

Manage Instance Level Security

To manage **Instance Level Security** go to the SQL BI **Administration** tab and click **Application Security**. In the **Manage Users** window, you can view a list detailing user account, permission level, and instances assigned to the account. Users with different permission levels for different instances are listed multiple times. When a user has multiple instances with the same permission level, instances are grouped on the **Accessible Instances** column, an ellipsis symbol displays if the names do not fit in the column, to view a complete list hover the mouse over the column.

i Instance permissions can only be assigned to users who have a [Product User role on IDERA Dashboard](#).

Adding users

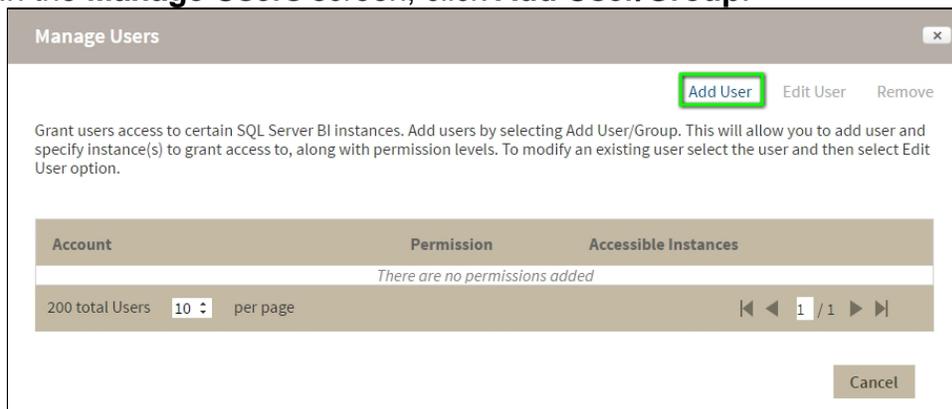
You can assign two different access levels to limit users access to managed instances:

View Only: Users can only view their assigned instances.

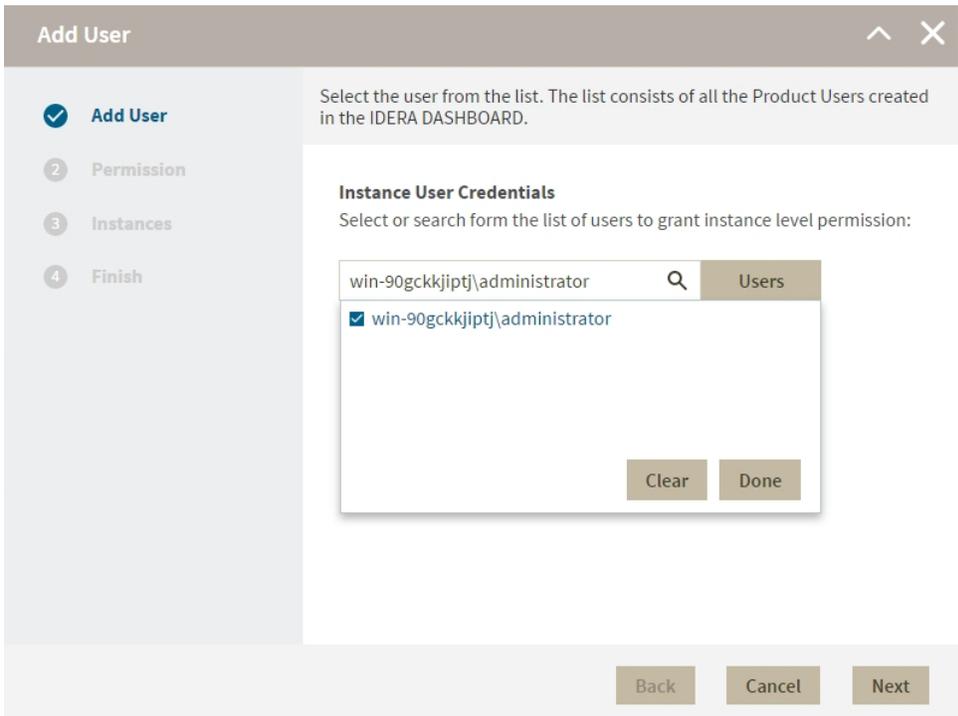
Modify: Users can view and change the configuration of their assigned instances.

