

# Managing users in SQL Inventory Manager

In order for users to access IDERA SQL Inventory Manager, you need to grant them access. Additionally, if they want to receive alert emails, you have to enable this option for each user and type the email addresses where they will receive these notifications.

To edit user details, such as the account name, product access, account role, alert subscriptions, email address, or instance permissions, go to either of the following options on the IDERA SQL Inventory Manager Administration tab:

- **Users > Manage Users**
- **Alert Emails > Manage Subscriptions For All Users**

On this window you can see a list of all registered users, their respective email addresses, and whether they are subscribed to alerts.

## Edit User

This option allows you to edit the user name, change the role, modify the user's alert subscriptions, and change the email address to where they receive alerts. To edit a user account:

1. Either click the user account name, or check the appropriate box for the user account you want to edit, and then click **Edit User**. IDERA SQL Inventory Manager displays the Edit User dialog.

Edit User

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User Name:

ch-sp2007-2\guest

Note: Enter user's Windows account using the form "domain\username".

Product: \*

SQLInventoryManager(simprod) ▼

Role: \*

ProductUser ▼

Alert Subscriptions

☐ Receive SQL Inventory Manager alert emails for critical issues such as availability problems.

Email address

Email settings have not been configured yet. [Click here to configure sending alert emails.](#)

Access to SQL Server Instances

☐ All Instances
 ☒ Select Specific Instance

Per Instance Tag

Instance Tag	Access
24x7	<input type="checkbox"/>
Business Critical	<input type="checkbox"/>
Business Hours	<input type="checkbox"/>
Development	<input type="checkbox"/>
Disaster Recovery	<input type="checkbox"/>
Integration	<input type="checkbox"/>
...	<input type="checkbox"/>

Per Instance

Instance	Access
AUT-SQL-DEV-001	<input type="checkbox"/>
CMWIN2012R2-S5	<input type="checkbox"/>
ID1SQLMAUD0120\SQL2012	<input type="checkbox"/>
PUL-CT-W7X64\SQL2012_CS	<input type="checkbox"/>
SIM-WIN8X86	<input type="checkbox"/>
SMM-ASTER\NAMEDCS_2008	<input type="checkbox"/>
...	<input type="checkbox"/>

Cancel

Save

2. Make the appropriate changes.
3. In the **Access to SQL Server Instances** area, select **All Instances** to allow this account to access all instances including any new instances in your environment. Select **Select Specific Instance**, and IDERA SQL Inventory Manager displays lists of tags and instances available to assign to this user account. Select the items you want to include.
4. Click **SAVE**.



If you have not yet configured your email server settings, IDERA SQL Inventory Manager displays the message **Email settings have not been configured yet. Click here to configure sending alert emails.** Click this option to configure your settings. For more information, go to [Configuring your email settings for alert notifications](#).

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

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