

# Import SQL Servers

IDERA SQL Inventory Manager constantly discovers SQL Server instances so you can select those ones that you want to monitor. When you open the **Add SQL Server Instance** wizard, you can choose those ones you want to register with IDERA SQL Inventory Manager; however, you can also import a list of instances from your computer. Go to the **Administration** tab, on the **Instances** section you can find the option **Import SQL Servers**. Use this option to import a .csv file from your computer.

The screenshot displays the IDERA SQL Inventory Manager web interface. At the top, there's a header with the IDERA logo, a user welcome message, and links for LOG OUT and HELP. Below the header is a navigation bar with tabs: DASHBOARD, SQLINVENTORYMANAGER(IM), OVERVIEW, EXPLORER, INSTANCES, and ADMINISTRATION. The ADMINISTRATION tab is selected. The main content area is titled 'ADMINISTRATION' and contains several sections:

- Users:** Gives users permission to use SQL Inventory Manager. Includes a link to [Manage Users](#).
- Instances:** SQL Inventory Manager monitors SQL Server instances and their host computers. Includes links to [Add SQL Server Instances](#) and [Import SQL Servers](#) (highlighted with a red box).
- Alert Emails:** SQL Inventory Manager can send email alerts to inform users about critical issues. Includes links to [Configure email \(SMTP\) settings](#), [Subscribe to alerts](#), and [Manage Subscriptions For All Users](#).
- MS SQL Server Licensing - Core Factor Tables:** Microsoft introduced core licenses for MS SQL Server version 2012 and greater. Includes a link to [Core Factor Table](#).
- Health Checks:** SQL Inventory Manager performs health checks against your monitored instances. Includes a link to [Manage Health Checks](#).
- Licensing:** A license is required to access SQL Inventory Manager features. Includes a link to [Manage License](#).
- Tags:** Tags are used in SQL Inventory Manager to group SQL Servers and help you organize your managed instances. Includes a link to [Manage Tags](#).
- Discovery:** SQL Inventory Manager automatically discovers instances on your network. Includes links to [Manage Discovery Options](#), [Auto Registration Options](#), [Discover Instances](#), [Manage Discovery Credentials](#), and [Discovery Status](#).
- Custom Inventory Fields:** Add, remove, or edit custom fields to be attached to Servers, Instances, and Databases in your environment. Includes a link to [Manage Custom Inventory Fields](#).

To import a file:

1. Click **Upload** to choose a .csv file from your computer. IDERA SQL Inventory Manager displays the instances from your uploaded .csv file.
2. Select or clear those instances that you want to import, and then click **Import**.



## Tips

Select a file containing Instances to be imported into SQL Inventory Manager. The Instances names can be separated by commas, semi-colons or line breaks.

Once imported, you can use the bulk operations available on the Instances View to set credentials for monitoring the Instances as well as owners, locations, comments and tags.

## Import Instances

? X

1. Choose a .csv file to Import

UPLOAD

2. Select Instances to Import

Instance Name

☒ instances1

☒ instances2

☒ instances3

☒ instances4

☒ instances5

☒ instances6

☒ instances7

☒ instances8

☒ instances9

IMPORT

CANCEL



### CSV files

Keep in mind that the .csv files you use to import must have only the names of the instances.



After you import the instances, you can use the bulk options available on the Managed Instances view to set the credentials for monitoring them, as well as editing their owners, locations, comments, and tags.

SQL Inventory Manager lets you discover and visualize your SQL Server environment. [Learn more](#) > >

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