To add new users follow these steps:

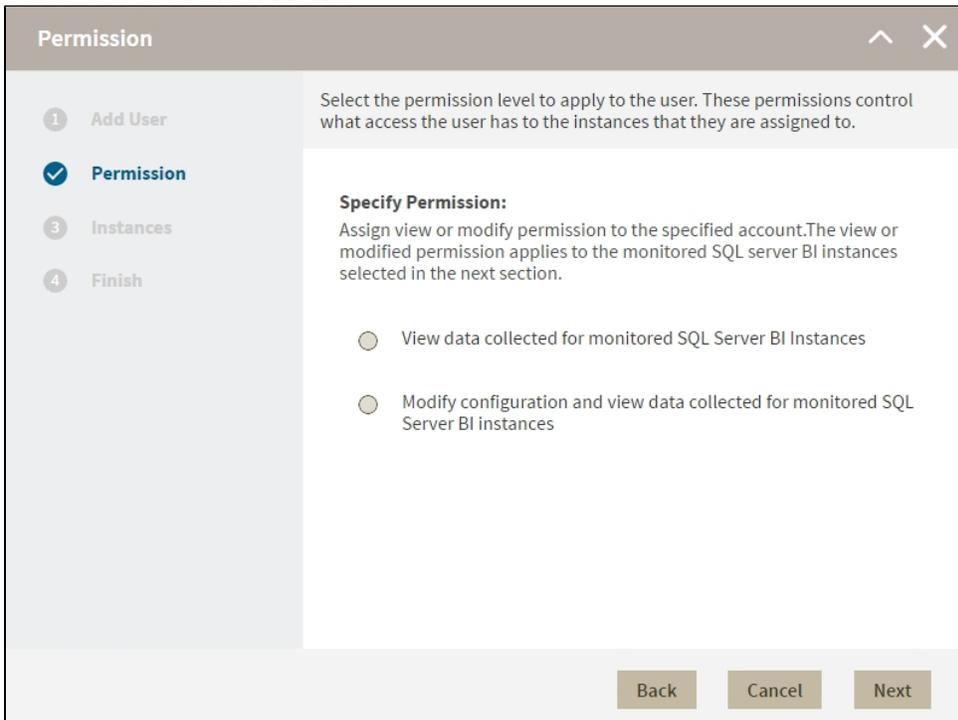
1. In the **Manage Users** screen, click **Add User/Group**.



2. In the **Add User** wizard, type a user name on the search box or click **Users** to select users from a list, you can select one or more users at a time. Once you select users, click **Next**.

