Filtering your instances information

If you need to view instances according to more specific requirements, you can use the Filter Table By section available on the left side of the Instances tab.

You can filter your instances by:

- Instance Select the instances you want to see.
- Owner Select the owner of the instance you want to see.
- Location Select the location for which you want to see their respective instances.
- SQL Server Version Select specific SQL Server versions.
- Status Filter your instances according to the instance status (Unknown, Online, Connection Failure, Unsupported SQL Server Version, Authentication Failure, or Error).
- · Agent status Select specific agent status to filter your information. You can select from: Running, Stopped, Stopping, Starting, or Unknown.
- # of Jobs Use the sliders to specify an interval of a number of jobs. The instances that fall in this interval will be displayed.
- # of Failed Jobs Use the sliders to specify the interval of jobs whose last status was failed. The instances that fall in this interval will be displayed.



When using filters take into account:

- Some filters have the option to Add Filter in case the information you are looking for is not listed. Once you click on Add Filter, a
 dialog box appears. Type the name you are looking for on the Search bar, then select it from the list, and Save. Your filter will be
 included under the filter list where you added it.
- · Click the respective checkbox to add or remove your selections.
- If you want to select filters first and apply the changes later, deselect the Apply Filter Instantly option.

How do you save filters?

You can save your preferred filtering options by typing a name in the Add Filter wizard of the Custom Filter section and clicking Save. Once you save your filter, you can retrieve it from the drop-down bottom of the Custom Filter option available on the left side under the Filter Table By section.

How do you remove filters?

You can remove filters by following these options:

- Use the specific Clear Filter option in each filter. For example, if you want to remove your status filters, click Clear Filter.
- Under Applied filters on the top section or your Schedule 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 All Filters on the top section of the Filter Table By to remove all filters.

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