QGrip-UI
Admin Menu

GRIP ON SQL

2024-04-14

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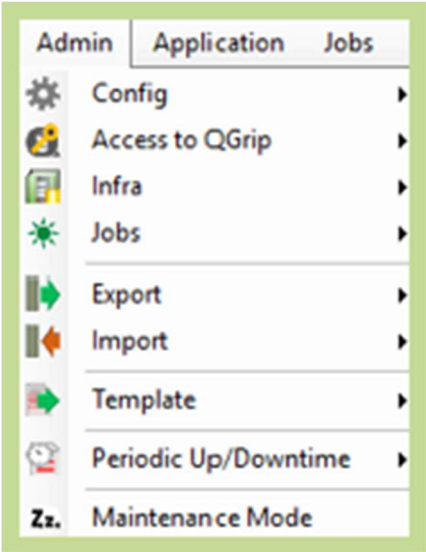
1 Introduction

This document describes all items in the Admin Menu of the QGrip-UI.

Required QGrip Role	Menu
QGrip-Admin	Admin

Note that the Admin menu will only be visible for QGrip-Admin users and all Menu-Items will be enabled.



Parts of the Admin Menu are described in separate documents:

- Config
- Access to QGrip
- Infra
- Jobs

2 Config

QGrip-UI: Admin Menu-Config

3 Access to QGrip

QGrip-UI: Admin Menu-Access to QGrip

4 Infra

QGrip-UI: Admin Menu-Infra

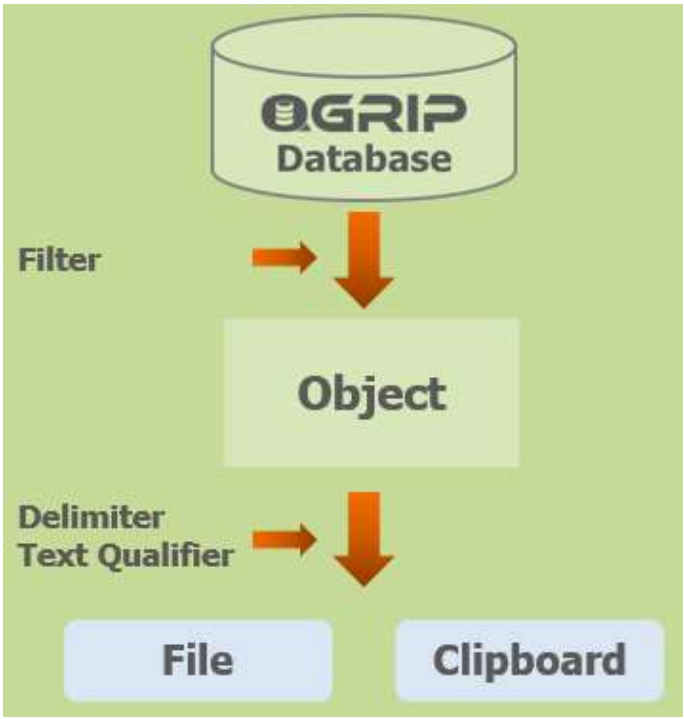
5 Jobs

QGrip-UI: Admin Menu-Jobs

6 Export

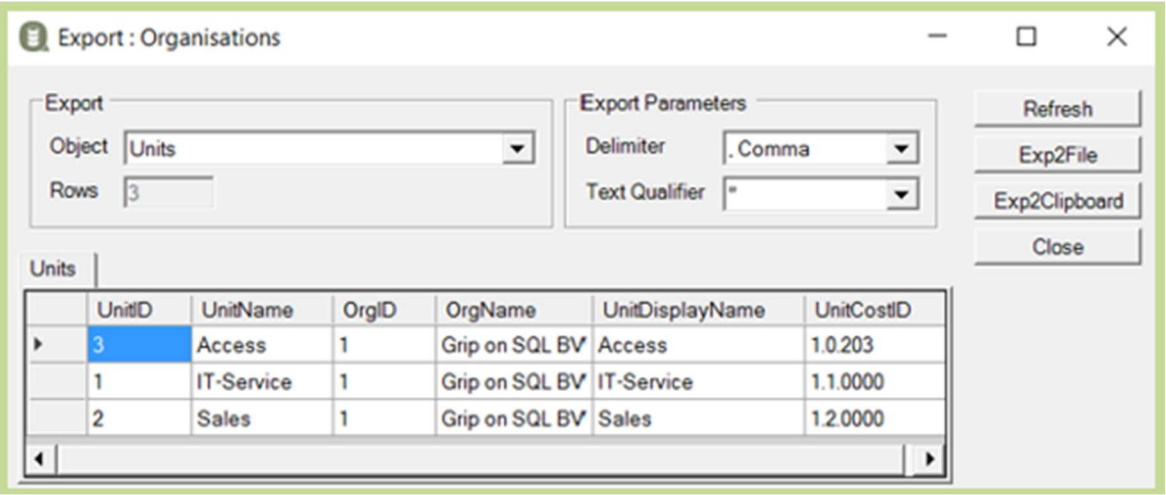
Recommended documentation

Doc-Tab	Title	Section
Install	Import & Export	



Exporting data from QGrip to a CSV file or to Clipboard is straight forward. Use the Export filter to make a selection and choose your Export parameters (Delimiter and Text Qualifier). Hit the Exp2File button to export to a file or Exp2Clipboard to copy selection to Clipboard.

6.1 Organisations, Units, Applications



When you export Organisations, you can choose to either export a combination of Organisations, Units and Applications or one of the entities separately. When exporting one entity, the key values of the owning entity is always part of the Export and is repeated for each row.

Organisations

Column Name	Description
OrgID	QGrip internal ID Organisation.
OrgName	The name of the Organisation.
OrgDisplayName	The name visible in QGrip.
OrgCostID	Identification to be used in Charges, Split Costs.

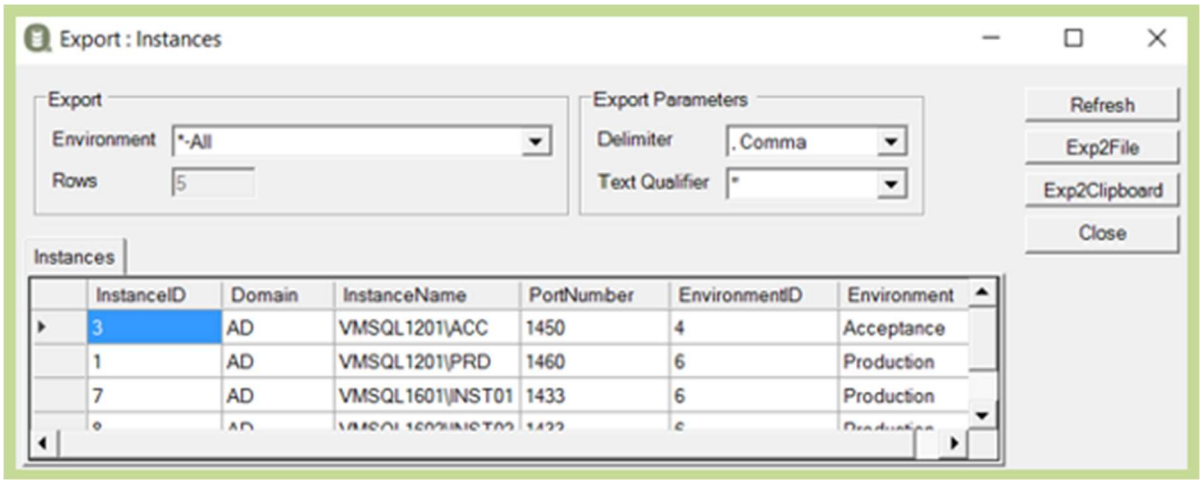
Units

Column Name	Description
OrgID	QGrip internal ID Owning Organisation.
OrgName	The name of the Owning Organisation.
UnitID	QGrip internal ID Unit.
UnitName	The name of the Unit.
UnitDisplayName	The name visible in QGrip.
UnitCostID	Identification to be used in Charges, Split Costs.

