

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

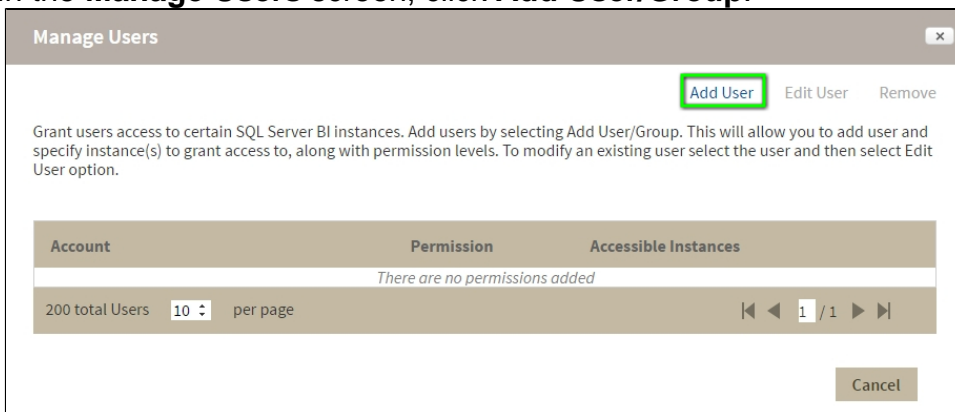
You can assign two different access levels to limit users access to managed instances:

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**.

Add User

Select the user from the list. The list consists of all the Product Users created in the IDERA DASHBOARD.

Instance User Credentials
Select or search from the list of users to grant instance level permission:

win-90gckkjptj\administrator

☒ win-90gckkjptj\administrator

Clear Done

Back Cancel Next

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

Permission



Select the permission level to apply to the user. These permissions control what access the user has to the instances that they are assigned to.

Specify Permission:
Assign view or modify permission to the specified account. The view or modified permission applies to the monitored SQL server BI instances selected in the next section.

☒ View data collected for monitored SQL Server BI Instances

☐ Modify configuration and view data collected for monitored SQL Server BI Instances

Back Cancel Next

- 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.

Instances

1 Add User

2 Permission

3 **Instances**

4 Finish

Select the instance(s) to grant the user access to. If multiple BI services are installed on the same instance, the instances are listed with the service installed.

Select SQL Server BI Instances for Permission: VIEW

Assign view or modify permission to the specified account. The view or modified permission applies to the monitored SQL server BI instances selected in the next section.

Instance Selection

WIN-90GCKKJIPTJ:SSAS
SIDROCID01:SSAS
WIN-90GCKKJIPTJ:SSIS
WIN-90GCKKJIPTJ\SERVE...
SIDROCID01:SSIS
WIN-90GCKKJIPTJ:SSRS
WIN-90GCKKJIPTJ\SERVE...
SIDROCID01:SSRS

Allow access to these instances

WIN-90GCKKJIPTJ\SERVE...

>>

>

<

<<

Back

Cancel

Next

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

Finish

1 Add User

2 Permission

3 Instances

4 **Finish**

Review all the details of the user you have set up. You can go back to the previous steps if you want to change some of the entered information.

Account	Permission	Instances
win-90gckkjiptj\administra	VIEW	WIN-90GCKKJIPTJ\...

Back

Cancel

Submit

Editing users

- To edit users open the **Manage Users** window, select a user, and click **Edit User**.
- 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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