Managing users in the IDERA Dashboard

The **Manage Users** option allows users to grant access to other team members or groups and manage their roles. Users with administrative privileges are divided in:

- Dashboard administrators - the capability to manage access to Dashboard functions as well as individual products' functions.
- Product administrators - the capability to grant access to individual products for which they have administrative rights.

To add new users, edit their details (name, subscription, or email address), or remove them, select **Manage Users** in the Administration view. In the **Manage Users** window you can perform the following actions:

Add a user / group

In the IDERA Dashboard access is granted to Windows users or groups. To add users follow these steps:

1. Click the **Add User / Group** option and the User/Group Details panel displays.
2. Type the Account name of the user you want to grant access to. You should enter a Windows user name in the following format: **<domain\user>**.
3. Enter a Display name.
4. Select User or Group in the Account Type field.
5. Select the **Do not timeout the browser session for this account** checkbox to stay logged in.
6. In the **Product** field, you can select to add a user to the IDERA Dashboard.
7. In the **Role** field, you can assign a user the Dashboard Administrator or Dashboard guest role if you select the IDERA Dashboard in the **Product** field. If you select an IDERA product in the **Product** field, you can assign a user the Product Administrator, Product user, or Product guest role.
8. Click **SAVE**.

> ⊘ Provide the new user with the following URL: **http://<ServerName>:9290 or http://<localhost>:9290** to access the IDERA Dashboard.

Edit a user/group

This option allows you to edit the account name and display name, disable the account, and add new permissions. To edit a user or group follow these steps:

1. Select one user / group from the list of users.
2. Change the necessary settings.
3. Click **SAVE**.

Delete a user / group from the IDERA Dashboard

To remove a user or group, select the User / group from the list and click the **DELETE** button. A confirmation dialog displays; click **YES** to remove or **NO** to cancel.

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