Applications

Column Name	Description
UnitID	QGrip internal ID Owning Unit.
UnitName	The name of the Owning Unit.
AppID	QGrip internal ID Application.
AppName	The technical name of the Application.
AppKey	The application key/identifier.
AppDisplayName	The name visible in QGrip.
AppIsService	0 or 1, with 1 indicating that the Application is a Service.
AppCostID	Identification to be used in Charges, Split Costs.
AppCMDBID	The identifier used for application in organisation CMDB.

6.2 Instances

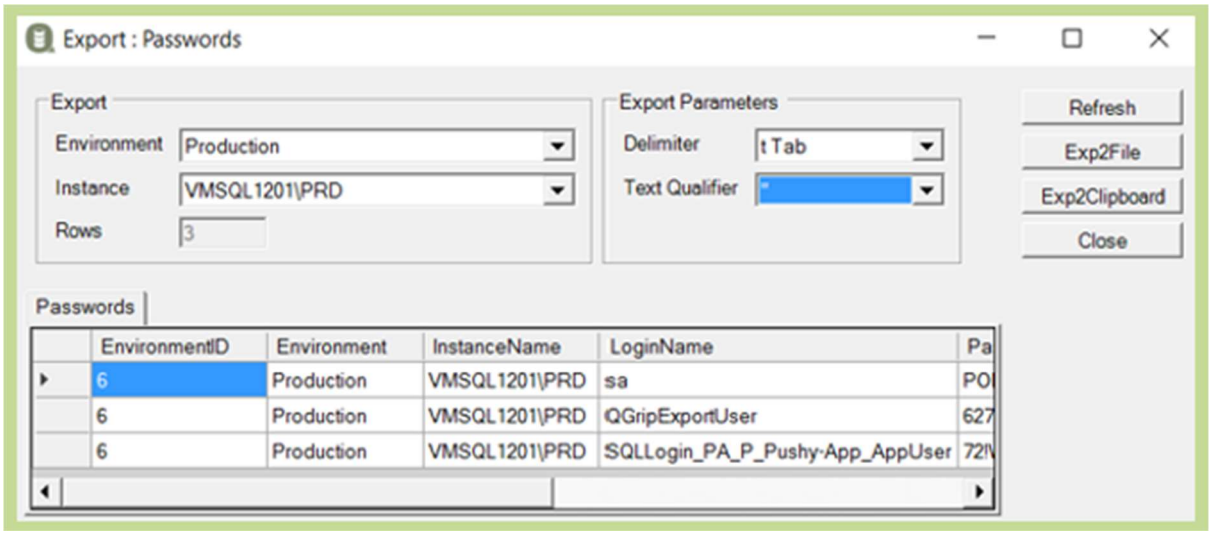


When you export Instances, you can choose to either export all existing Instances or for a specific Environment. The environment is always part of the exported columns.

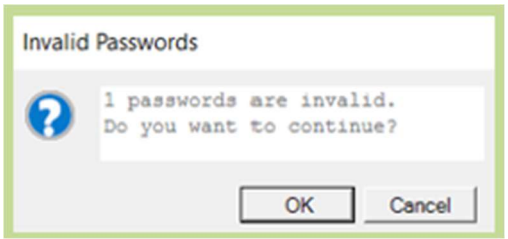
Instances

Column Name	Description
InstanceID	QGrip internal ID Instance.
Domain	The Domain where the Instance is running.
InstanceName	The name of the Instance.
PortNumber	The Instance port number.
EnvironmentID	1 – 6, the Identifier (order) of the Environment 1 = Develop, 6 = Production.
Environment	The full name of the environment.

6.3 Passwords



When you export Passwords, you can choose to either export all existing Passwords or for a specific Environment/Instance. The environment is always part of the exported columns. The actual passwords will be visible in the Export so remember *not* to place it at a location accessible to others.



You will receive a warning if 1 or more passwords in your selection are invalid.

Passwords

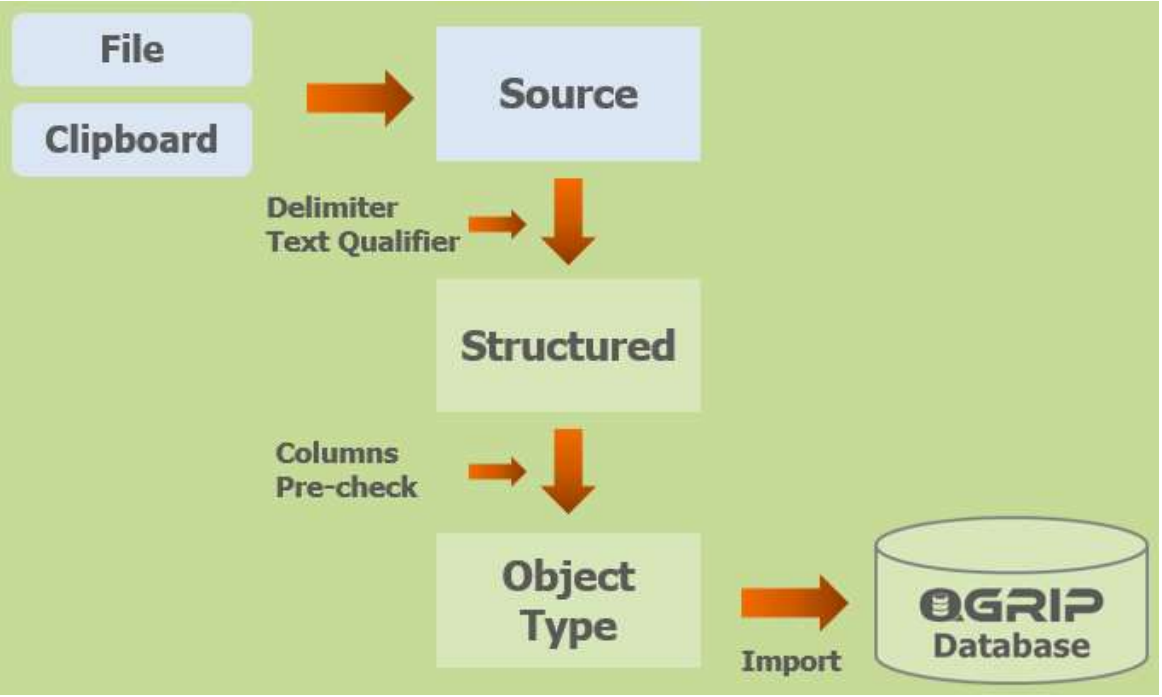
Column Name	Description
EnvironmentID	1 – 6, the Identifier (order) of the Environment 1 = Develop, 6 = Production.
Environment	The full name of the environment.
InstanceName	The name of the Instance.
LoginName	The name of the login.
Password	The current password in plain text.

