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:
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> - 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.