Register an instance

SQL Safe provides the ability to add, remove, and group SQL Server instances from within the tree pane.

How do you register an instance?

To register a SQL Server instance with SQL Safe:

1. In the navigation pane, click **Servers**.
2. Right-click on the Server Group to which you want to add the SQL Server instance.
3. Select **Register SQL Server** from the context menu.
4. In the Available Servers list of the Register SQL Servers dialog, select the instance you want to add to the Server Group.
5. Click **Add >** and SQL Safe moves the selected server to the Added Servers list.
6. Select the required authentication method used to log in to the SQL Server instance, and then click **OK**.

or

1. Go to the Common Tasks section of the SQL Safe Today view, click **Register SQL Server**.
2. In the **General** tab, select the SQL Server Instance from the ⬚ add more option available on the Server name.
3. Assign a Friendly name for your SQL Server.
4. Select the Server Group from the drop-down option.
5. Determine the SQL Server Authentication method (Windows or SQL Server).
6. Use the respective user name and password.
7. In the **Advanced** tab, you can specify the Network Name of your instance.

> ✅ You can also register an instance "on the fly" when you back up the hosted databases through the Management Console.

How do you group SQL Server instances?

To group SQL Server instances, right-click the SQL Server instances folders on the pane tree of the **Servers** View and select **Add Group**, then you can Register SQL Servers to add them to the respective group.

Organizing your SQL Server instances into related groups can help you verify the backup status of specific types of SQL Server instances. For example, you can categorize servers based on location, purpose, importance, platform, or any other logical category.

How do you search for SQL Server instances?

To find instances listed in the sidebar go to the navigation pane of the SQL Safe Today, or Servers tab.

What other options do you have available when registering an instance?

To see more available options for your instance, right-click the respective instance and select one of the following options:

- **Backup Database(s) -** opens the SQL Safe Backup Wizard. For more information about backups, go to perform a manual backup.
- **Restore Database(s) -** opens the SQL Safe Database Restore Wizard. For more information about restores, go to perform a manual restore.
- **Restore Database(s) Files -** opens the SQL Safe Database File Restore Wizard. For more information about restore database files, go to perform a manual restore.
- **Object Level Recovery -** opens the SQL Safe Object Level Recovery Wizard. For more information about recovering databases, go to object level recovery operations.
- **Mount Virtual Database -** opens the SQL Safe Virtual Database Wizard. For more information about mounting a virtual database, go to mount virtual database.
- **Browse TSM Backups -** you must install the TSM client before browsing TSM Backups. For more information, go to integrate SQL Safe with TSM.
- **Install SQL Safe Backup Agent / Upgrade SQL Safe Backup Agent -** opens a dialog box to install or upgrade the Backup Agent. You can select the checkbox option to include the SQL Safe Extended Procedures or the Backup Service Install log to your installation. For more information, go to install and configure the SQL Safe Backup Agent.
- **Install SQL Safe Extended Stored Procedures -** opens a dialog box to install SQL Safe Extended Stored Procedures. You can select the checkbox option to include the Backup Service Install log in your installation. For more information, go to deploy the SQL Safe Extended Stored Procedures.
- **Update License -** opens the License Key Manager allowing you to select the instance for which you will be updating its license. For more information about the license, go to manage licenses.
- **Enable/Disable SQL Safe InstantRestore -** select this option to enable the InstantRestore and bring the database online quickly while the restore occurs in the background. You can also disable it by selecting this option. For more information, go to enable/disable SQL Safe InstantRestore.
- **SQL Safe Agent Properties -** opens a dialog box where you can edit the SQL Safe Agent properties. For more information, go to SQL Safe Backup Agent properties.
- **Remove SQL Server -** opens a dialog box where you can confirm you want to remove the SQL Server instance.
  Keep in mind, that in the **Servers tree**, the SQL Server Instances node lists all the SQL Server instances you have registered with SQL Safe. However, this list may not reflect all registered SQL Server instances across your environment. For example, when your backup or log shipping policy contains instances registered by other database administrators, SQL Safe lists these instances in the Discovered Instances node. Although you can delete this node, SQL Safe recreates the node after a policy status is refreshed.
- **Refresh SQL Server -** automatically refreshes the SQL Server Instance Information page.
- **Properties -** use this option to edit the general and advanced properties of a registered Instance.
  The General tab, allows you to set different credentials to connect to the SQL Server Instance. For more information about the credentials needed to monitor an instance, go to add new SQL Server instances.
  The Advanced tab, allows you to specify a Network Name to connect to the SQL Server Instance and/or the SQL Safe Agent Components.

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