PasswordStatus	The status of the password.
EnforcePwdPolicy	ON or OFF
Application	The DisplayName of the owning Application.

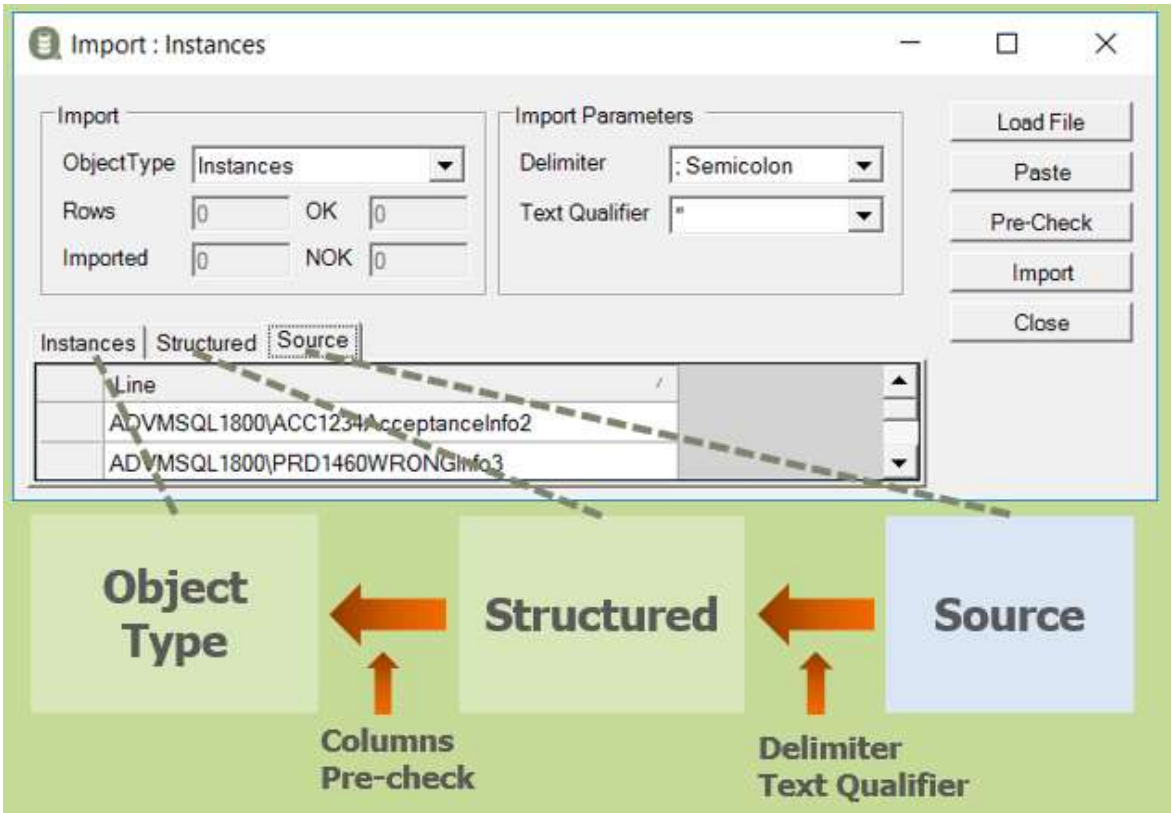
7 Import

Recommended documentation

Doc-Tab	Title	Section
Install	Import & Export	
Application	Password Safe & Connect Info	



Importing data to QGrip from a file or from Clipboard is quite straight forward. The first row of the file or the Clipboard content needs to contain the specific column headers listed below and the columns need to be separated by one of the following Delimiters; Comma, Semicolon or Tab. Use the [Load File] button to select file to import or just copy the data and use the [Paste] button.



Source (third tab)
The data read from file or pasted from Clipboard is visible in the tab Source. This is the "raw" data.

Structured (second tab)
In the Structured tab you can see what the data looks like when the current Import Parameters have been applied. If you change one the Import Parameters, the data in the Structured tab will change.

Object Type (first tab)
The first tab has the name of the Object Type that has been selected in the Import filter and shows the data that can be imported and is based on the data in the Structured tab. Out of all columns in the Structured tab, QGrip will only look for column headers that is needed for the selected Object type, see subsections below.

Pre-Check
Every change in the Import parameters will trigger QGrip to do a pre-check on the available data and show the columns Status and Error Message in the Object Type tab. You can edit the data in the Object Type tab and pre-check it by pressing the [Pre-Check] button.

Import
When you are confident that the data is correct you can start the import by pressing the [Import] button. Only rows with status OK will be imported.

7.1 Organisations, Units, Applications

When Importing Organisations, Units and/or Applications, you can use a combined input source as long as it contains all columns needed. When you change the Object Type in the Import section the

Object Type tab will automatically be changed and repeating values will be filtered out. If you are using combined input, you need to import Organisations first followed by Units and finally the Applications.

The following column headers are mandatory for the different object types: -

Organisations

Column Name	Description
OrgName	The name of the Organisation.
OrgDisplayName	The name visible in QGrip.
OrgCostID	Identification to be used in Charges, Split Costs.

Units

Column Name	Description
OrgName	The name of the Owning Organisation.
UnitName	The name of the Unit.
UnitDisplayName	The name visible in QGrip.
UnitCostID	Identification to be used in Charges, Split Costs.

Applications

Column Name	Description
UnitName	The name of the Owning Unit.
AppName	The technical name of the Application.
AppKey	The application key/identifier.
AppDisplayName	The name visible in QGrip.
AppIsService	0 or 1, with 1 indicating that the Application is a Service.
AppCostID	Identification to be used in Charges, Split Costs.
AppCMDBID	The identifier used for application in organisation CMDB.

7.2 Instances

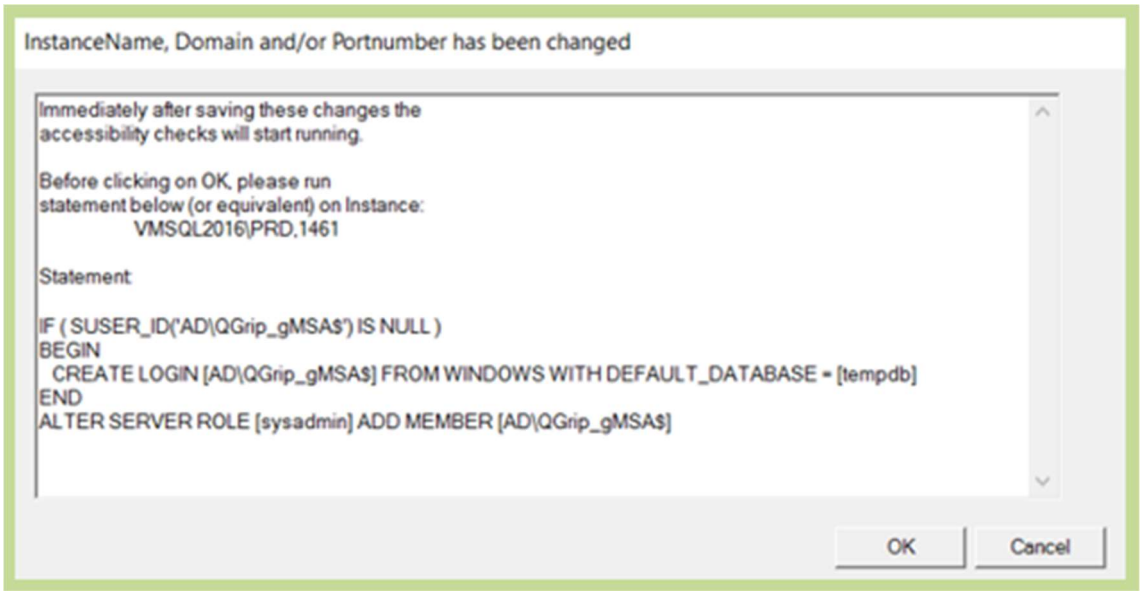
The following column headers are mandatory for Instances: -

