind the user that all displayed data is for historical purposes only.



## Remove

If you no longer want to manage an instance, you can remove it by selecting the respective instance, going to **More Actions** on the action items bar, and selecting **Remove**. You can also find this option by clicking the gear icon next to the instance. IDERA SQL Inventory Manager displays all removed instances on the Ignored instances view. For more information about removing instances click [here](#).

## Recommission

Select an instance and click **Recommission** on the action items bar. You can also find this option by clicking the gear icon next to the respective instance. On the confirmation message dialog, verify the correct instance(s) appears, and then click **Yes**. Note that the instance disappears from the Decommissioned tab and appears on the Managed tab. Remember that this instance is now active and does count against your IDERA SQL Inventory Manager license.

### Add SQL Server instance

If you want to access the **Add SQL Server instance wizard**, click **Add SQL Server instance**. The wizard opens and allows you to browse and register SQL Server instances.


### Advanced Filter

Apply advanced filters to your instances view, for more information refer to [Filtering and Sorting](#).

### Clear Filters

Clears any applied advanced filters.

### Exporting from the Decommissioned view

On the action items bar of the Decommissioned view, you can find the **Export**  option which allows you to choose your preferred format for exporting the information available on this view. You can export as a **PDF**, **XLS**, or **XML** file. The filters you choose on this view will be taken into account for your exported reports.

### Filtering and Sorting

SQL Inventory Manager offers different ways of sorting and filtering the listed instances/servers, for further information refer to [Filtering and Sorting](#)



## Tip

IDERA SQL Inventory Manager displays the filters you select on the top section of your managed instances view under **Filtered by**. You can remove filters from this section too.