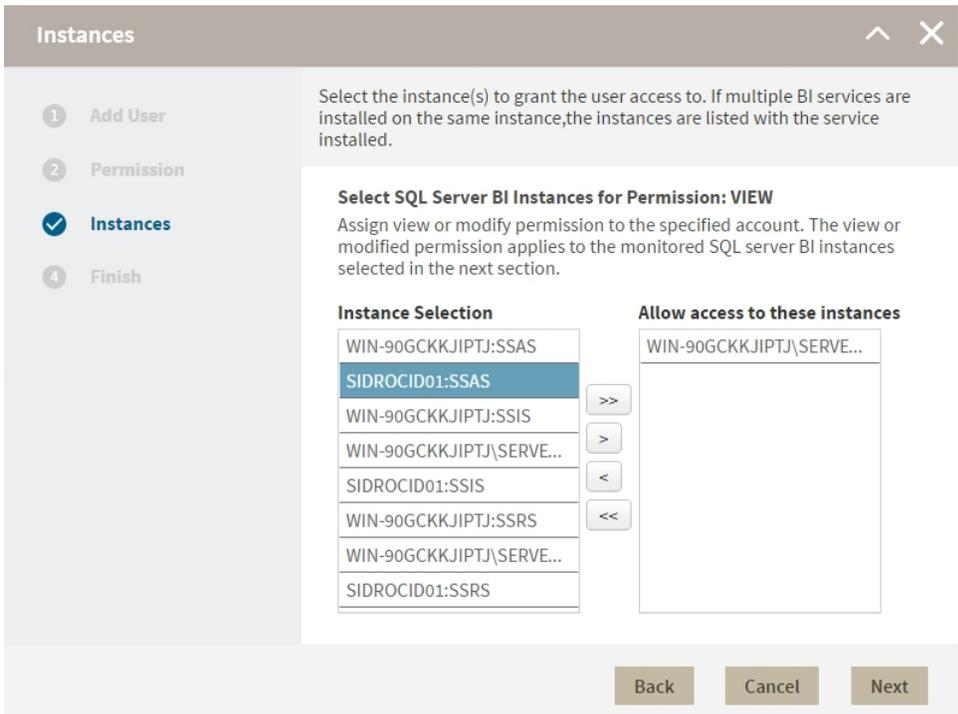


3. in the Permissions screen, assign the access level **View Only** or **Modify**. Make your selection and click **Next**.

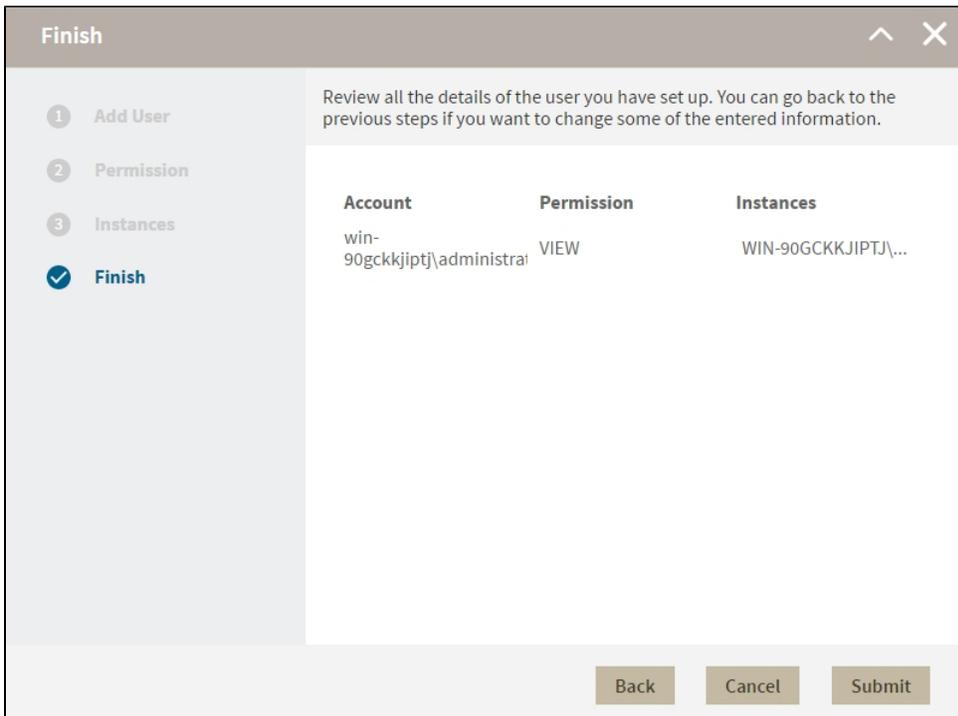


4. In the **Add Instances** screen, you can select one or more instance and service combinations.

- Select one or more specific instances and services and click .
- Click to assign all the listed instances and services.



5. When you finish assigning instances, click **Next**.
6. In the **Finish** screen, click **Back** to make changes in your settings, to continue click **Submit**



Editing users

1. To edit users open the **Manage Users** window, select a user, and click **Edit User**.
2. On the **Permissions** window, select the permission level for the user and click **Next**.

3. On the **Instances** window, assign or remove instances and services. You can only edit one user at a time.
4. On the **Finish** screen check your settings, to make changes click **Back** to continue click **Finish**.

Remove Users

To remove instance permissions from a user follow these steps:

1. On the **Administration** tab go to **Application security**.
2. On the **Manage Users** window, select a user from the list and click **Remove User**.
3. Click **Ok**.

 When you remove a user you only remove their custom permissions for IDERA SQL BI. Users still remain as Product Users and have read-only access to all managed instances. To completely remove users from SQL BI, [change their permissions on IDERA Dashboard](#).

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