Adding, Editing, and Removing users

Adding a user

To add a new user, click **ADD USER** on the **Manage Users and Subscriptions** window. SQL Enterprise Job Manager opens a new window where you can specify the following information:

- **User Name** - type a Windows account user name in the following format 'domain\username'.
- **Role** - click the drop-down options to select from the following user roles: **Admininstrator**, **User**, **Read Only**. For more information on each role, go to Users Roles.
- **Email address** - type the email address where the new user will receive notifications from SQL Enterprise Job Manager.
- **Session timeout** - by default SQL Enterprise Job Manager has a timeout session of 30 minutes. If you want to determine a different time-out session, select this option, and specify the time-out of your preference.
- **Subscribed to all Critical Alerts** - select this option if you want the new user to receive notifications. Take into account that you must configure your SMTP server settings first in order to receive notifications. For more information on how to configure your email server settings, go to Configuring SMTP Server settings.

Editing users

If you want to change the user´s settings like email, timeout session, role, etc. click the user and then go to **EDIT USER**. SQL Enterprise Job Manager opens a new window where you can modify the user´s settings according to your requirements.

Removing users

To remove a user from SQL Enterprise Job Manager, click the respective user and then go to **REMOVE USER**.

> ⊘ Keep in mind that only users with an **Administrator** role can Add, Edit, or Remove users.

SQL Enterprise Job Manager monitors and manages your SQL Server agent jobs. Learn more > >

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