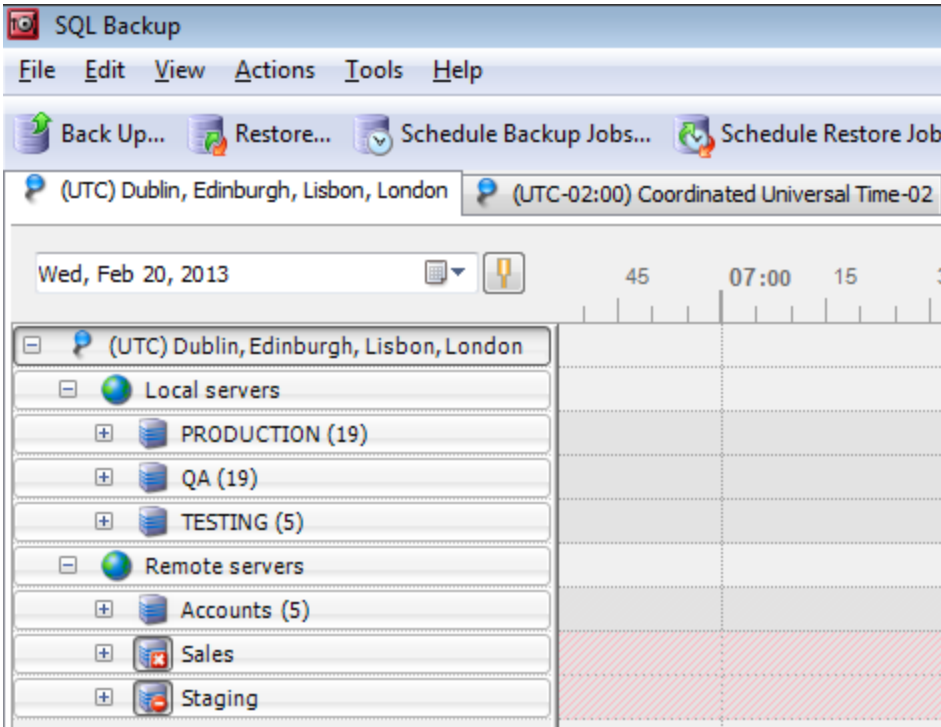


# Managing SQL Server groups

The SQL Server instances that you have added or imported to the SQL Backup Pro graphical user interface are listed in the Registered SQL Servers pane. By default, the instances are listed at the top level, under the location heading.

You can create your own hierarchy of groups to organize the registered instances. For example:




When you add a SQL Server instance, you can allocate the instance to an existing group. For more information, see [Adding SQL Server instances](#).

For more information about locations, see [Time settings and locations](#).

## Creating SQL Server groups

To create a new group or subgroup:

1. On the **File** menu, click  **New Group**.
2. In the **Group name** box, type the name for the new group.
3. Select the **Location** in which you want to create the group.
4. Choose to create a top-level group, or a group within a group. To create a lower-level group, click **Sub-group of**, and then select the group in which you want to create the new sub-group.
5. Click **Add Group**.

## Deleting SQL Server groups

To delete a group or sub-group, do one of the following:

- Right-click the name of the group in the **Registered SQL Servers** pane, click **Delete**, and then click **Delete** on the confirmation dialog box.
- Click the name of the group in the **Registered SQL Servers** pane, in the **Edit** menu, click **Delete**, and then click **Delete** on the confirmation dialog box.



If you delete a group that contains registered SQL Server instances, all instances in the group are removed. Any SQL Backup Pro jobs on the instances will not be affected.