

Administering SQL BI Manager

The **Administration** tab gives you easy access to manage SQL BI Manager options such as users, SQL BI Service instances, alert emails, and alert's threshold configuration. Click image to view full size.




In the Administration tab you can:

- [Configure alert thresholds](#)
- [Enable or Disable alerts and thresholds](#)
- [Register SQL BI Service Instances for monitoring](#)
- [Configure SMTP settings for alerting](#)
- [Configure email alerts](#)
- [Add users](#)

Configuring alert thresholds

In SQL BI Manager you can set alert thresholds as to keep informed of only relevant information about your SQL Server BI environment. Click image to view full size.



You can access this option at the right side of the **Administration** view. To edit an alert threshold, click the pencil icon  and the **Threshold Configuration** window displays.

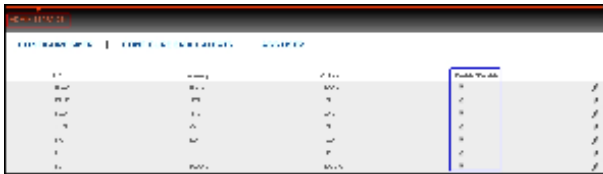
A screenshot of the 'Threshold Configuration' window. The title is 'Threshold Configuration'. Below the title, it says 'Metric: Average Disk Milliseconds Per Read'. The window is divided into four colored sections: 'Info' (yellow), 'Warning' (orange), and 'Critical' (red). Each section has a text input field for a threshold value. The 'Info' section has a value of '100'. The 'Warning' section has a value of '200'. The 'Critical' section has a value of '500'. Below the sections, there are 'SAVE' and 'CANCEL' buttons.

In the **Threshold Configuration** window, you can specify thresholds for *Informational*, *Warning*, and *Critical* alerts. Once you have configured your alert thresholds you can verify this information in the Administration's roll up view.

Enabling or Disabling alerts and thresholds

SQL BI Manager allows you to enable or disable the generation of alerts and collection of some performance metrics. You can disable alerts when not necessary, to save system resources, or perform maintenance.

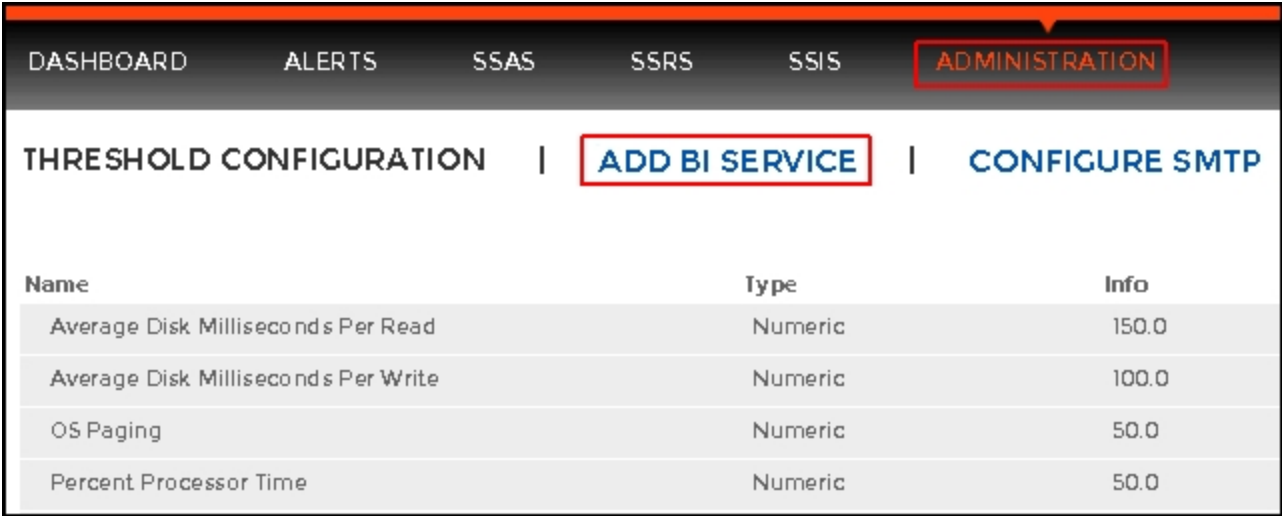
You can access this option at the right side of the **Administration** view. Click on the check box under the **Enable/Disable** column.



Name	Type	Info	Enable/Disable
Average Disk Milliseconds Per Read	Numeric	150.0	<input checked="" type="checkbox"/>
Average Disk Milliseconds Per Write	Numeric	100.0	<input checked="" type="checkbox"/>
OS Paging	Numeric	50.0	<input checked="" type="checkbox"/>
Percent Processor Time	Numeric	50.0	<input checked="" type="checkbox"/>

Registering SQL BI Service Instances for monitoring

In the Administration view you can add SQL BI Service Instances for monitoring with the **ADD BI SERVICE** option at the top left of the view.