Instances

Column Name	Description
Domain	The Domain where the Instance is running.
InstanceName	The name of the Instance.
PortNumber	The Instance port number.
EnvironmentID	(*) 1 – 6, the Identifier (order) of the Environment 1 = Develop, 6 = Production.
Environment	(*) The full name of the environment.

(*) It is sufficient to enter either EnvironmentID or Environment. If you enter both, they need to be consistent.

When you press the [Import] button for Instances, you will, for each Instance, receive a Popup concerning the QGrip System Account that needs to be created on the new instance in order to enable access for QGrip.



Ignoring this message will result in Accessibility problems. Do not forget to check the Accessibility that will start running as soon as an Instance is imported.

7.3 Passwords

The following column headers are mandatory for passwords: -

Password

Column Name	Description
InstanceName	The physical name of the Instance.
LoginName	The login.
Password	The password in plain text.

When you press the [Import] button for Passwords, each of the Imported passwords will be verified on the Instance one by one. If you have Imported a lot of passwords, this may take a while. You will receive a Personal message for each Verify password action.

If the password verification fails, you will have to wait for 24 hours before a new attempt is done.

In the Import Password window, 2 additional buttons are available:

- Exp2File
- Exp2ClipBoard

You can use these buttons to Export the content of the tab that is currently selected.

8 Template (Naming Conventions)

Recommended documentation

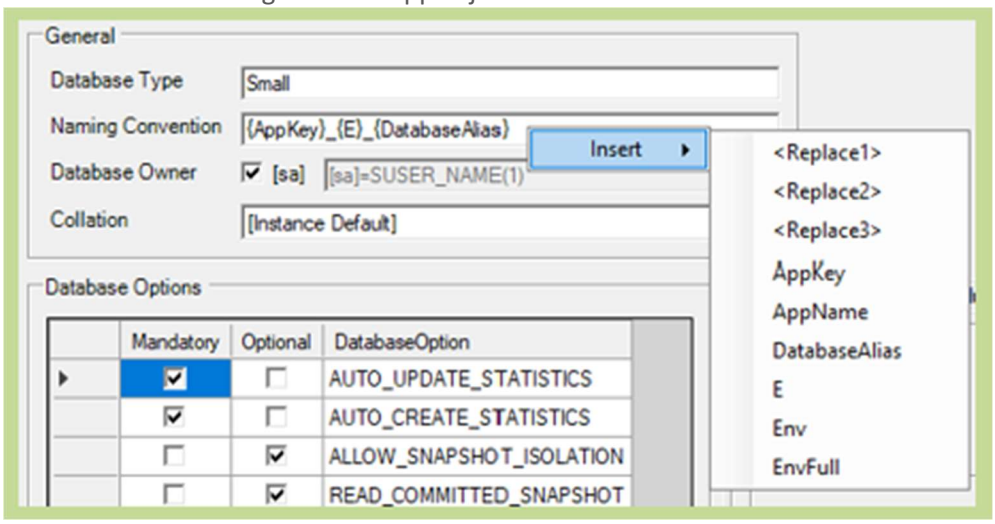
Doc-Tab	Title	Sections
Basics	Database Alias	
Basics	Substitution & Naming Convention	

Templates are be used as base when AppObjects are created. If you define the Templates well, you can implement uniformity in the way your databases, logins and database roles are created and enforce naming conventions.

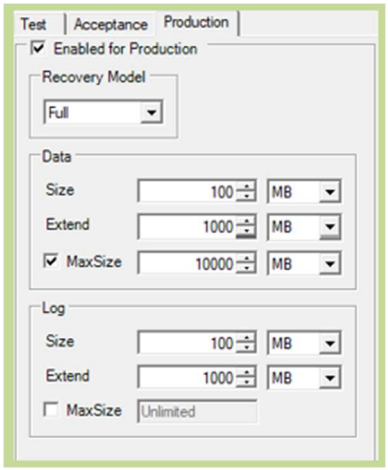
Changing Templates do not have any effect on existing AppObjects sets, only on new sets.

8.1 Template Database

When an App (Object) database is created, substitution will take place on the DB Name and DB Owner in the Template. To Insert available substitution variables, right-click in the field to open the menu with valid variables. The <ReplaceX> substitution variables will result in a popup Replace window when defining the new AppObject.



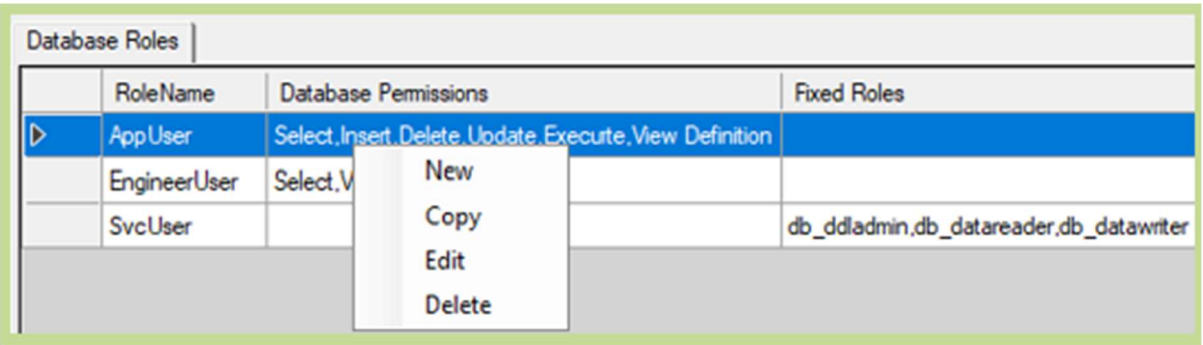
Select Mandatory and Optional database options.



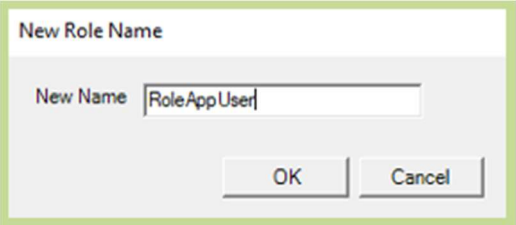
In each environment tab-page, check and adjust the default values.

8.2 Template Database Role

This window only works with a context menu that you can open with right-click in the list of Database Roles.



If you choose New or Copy, you will be asked for the name of the new role.

