

# Managed instances

The list of managed instances displays all your environment's registered instances together with their status, SQL Server versions, editions, number and size of their databases, owners, locations and if the instances are clustered or not.

You can click the headers of these columns to order your information; for example, click **# of DBs** to order all your instances according to the number of databases.



## Instance status

Next to the instance name, you can find the following icons that represent the instance status:



Instance up



Instance down



Disabled instance



Instance not available



Authentication failure



Slow



## Tip

You can set the number of instances you want SQL Elements to show per page. Go to the **Display** option at the bottom of the page, type the number you require, and click **Refresh**.

## What actions can you perform on an individual instance?

When you select one instance you can perform any of the following actions:

- View Details
- Refresh Data
- Edit Properties
- Edit Tags
- Disable Monitoring
- Remove
- Add SQL Server Instance

The screenshot shows the 'Managed Instances' page with a table of instances. The 'More Actions' menu is expanded, showing options: 'Disable Monitoring', 'Remove', and 'Add SQL Server Instance'. The table has columns: SQL Server, Status, Version, Edition, # of DBs, Size, Owner, Location, and Clustered. Two instances are listed: 'AUT-SQLDM-110' and 'AUT-SQLDM-100\SQL2008R2'.

| SQL Server  | Status | Version                             | Edition    | # of DBs | Size  | Owner | Location | Clustered |
|---|--------|-------------------------------------|------------|----------|-------|-------|----------|-----------|
| <input checked="" type="checkbox"/> AUT-SQLDM-110 | Up     | SQL Server 2008 R2 (64-bit) (10.5C) | Enterprise | 16       | 3,495 | Carla | Hous     | No        |
| <input type="checkbox"/> AUT-SQLDM-100\SQL2008R2  | Up     | SQL Server 2008 R2 (64-bit) (10.5C) | Enterprise | 4        | 35    | Carla | Hous     | No        |

### Viewing instance details

You can access an instance details view by selecting the instance and clicking **View Details** on the action items bar or 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](#).

### Refresh Data

If you want to refresh the collected data for an instance, select the instance and click **Refresh Data** on the action items bar. You can also find this option by clicking the gear icon next to the respective instance. You can only perform this action for one instance at a time.

### Edit instance properties

Select an instance and click **Edit Properties** on the action items bar. You can also find this option by clicking the gear icon next to the respective instance. On the properties dialog window you can change the owner, location, comments, and credentials. For more information go to [Editing instances properties](#).

## Edit Tags

By selecting an instance and clicking **Edit Tags** on the action items bar, SQL Elements opens a new dialog window where you can add new tags or change the currently assigned tags of the selected instance. You can also find this option by clicking the gear icon next to the respective instance. For more information about editing tags for a specific instance, go to [Manage tags for a single instance](#).

## More Actions

Under **More Actions** you can find three additional options: Disable Monitoring, Remove, and Add SQL Server instance.

### Disable Monitoring

If you want to disable the monitoring of an instance, select the instance, go to **More Actions**, and select **Disable Monitoring**. You can also find this option by clicking the gear icon next to the respective instance. For more information about disabling instances, click [here](#).

### Remove instance

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. SQL Elements displays all removed instances on the Ignored instances view. For more information about removing instances click [here](#).

### Add SQL Server instance

If you want to access the **Add SQL Server instance wizard**, go to **More actions** and select this option. The wizard opens and allows you to browse and register SQL Server instances.

## What bulk actions can you perform on several instances?

### Edit bulk properties

You can select several instances and change:

- Owner
- Location
- Credentials
- Tags

For example, if you have a new DBA, you can select all instances on this tab and click **Edit Owner** to change all instances owner at once.

You can also perform the following actions under the **More Actions** option:

- Disable monitoring
- Enable monitoring
- Remove
- Add SQL Server instances

To bulk edit several instances, select the instances you want to change and follow any of these paths:

- Click the option you want to perform on the action items bar: **Edit Owner**, **Edit Location**, **Edit Credentials**, **Edit Tags**, **Disable Monitoring**, and **Remove**.
- Or click the gear icon next to one of the selected instances. SQL Elements opens a dialog window that shows you on how many instances you are performing the changes.

# Managed Instances

Managed (16) Discovered (382) Ignored (4) SQL Licensing (16)

INSTANCES (16 instances | 137 databases | 27.0 GB total size)

Edit Owner Edit Location Edit Credentials Edit Tags Export More Actions

| <input type="checkbox"/>            | SQL Server              | Status | Version | Edition    | # of DBs | Size  | Owner | Location | Monitoring |
|-------------------------------------|-------------------------|--------|---------|------------|----------|-------|-------|----------|------------|
| <input checked="" type="checkbox"/> | AUT-SQLDM-110           | Up     | 2008    | Enterprise | 16       | 3,495 | Carla | Hous     | No         |
| <input checked="" type="checkbox"/> | AUT-SQLDM-100\SQL2008R2 | Up     | 2008    | Enterprise | 4        | 35    | Carla | Hous     | No         |
| <input type="checkbox"/>            | AUT-SQLDM-100\SQL2008   | Up     | 2008    | Enterprise | 5        | 7,097 | Carla | Hous     | No         |

**Bulk Actions for 2 Instances**

- Disable Monitoring
- Add SQL Server Instance
- Remove
- Edit Owner
- Edit Location
- Edit Credentials
- Edit Tags

**More Actions**

- Disable Monitoring
- Remove
- Add SQL Server Instance

**Take into account that **Enable Monitoring** will only be available if you have disabled instances.**

## How do you export information available on the Instances view?

On the action items bar of the Managed Instances 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.

## What filter options are available on this view?

On the left side of the Instances view, you have options for filtering the instances that you want SQL Elements to display on your managed instances view. You can filter these instances by Tags, Owner, Location, and Version. These options will help you get a quick view of your required instances; for example, if you want to see your managed instances filtered by a specific Owner, just choose the respective option from the Owner filter.

You can enable or disable the option **Apply filter as it changes** depending if you want to see the changes as you apply the filter, or if you prefer to select your filters first and see the results when you finish.

DASHBOARD EXPLORER

### Filtering

TAGS ◀

OWNER ◀

LOCATION ◀

VERSION ◀

☒ Apply filter as it changes



#### Tip

SQL Elements 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.



#### Access from the Dashboard

You can also access the **Managed** instances section by clicking **Instances** on the right sidebar of the dashboard. For more information, go to [Viewing information on the Dashboard](#).