

## Viewing your Policies

On the **Policies** tab, you can see all the existing **SQL Safe** policies in your environment. For each policy, you can see the following information:

- **Status** - displays the status of the operations for each database The status are: wait, failed, missed, skipped, cancelled, completed with warnings, or succeeded.
- **Policy Type** - displays the type of policy: backup, restore, or log shipping.
- **Policy Name** - displays the name with which the policy was created.
- **Databases Covered** - displays the number of databases covered by the policy.
- **Instances Covered** - displays the number of instances covered by the policy.
- **Last Operation** - displays the last operation executed in the policy.
- **Last Operation with Failure** - displays the last failed operation in the policy.

 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.
- You can set the number of items you want to view per page by going to the lower section of the list grid, type a number in the box, and the page will be updated according to your requirements.

How do you filter your information?

In order to get more specific policy information from your environment, you can use the **Filtering** section on the left side of the **Policies** tab.

You can filter your information by:

- **Status** - select the status of the policies you want to view. The status are:
  - **Wait** - no operations have been performed for the policy.
  - **Failed** - the last policy operation for one or more databases failed.
  - **Missed** - one of the last scheduled policy operations for one or more databases did not start as scheduled.
  - **Skipped** - one of the last scheduled policy operations for one or more databases were skipped.
  - **Cancelled** - one of the last scheduled policy operations for one or more databases were cancelled by the user.
  - **Completed with warnings** - one of the last scheduled policy operations for one or more databases completed with warnings.
  - **Succeeded** - all of the last operations for each database and operation type completed successfully.
- **Policy Type** - select the type of policy: Backup, Restore, or Log Shipping.
- **Policy Name** - type the name with which the policy was created.
- **Databases Covered** - use the **From** and **To** options to set specific range of databases you want to filter by policy.
- **Instances Covered** - use the **From** and **To** options to set specific range of instances you want to filter by policy.

- **Last Operation** - select the date using the Calendar. On the **From** and **To** options, set specific date range to filter the last operation executed in the policy.
- **Last Operation with Failure** - select the date using the Calendar. On the **From** and **To** options, set specific date range to filter the last failed operation in the policy.
- **Instance** - type the name of the instance under which the policy is running under.
- **Database** - type the name of the database under which the policy is running under.

✔ When using filters take into account:

- You can save your filtering options by selecting your filters, typing a name in the **By Custom Filter** field, and clicking **Add Filter**. To retrieve your saved filters, click the drop-down option in the **By Custom Filter** section and select your filter name.
- If you want to select filters first and apply the changes later, deselect the **Apply filter as it changes** option.
- To remove filters, use the specific **Remove Filter** option in each filter. For example, if you want to remove your Status filters, click **Remove Status Filter** under the same filter section.
- Under **APPLIED FILTERS** on the top section or your **Policies** tab, you can see the filters you have selected. Click the **X** icon next to the ones you want to remove.
- Use the option **Clear** on the top section of the **Filtering** section to remove all filters.

What other options are available from the Policies tab?

The **Policies** tab allows you to perform the following actions located on the upper section of this tab:

- **Add instance** - click this option to register new servers. Go to [adding SQL Server instances](#) to find more information about registering new instances.
- **Create policy** - use this option to access the wizard for creating [backup](#), [restore](#), or [log shipping](#) policies.
- **Edit policy** - select one of the available policies and click this option to edit its configuration settings.
- **Copy policy** - this option allows you to select an existing policy and create a copy. When you select this option, the Policy Wizard opens with the selected policy settings. You can change these settings according to your preferences. Take into account you have to specify a different name for the copy.
- **Actions** - use this option to enable the policy, disable the policy, or to Run a Backup.
- **Properties** - select this option to access the summary details of a selected policy. You can also use this option to change the configuration settings of a policy.
- **Remove/delete** - select a policy from the list of available policies and click this option to delete it. You can select to delete only the policy or also the jobs associated with the policy.
- **Export** - click this option to export the displayed information on the **Policies** tab. You can select exporting your information in PDF, XLS, or XML file.

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