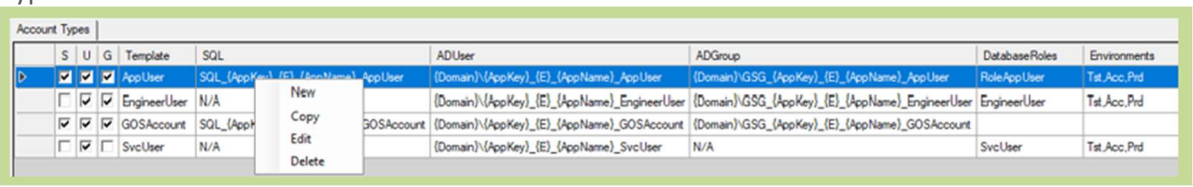


Select Database Permissions and/or Fixed Roles for the Database Role and save.

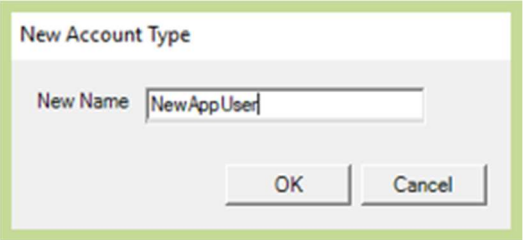
Deleting a Template Database Role used in a Template Login is not possible.

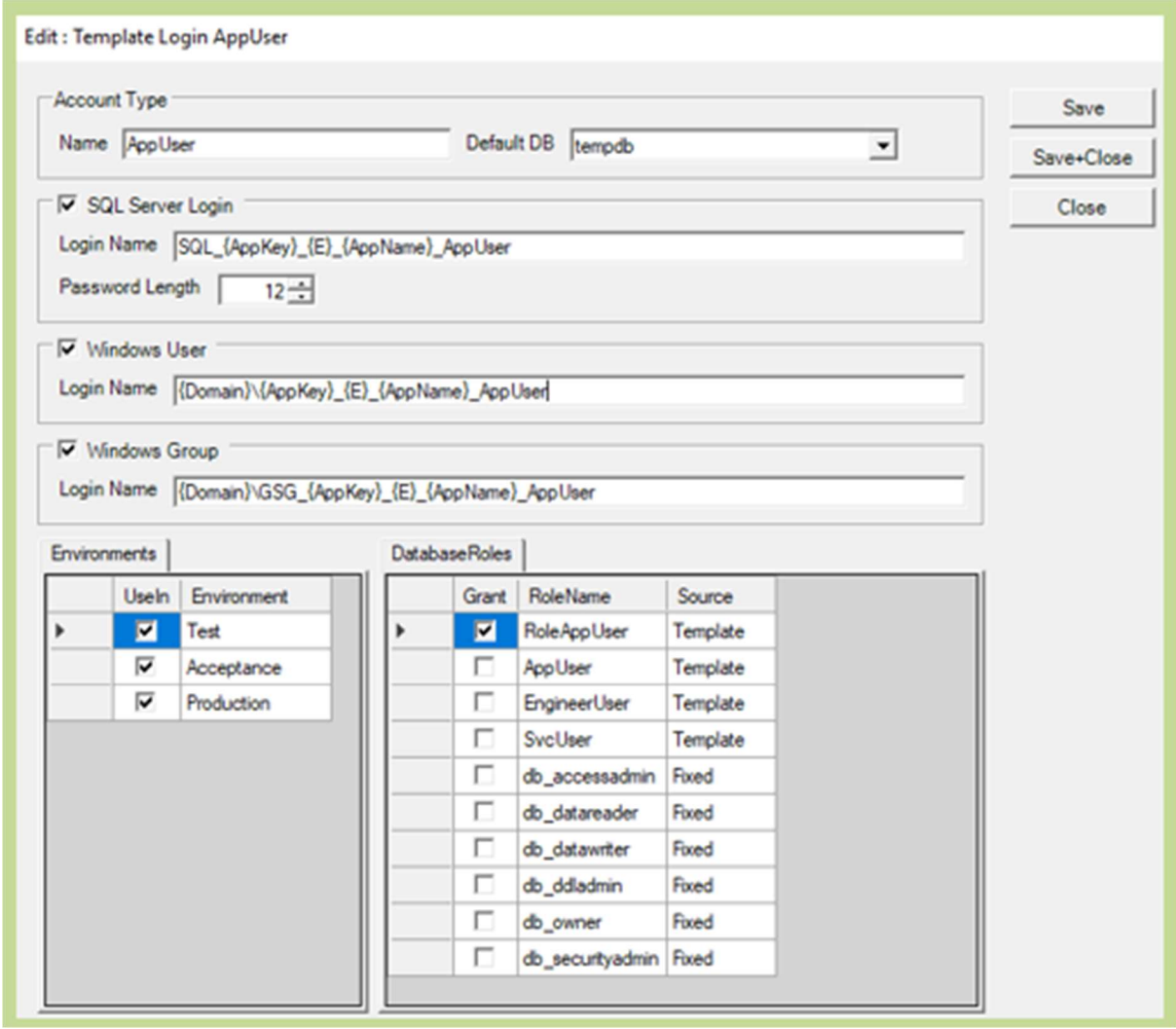
8.3 Template Login

This window only works with a context menu that you can open with right-click in the list of Account Types.



If you choose New or Copy you will be asked for the name of the new account type. Choose the name of the Account Type carefully as this is used as base when creating Logins in AppObjects.



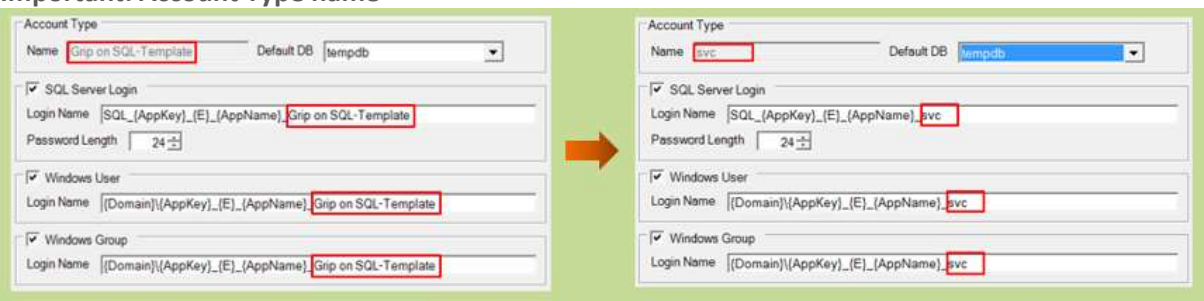


Select / De-select the different login types. Right-Click in the Login Name fields will open the Insert->Substitution menu. Select Environments and Database Roles and Save.

Tip: Organisation-Template

We advise you to define your own Organisation-Template and make it complete with your standard naming conventions for all 3 Login types. This template should only be used to create new template so do not add any environments or Database roles.

Important: Account Type name



When you define templates, make sure the name is not changed in one of the login types. When a template is copied, the name will be replaced with the new name. If it has been changed, the replace will fail.

9 Periodic Up/Downtime

The periodic Up/Downtime is a simple way to automatically and scheduled, put Instances in Maintenance Mode. The difference between Up and Downtime can best be explained with an example.

