

How to import SQL Server instances

SQL Elements constantly discovers SQL Server instances so you can select those ones that you want to monitor. When you open the Add SQL Sever Instance wizard, you can choose the 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 'ADMINISTRATION' section of the SQL Elements interface. The top navigation bar includes 'DASHBOARD', 'EXPLORER', 'INSTANCES', and 'ADMINISTRATION' (which is active). The 'ADMINISTRATION' section is divided into several sub-sections: 'Users', 'Instances', 'Alert Emails', 'Health Checks', 'Licensing', 'Tags', and 'Discovery'. The 'Instances' sub-section is highlighted with a red box, and the 'Import SQL Servers' link within it is also highlighted with a red box. The 'Import SQL Servers' link is located below the 'Add SQL Server Instance' link.

ADMINISTRATION

Users
Give users permission to use SQL Elements. Create, edit and delete users and subscribe to alerts using the Manage Users action.
[Manage Users](#)

Instances
SQL Elements monitors SQL Server instances and their host computers. Add instances to be monitored using the Add SQL Server Instance action.
[Add SQL Server Instance](#)
[Import SQL Servers](#)

Alert Emails
SQL Elements can send email alerts to inform users about critical issues such as availability problems. To receive alert emails, you must configure alerting to use an email server available on your network and sign up to receive alert emails.
[Configure email \(SMTP\) settings](#)
[Subscribe to alerts](#)
[Manage Subscriptions For All Users](#)

Health Checks
SQL Elements performs health checks against your monitored instances. You can control at a global level whether health checks are performed. Note that disabling a health check will also stop alert emails from being sent for the health check.
[Manage Health Checks](#)

Licensing
A license is required to access SQL Elements features. View license status and add a license key using the Manage License action.
[Manage License](#)

Tags
Tags are used in SQL Elements to group SQL Servers and help you organize your managed instances. Create, view, edit and delete tags and their associated instances using the Manage Tags action.
[Manage Tags](#)

Discovery
SQL Elements automatically discovers instances on your network. You can trigger instance discovery manually below. You can also configure SQL Elements to automatically monitor all newly discovered instances.
[Auto Registration Options](#)
[Discover Instances](#)
[Manage Discovery Options](#)

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.