

Viewing your Instance Details

SQL Enterprise Job Manager lets you view the specific details of any SQL Server instance you select. For this purpose, click the name of the Instance from any section of the console, and you will be directed to the **Instance Details** tab.

In this view you can see the following information:

Instance Alerts

In this section, you can see all the alerts that belong to the specific instance. These alerts help you get an overview of the most critical issues regarding the status of your specific instance.

The alerts in this section are ordered by level of severity and grouped by alert rule. SQL Enterprise Job Manager displays four levels of alert severity, also identified with colors: Critical (**red**), Warning (**yellow**), Informational (**gray**), and OK (**green**).

How can you order alert rules?

By default, alert rules are ordered by severity from the most critical to those alert rules with OK severity. If you want to change this order, go to the top menu options of the alert rules section for this instance and click **Sort by Severity**.

How can you hide all displayed alert rules?

If you do not want to see any of the SQL Enterprise Job Manager alerts for this instance, go to the top menu options of this section and click **Hide Alerts**.

To view all alerts again, click **Show Alerts**.

What actions can you perform on each Alert Rule?

You can perform actions on each alert rule as well as on each job alert that belongs to an alert rule.

Alert rules display the number of jobs alerts associated with them. On each alert rule you can:

- **Show Details** - to see the complete list of job alerts that belong to a specific alert rule. You can use **Hide Details** to display only the summarized form of the alert rule.
- **Dismiss** - to ignore the complete alert rule with their associated jobs alerts.
- **Collect Data** - to get a recent status of the alert rule.



When you **Dismiss** an alert rule, it will not be displayed on the rules section temporarily. SQL Enterprise Job Manager will raise the alert rule when the condition happens again. For example: When a job status changes.



When you dismiss an alert, a dialog window opens to confirm this action, you can enable the option **Do not show this warning again** so that SQL Enterprise Job Manager does not prompt this warning message every time you dismiss an alert.

What actions can you perform individually on each job alert?

When you choose to **Show Details** of a specific alert rule, you can see all job alerts associated with a specific alert rule. On each alert you can:

- Depending on the alert rule, you can execute job actions like **Start job** (job Failures alerts) or **Start SQL Server Agent** (Agent not running alerts).
- **Dismiss** - To ignore the alert for a specific job.
- **Collect Data** - To get the most recent alert status for a specific job.



When you **Dismiss** a job alert, it will not be displayed on the alert section temporarily. SQL Enterprise Job Manager will raise the alert when the alert rule condition of the respective job is triggered again.



Read-only users cannot perform actions on SQL Server Agents, such as starting them or starting jobs.



For more information about what alert rules are available by default in SQL Enterprise Job Manager and how you can add your own customized alert rules, go to [Managing Alerts](#).

Job Schedule

In this section, you can view the scheduled job for your specific instance for the present day. You can view what jobs already ran or are scheduled to run in the present day.

To view jobs on other dates, click the **View Full Schedule** option on the top right side of this section. For more information, go to [Viewing your jobs on the Schedule tab](#).

Additionally, this section displays a grid list with your job schedule details:

- **Status** - Displays the status of each job event (every time the job runs)
- **Date/Time** - Displays the date and time of each job event, including the time zone.
- **Duration** - Shows the duration in hh:mm:ss of each job event (total duration of all steps executed for that job event).
- **Instance** - Displays the name of your respective SQL Server instance.
- **Job Name** - Displays the name of the job.
- **Message** - Displays additional information about the job event: status, schedule used, the last step ran, etc.

You can drill into any job event and see more specific information about its steps. Click the [blocked URL](#) button to expand and view the following information of each step:

- **Status** - Displays the status of each step.
- **Date/Time** - Shows the date, time, and timezone when the step is finished.
- **Step ID** - Displays the identification number (ID) of each step.
- **Step Name** - Displays the name of the step.
- **Message** - Shows additional information about the step.



Keep in mind:

- You can sort the information available on this tab by clicking the column header by which you want to order your instances.
- Click the  more options icon to select the information you want to hide or show on the **Job Overlap view** list.
- You can define how many jobs you want to view per page. Go to the bottom section of the tab and type the number of jobs you want to see per page.

Server Performance Timeline

The instance specific view allows you to access the **Server Performance Timeline** of the server that hosts the instance. SQL Enterprise Job Manager collects the CPU information using the specified WMI credentials. To find more information about editing these credentials, click [here](#).

In this view, SQL Enterprise Job Manager displays two charts:

- **Server Performance Chart** - Displays jobs running across all server instances compared to the CPU cycles consumed while executed.
- **Job Runtime Chart** - Displays the jobs running or that have run in the server and their duration. You can hover over each event to view details about the instance name, job name, CPU cycles, average run time, maximum run time, status and duration.

In this view you can specify and filter the following information:

- **Date** - The date for which you want the jobs displayed
- **Time** - On the **From** and **To** options of this section, specify a time period for the day. You can either type, use the drop-down options, or the slider to determine this period.
- **Filters** - Filter your information by:



When using filters take into account:

- Some filters have the option to **Add Filter** in case the information you are looking for is not listed. Once you click on **Add Filter**, a dialog box appears. Type the name you are looking for on the Search bar, then select it from the list, and **Save**. Your filter will be included under the filter list where you added it.
- Click the respective checkbox to add or remove your selections.
- If you want to select filters first and apply the changes later, deselect the **Apply Filter Instantly** option.
 - **Instance** - Select the instances whose jobs you want to see in the charts.
 - **Job Name** - Select the names of jobs you want to see in the charts.
 - **Category** - Select the job category you want to see in the charts.
 - **Duration** - Type or use the time slider to define the last run duration of the jobs you want to display. For example, you can define to view jobs which last run duration is between one and two minutes.

How do you save filters?

You can save your preferred filtering options by typing a name in the **Add Filter** wizard of the **Custom Filter** section and clicking **Save**. Once you save your filter, you can retrieve it from the drop-down bottom of the **Custom Filter** option available on the left side under the **Filter Table By** section.

How do you remove filters?

You can remove filters by following these options:

- Use the specific **Clear Filter** option in each filter. For example, if you want to remove your status filters, click **Clear Filter**.
- Under **Applied filters** on the top section or your **Server Performance view**, you can see the filters you have selected, click the **X** icon next to the ones you want to remove.
- Use the option **Clear All Filters** on the top section of the **Filter Table By** to remove all filters.

What other options are available on the Server Performance Timeline?

In the graphic section you can find the following options:

- **Refresh** - Click the  **Refresh** icon to refresh the information collected on this view. By default SQL Enterprise Job Manager updates the information every six minutes. In the chart, you can also view the Max cycles, the Min cycles, and the Avg cycles.
- **Options to download and print** - Click the  download icon to access the print and download options for each chart. You can select to download charts as PNG, JPEG, PDF document, or SVG vector.