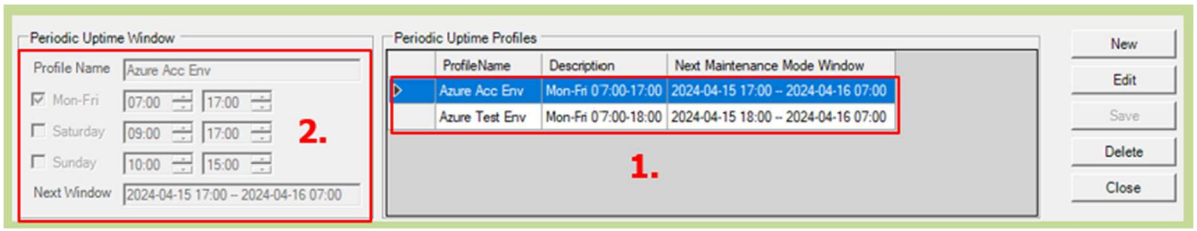
Periodic Uptime
You have some test Instances in Azure that are only active during business hours.

Periodic Downtime
Typical for the monthly windows patches that are automatically installed once a month.

For both Uptime and Downtime, the way of working is the same:

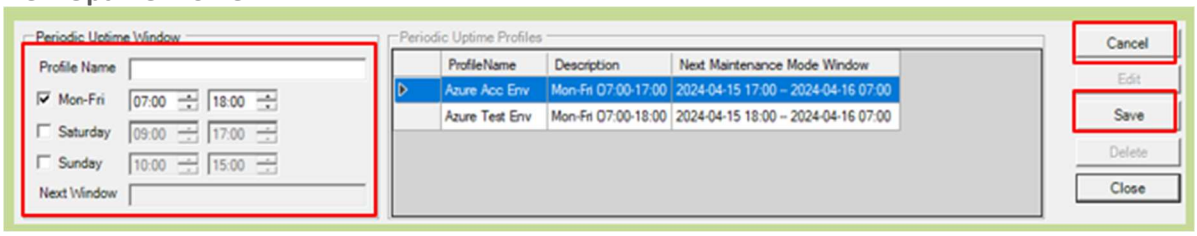
1. Define a profile
2. Add Servers to it.

9.1 Periodic Uptime



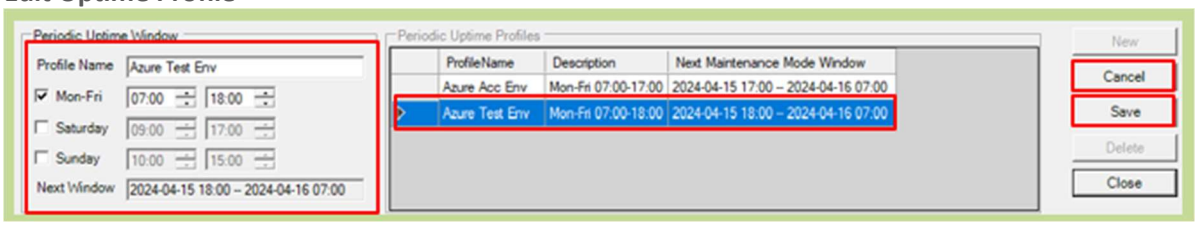
1. Existing Uptime Profiles
2. Details for Selected Uptime profile

New Uptime Profile



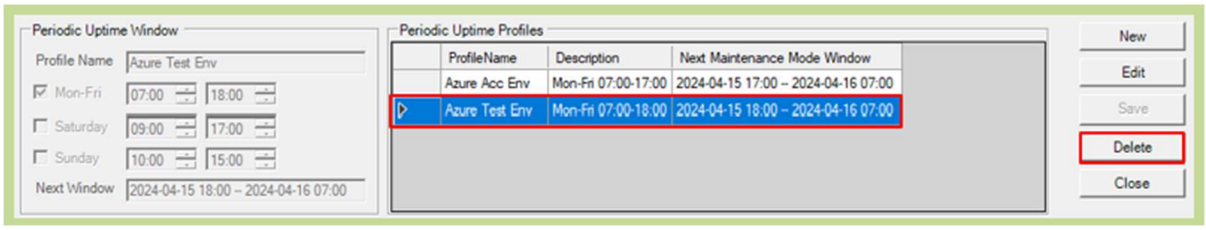
Press New, the Button will change into Cancel but you can now enter the Profile Name + Uptime. When ready, either press Save to keep the Profile or Cancel to discard the changes.

Edit Uptime Profile



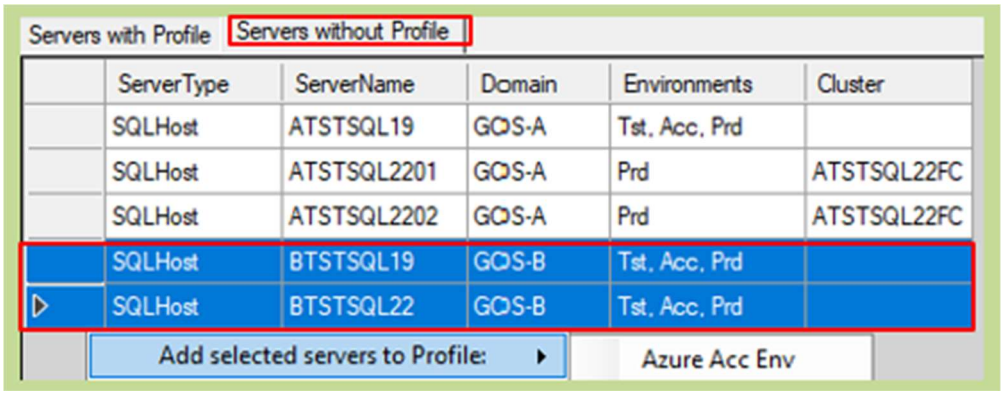
Select the profile you want to adjust and press Edit. The Edit Button will change into Cancel but you can now adjust the profile. When ready, either press Save to keep the changes to the Profile or Cancel to discard the changes.

Delete Uptime Profile



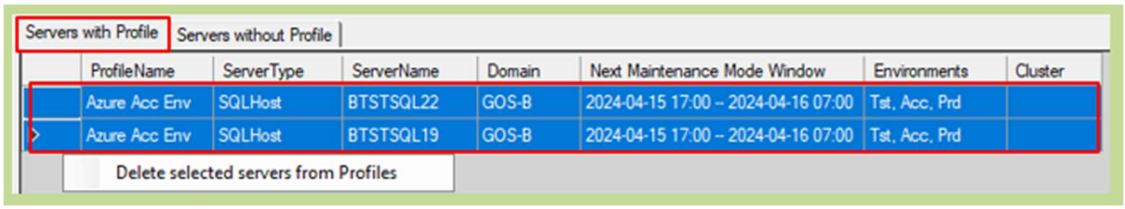
Select the Uptime Profile you want to delete and press Delete. Servers that were attached to the Profile will return to Servers without Profile.

