View your Managed Instances

The **Instances** tab allows you to view all instances managed in your environment. For each instance, you can see the following information:

- **Status** - displays the status of the respective instance. The error icon means the connection to the instance failed. The up icon represents a successful connection with the instance.
- **Instance name** - the name of the respective SQL Server instance
- **Status text** - specifies in detail the status of the SQL Server instance.
- **# of Databases** - displays the number of databases that belong to the respective instance. Click this option and SQL Safe takes you to the **Databases** tab filtered by the selected instance.
- **# of Policies** - shows the number of policies that cover at least one database that belongs to the respective instance. Click this option and SQL Safe takes you to the **Policies** view filtered by the selected instance.
- **# of Operations** - displays the number of operations in the instance. Click this option and SQL Safe takes you to the **Operation History** tab filtered by the respective instance.
- **SQL Server version** - displays the SQL Server version of the instance
- **Actions** - under this column you can find the gear icon with the following options for your instances: Remove/delete, Change Credentials, Perform Operation (AdHoc Backup, AdHoc Restore)

How do you filter the information on your Instances tab?

SQL Safe allows you filter your information to access your required data easily. Go to the left section of the **Instances** tab and filter according to:

- **Status** - you can select **Ok** or **Error**
- **Instance name** - type the name of the instances you want to view
- **Status text** - type an specific status
- **# of Databases** - use the options **From** and **To** to specify a range of the number of databases for which you want to see your data
- **# of Policies** - use the options **From** and **To** to specify a range of the number of policies for which you want to see your data
- **# of Operations** - use the options **From** and **To** to specify a range of the number of operations for which you want to see your data
- **SQL Server version** - type a SQL Server version for which you want to see its instances
- **Policy Name** - type the name of the policies for which you want to view their respective instances

When using filters take into account:

- If you want to select filters first and apply the changes later, unselect the option **Apply filter as it changes**.
- To remove filters, use the specific **Remove Filter** option in each filter. For example, if you want to remove your Instance filters, click **Remove Instance Name Filter** under the same filter section.
- Under **FILTERED BY** on the top section or your **Managed Instances** 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 other options are available on the Instances view?

On the upper section of your Instances list, you can find the following options:

- **Add SQL Server instance** - You can register SQL Server instances to your monitored environment. Go to Adding SQL Server instance for more information about registering new instances.
- **Backup** - use this option to open the Backup Wizard.
- **Restore** - use this option to open the Restore Wizard.
- **Export** - you can export the information displayed on your **Instances** view. Select your preferred format: PDF, XLS, or XML.

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

What actions can you perform on instances?

You can select one or more instances from the **Instances** tab, click one of the respective gear icons under the **Actions** column, and perform any of the following actions:

- **Remove/delete** - use this option if you no longer want to manage the selected instances

- **Change credentials** - use this option to set different credentials to connect to the SQL Server Instance. You can go to Add new SQL Server instances to find more information about the credentials needed to monitor an instance.
- **Perform operations** - select this option to access any of the following operations:
    - **AdHoc Backup** - select this option to open the Backup Wizard with the selected instances and specify the respective settings for the backup.
    - **AdHoc Restore** - take into account that this option is only available when you select a single instance. SQL Safe opens the Restore wizard so that you can specify the respective settings for the restore operation.

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

SQL Safe is a high-performance backup and recovery solution for your SQL Servers. Learn more > >

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