DASHBOARD ALERTS SSAS SSRS SSIS ADMINISTRATION

THRESHOLD CONFIGURATION | ADD BI SERVICE | CONFIGURE SMTP

Name	Type	Info
Average Disk Milliseconds Per Read	Numeric	150.0
Average Disk Milliseconds Per Write	Numeric	100.0
OS Paging	Numeric	50.0
Percent Processor Time	Numeric	50.0

For additional information, refer to [Adding Business Intelligence Services for monitoring](#).

Configuring SMTP settings for alerting

Email Settings

Email Information

Sender Address:

Reply To Address:

Message Footer:

Outgoing Mail Server Information

SMTP Server Address:

SMTP Server Port: ☐ Use an SSL encrypted connection

☐ SMTP Server requires authentication

User name:

Password:

Test Email Settings

Recipient of test email:

SEND TEST EMAIL

OK **CANCEL**

In the **Administration view**, click **CONFIGURE SMTP** and the **Email Settings** dialog box displays with three main sections:

- Email Information
- Outgoing Mail Server Information
- Test Email Settings

Email Information

Sender Address

Enter the email address that SQL BI Manager will use as the sender of the emails notifications.

Reply To Address

You must specify a reply-to email address to receive replies from emails.

Message Footer

Enter the text that you want to appear in the footer of notifications.

Outgoing Mail Server Information

In order to send email notifications, you must specify the settings of an email server you want to use. You need to provide the following information:

SMTP Server Address

Enter the name or Internet Protocol (IP) address of your SMTP mail server.

SMTP Server Port

Enter the IP port that the SMTP mail server uses. The default SMTP port is 25.

Use an SSL encrypted connection

Select this check box to use an SSL encrypted connection to connect to the email server.

SMTP Server authentication

Select this check box if your SMTP server requires authentication, specify then a valid user name and password to access the email server.

Test Email Settings


You can use this section to test your email settings. For this purpose, enter the **Recipient of the test email** and click **SEND TEST EMAIL**. SQL BI Manager sends a test email to the recipient you specify. You can verify this test email in the respective recipient account.

After you configure your email settings, you can subscribe to alerts. For more information on how to subscribe to alerts, see [Configuring email alerts](#) (below).

Configuring email alerts

DASHBOARD ALERTS SSAS SSR S SSIS ADMINISTRATION			
THRESHOLD CONFIGURATION	ADD BI SERVICE	CONFIGURE SMTP	CONFIGURE EMAIL ALERTS
ADD USER			
Name	Type	Info	Warning
Average Disk Milliseconds Per Read	Numeric	150.0	250.0
Average Disk Milliseconds Per Write	Numeric	100.0	200.0

In the **Administration view**, click **Configure Email Alerts** and a new dialog box displays.

 **Tips**

Allow subscription to alerts for individual servers and individual events by individual users

An email is sent when the severity changes only when a metric changes to Critical or Warning (regardless of the originating severity)

Configure Email Alerts

Choose SQL Server

Select All | None

BI-ET-W2012DC EN\SQLBI_INSTAN

W2012X64-PRE\SQL2012_SSAS

QA-ZB-WK2K12\SQL2014_SSASTABL

BI-WIN2012R2\SQL2014

BI-WIN2012R2\SQL2012

ELE-ZB-W2K8R20\BI

ELE-ZB-W2K8R20\BI2008

BI-WIN2012R2-X64\BI2008R2

BI-WIN2012R2-X64\BI2012

Criticality	# of users subscribed
Critical	0
Warning	0

Users (Email Addresses)

Add Email

CANCEL

In the **Configure Email Alerts** dialog box, you can subscribe to receive alerts for individual SQL servers or all.

Steps to subscribe to alerts

- Click the SQL server of your choice or **Select All**.
- Select **Critical** or **Warning** to receive alerts only when a metric changes to either status.
- Add email address.

Add Email

Email address

SAVE CANCEL

Adding users

DASHBOARD ALERTS SSAS SSRS SSIS ADMINISTRATION			
THRESHOLD CONFIGURATION ADD BI SERVICE CONFIGURE SMTP CONFIGURE EMAIL ALERTS ADD USER			
Name	Type	Info	Warning
Average Disk Milliseconds Per Read	Numeric	150.0	250.0
Average Disk Milliseconds Per Write	Numeric	100.0	200.0
OS Paging	Numeric	50.0	75.0

In the **Administration view**, click **ADD USER** and a new dialog box displays.

Add User

User Name: *

Note: Enter user's Windows account using the form "domain\username".

Email address:

Role: Administrator

Alert Subscri ☐ Receive SQL BI alert emails for critical issues such as availability problems.

SAVE CANCEL

To add users and give them access to SQL BI Manager follow these steps:

- Type the name of the user you want to have access to SQL BI Manager. You should enter a Windows user name in the following format: **<domain\user name>** since SQL BI Manager uses Windows authentication to validate users.
- Type the respective email address where you want the user to receive alert emails.
- Assign SQL BI Manager *Read Only* or *Administrator* privileges.
- Check the respective box if you want this user to receive alert emails for critical issues.
- Click **SAVE**.

✔ You should provide the new user with the following URL: **http://<ServerName>:9278** (where ServerName is the name of the machine on which you installed the SQL BI Manager services).

SQL **Business Intelligence Manager** identifies issues within the SQL BI environment to help optimize BI service performance. [Learn more](#) >>

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