Add Servers to Profile



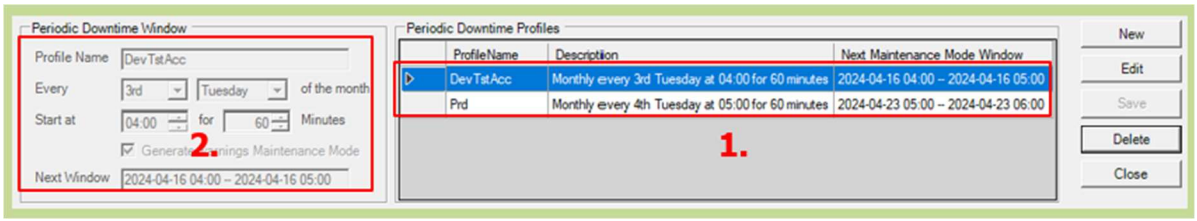
In the tab 'Servers without Profile', select the servers you want to add to a profile, right click, and choose the profile you want to add the servers to.

Remove Servers from Profiles



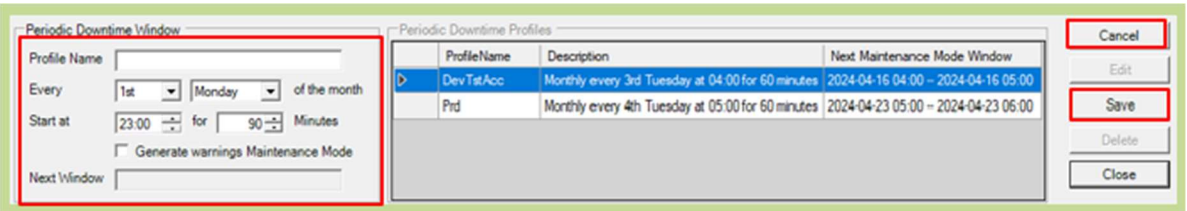
In the tab 'Servers with Profile', select the servers you want to remove from Profiles, right click, and click on 'Delete selected servers from Profiles'.

9.2 Periodic Downtime



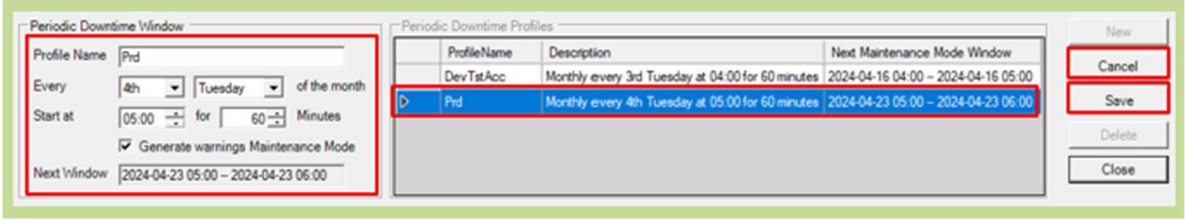
1. Existing Downtime Profiles
2. Details for Selected Downtime profile

New Downtime Profile



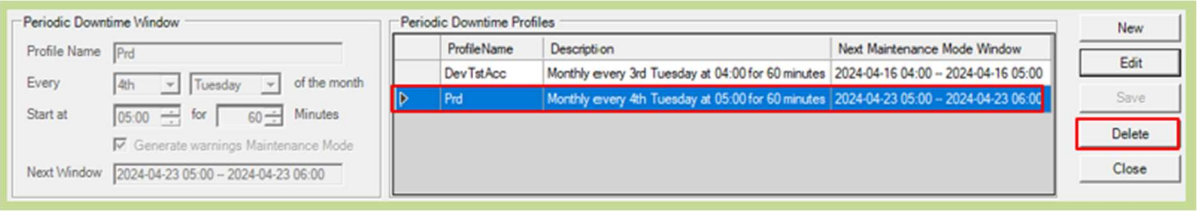
Press New, the Button will change into Cancel but you can now enter the Profile Name + Downtime. When ready, either press Save to keep the Profile or Cancel to discard the changes.

Edit Downtime Profile



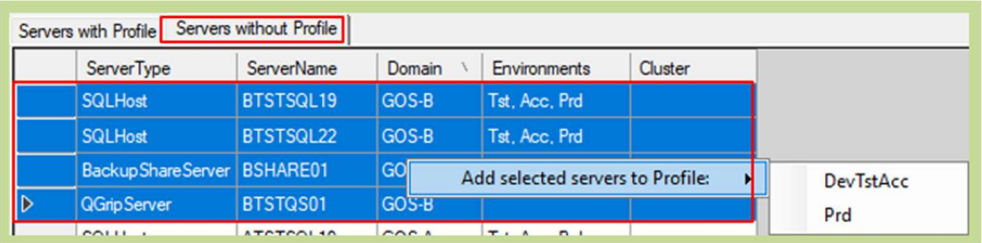
Select the profile you want to adjust and press Edit. The Edit Button will change into Cancel but you can now adjust the profile. When ready, either press Save to keep the changes to the Profile or Cancel to discard the changes.

Delete Downtime Profile



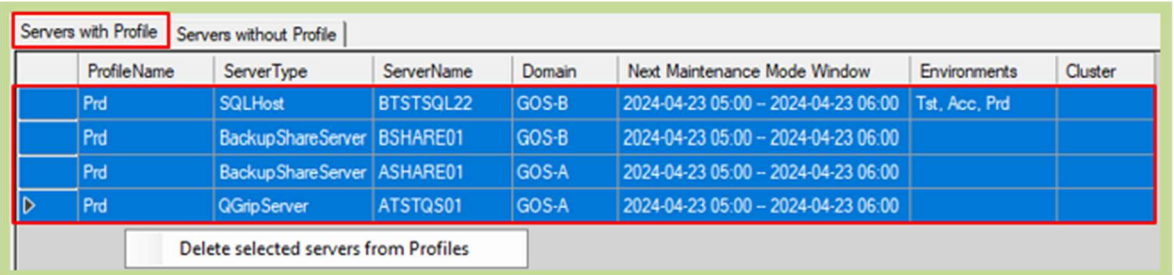
Select the Downtime Profile you want to delete and press Delete. Servers that were attached to the Profile will return to Servers without Profile.

Add Servers to Profile



In the tab ‘Servers without Profile’, select the servers you want to add to a profile, right click, and choose the profile you want to add the servers to.

Remove Servers from Profiles



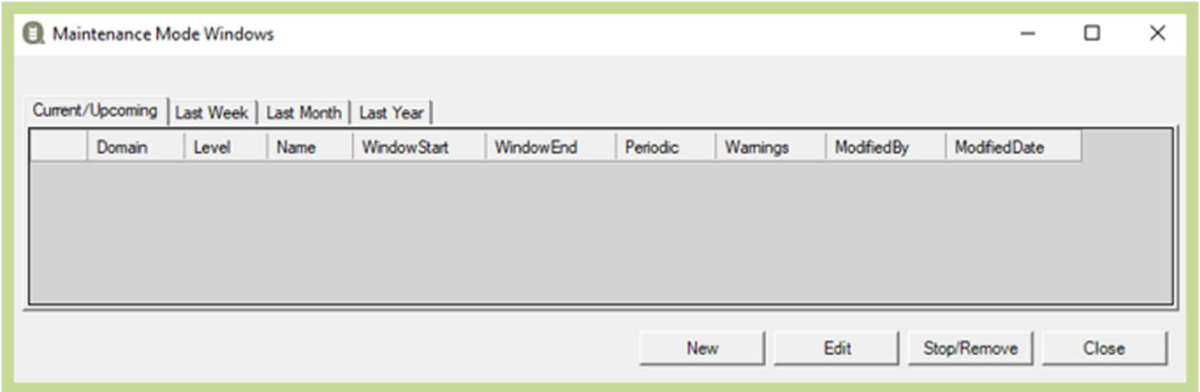
In the tab 'Servers with Profile', select the servers you want to remove from Profiles, right click, and click on 'Delete selected servers from Profiles'.

