

Viewing your Operations History

The **Operations History** tab allows you to see all operations performed by SQL Safe in your environment. For each operation, you can see the following details:

- **Status** - this column lets you view the status of each respective operation. Status can be In Progress (percentage and bar indicating the progress of the operation), Queued, Successful, Successful with warnings, Error, Canceled, Skipped, or Deleted.
- **Details** - the details about the status of the respective operation.
- **Instance** - the name of the SQL Server instance where the operation was executed.
- **Database** - the name of the Database where SQL Safe executed the operation.
- **Operation** - the type of operation (Backup, Restore, Verify, InstantRestore, Hydrate).
- **Backup Type** - if it is a backup operation, then the type of configured backup.
- **Policy** - if the operation belongs to a policy, then the name of the policy.
- **Compressed, MB** - the size to which the data was compressed in MB.
- **Uncompressed, MB** - the uncompressed data in MB.
- **Ratio, %** - the ratio between compressed and uncompressed data in percentage.
- **Database size, MB** - the size in MB of the database where the operation was performed.
- **Compression** - the type of compression used for the backup operation.
- **Encryption** - the type of encryption selected for the backup operation.
- **Duration** - the total duration of the operation.
- **Start time** - the exact time when the operation started.
- **End time** - the exact time when operation finished.
- **Threads** - number of threads used by the operation.
- **Actions** - the gear icon under this column allows you to access options such as Set progress to, Backup again, or Backup with different options.

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 can you filter the information on the Operation History tab?

SQL Safe allows you to filter the information on the **Operations History** tab so that you can see quickly access your required information.

To filter your SQL Safe operations, go to the left section of the tab where you can find the following options for filtering:

- **Status** - specify the status of those operations you want to view. An operation can have any of the following status: In progress, Queued, Successful, Successful with warnings, Error, Canceled, Skipped, or Deleted.
- **Instance** - type those instances for which you want to view their SQL Safe operations.
- **Database** - specify those databases for which you want to view their operations.

- **Operation** - select those operation types (Backup, Restore, Verify, InstantRestore, Hydrate, or Object Level Restore) you want to view on the **Operation History** tab.
- **Backup Type** - enter the backup type for which you want to view its operations. You can choose from Full, Differential, Log, or File backup operations.
- **Policy** - specify if you want to include or exclude policy operations.

✓ 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 **Operation History** 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 actions can you perform on operations?

Under the **Actions** column, you can find the following options when you click the gear icon:

- **Set progress to** - use this option to change the status of the operation. You can set it to Successful, Successful with warnings, Error, Canceled, Skipped, or Deleted.
- **Backup Again** - use this option if you want to repeat the backup operation. SQL Safe performs the backup with the established backup settings.
- **Backup with different options** - use this option if you want to review or change the backup settings. SQL Safe opens the [Backup Wizard](#) where you can review the settings used to perform the operation or edit according to your preferences.
- **Restore Again** - use this option if you want to repeat the restore operation. SQL Safe performs the restore with the established restore settings.
- **Restore with Different Options** - use this option if you want to review or change the restore settings. SQL Safe opens the [Restore Wizard](#) where you can review the settings used to perform the operation or edit according to your preferences.

⚠ Take into account that these options are not available for **Guest** role users.

What other options are available on the Operations History tab?

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

- **Add instance** - use this option to register new instances. Go to [adding SQL Server instances](#) to find more information about registering SQL Server instances in your environment.

- **Export** - use this option to export the information displayed on your **Operations History** tab.
b. Select your preferred format for exporting your information: PDF, XLS, or XML.

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