10 Maintenance Mode

Recommended documentation

Doc-Tab	Title	Sections
Jobs	Maintenance Mode	

Maintenance Mode Window is a mechanism that prevents jobs on Queues from being picked up and executed for a certain period of time.



The main window has 4 Tabs. One for Current/Upcoming Maintenance Windows and the rest are showing the History.

Maintenance mode can be set on the following levels

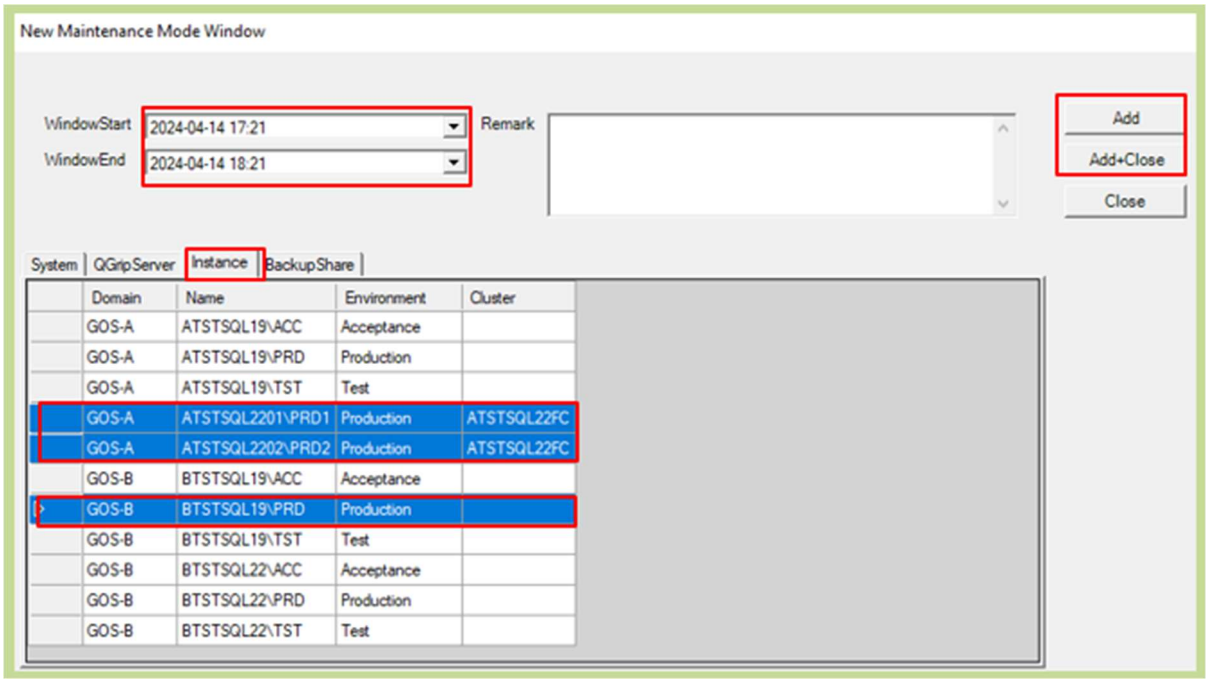
- System
- QGripServer
- Instance
- BackupShare

When a Maintenance Window is over or you have deleted it, the actual part of time that the Maintenance Mode was valid will always be shown in the History tab.

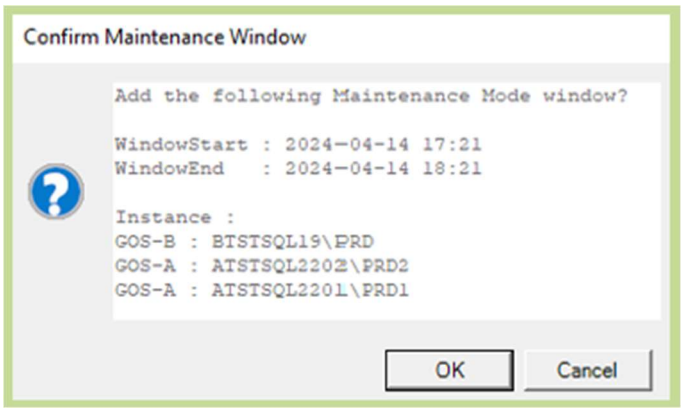
A Warning will be issued to all QGrip users that (part of) QGrip is in Maintenance Mode or will be within the coming hour.

Important
Maintenance Mode window does *not* affect Jobs that are already running; they will run until finished and will *not* be terminated. To see jobs running in QGrip-UI:
Jobs -> Running

10.1 New Maintenance Mode Window



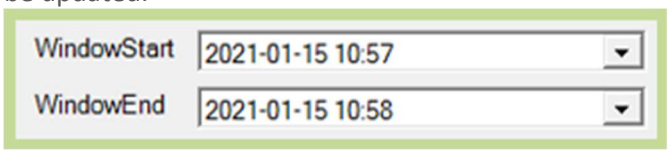
Define Window Start and End, choose the tab representing the Level (type of object) you want to put in maintenance mode, select the objects and hit Add or Add+Close.



You will need to confirm the Maintenance Mode Window.

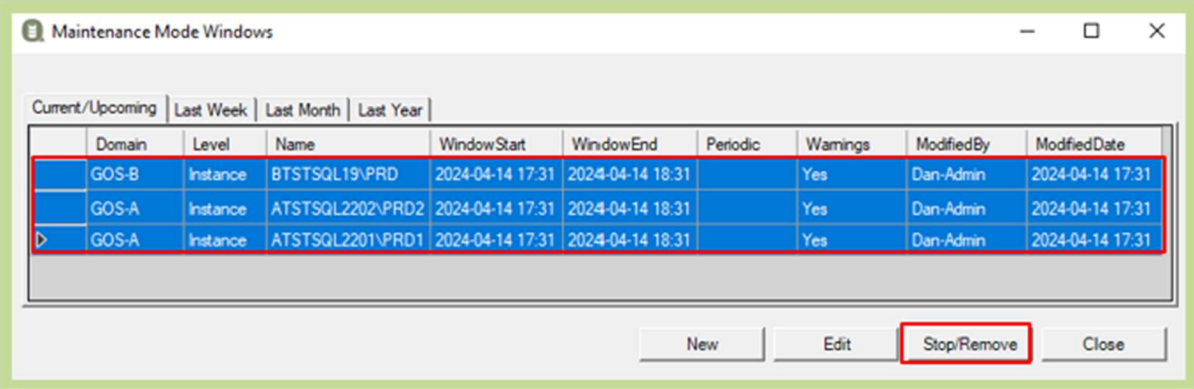
10.2 Edit Maintenance Mode Window

An existing Maintenance Mode window can be edited but only Window Start, End and remark can be updated.



Once again, you will need to confirm the changes.

10.3 Stop/Remove Maintenance Mode Window



Select the rows representing the Maintenance Mode windows you want to Stop/Remove and hit Stop/Remove.