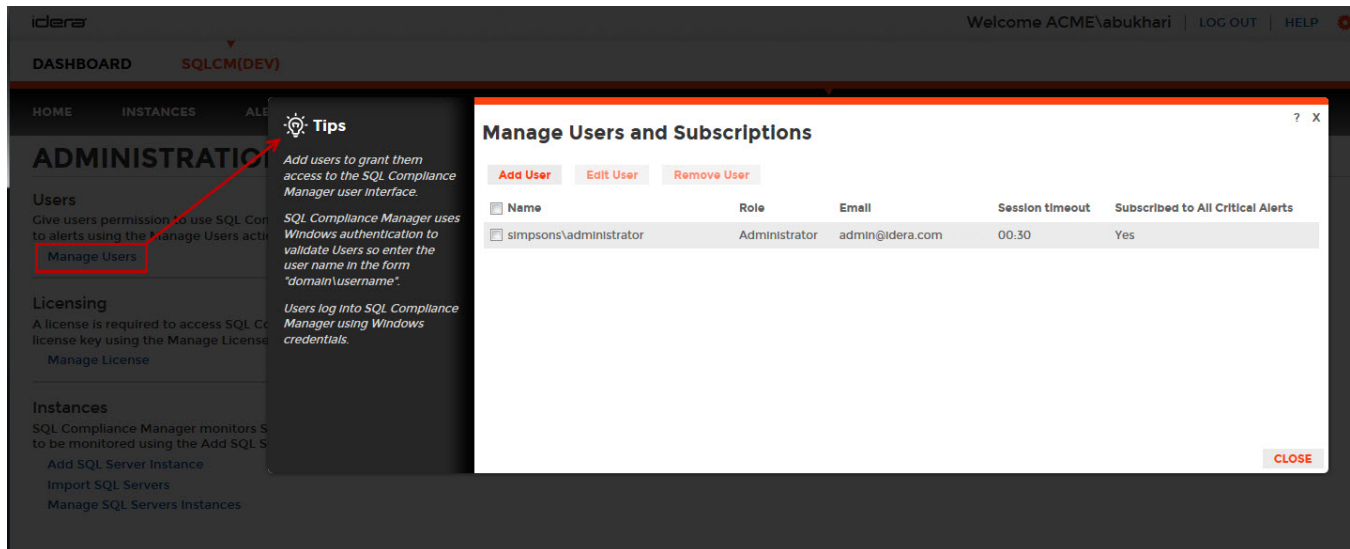


Managing users in SQL Compliance Manager

In order for users to access IDERA SQL Compliance Manager, you need to add their accounts and 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 create, edit, and delete user accounts and manager user details, such as the account name, product access, account role, alert subscriptions, email address, or instance permissions, click **Users > Manage Users** on the SQL Compliance Manager Administration tab.



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

Add User

While your users may already exist in the IDERA Dashboard, they must be added to SQL Compliance Manager to have access to the features of this product. To add a user account:

1. Click **Add User**. SQL Compliance Manager displays the Add User dialog.

The 'Add User' dialog box has a title bar with a question mark and a close button. The title is 'Add User:'. It contains the following fields and options:

- User name:** A text input field. Below it is a note: 'Note: Enter user's Windows account using the form "domain\username"'. Below the note is a dropdown menu for **Role:** with 'Read Only' selected.
- Email:** A text input field.
- Session time out:** A checkbox is checked, followed by a time input field showing '00:30' and a unit selector 'hh:mm'.
- Subscribed to All Critical Alerts**: A checkbox.
- Below these fields is a text label: 'Receive SQL Enterprise Job Manager Alerts email for critical issues such as availability or failure problems'.
- At the bottom are 'OK' and 'Cancel' buttons.

2. Type the name of the user to which you want to grant access. Enter a Windows user name in the format `<domain\accountname>`.
3. In the **Role** field, select the role within SQL Compliance Manager you want to assign to this user account. For more information about the permissions available to each user role, see [User role permissions](#).
4. Type the email address where you want the system to send alert email messages to this user account.
5. In the **Session time out** fields, check the box if you want the SQL Compliance Manager session to log off the user after the specified period of inactivity. Clear the check box if you do not want the session to time out.
6. *Optional.* Check the **Subscribed to All Critical Alerts** box if you want the user to receive an alert email when a critical alert is generated. You must also enter an email account when using this feature.

7. Click **OK**.

Edit User

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

1. Check the appropriate box for the user account you want to edit, and then click **Edit User**. SQL Compliance Manager displays the Edit User dialog.

Edit User:

User name:
Note: Enter user's Windows account using the form *domain\username*

Role:

Email:

Session time out: ☒ hh:mm

Subscribed to All Critical Alerts ☒

Receive SQL Enterprise Job Manager Alerts email for critical Issues such as availability or failure problems

OK **Cancel**

2. Make the appropriate changes.
3. *Optional.* In the **Session time out** area, check the available check box to time out the user account's session after the entered period of inactivity.
4. Click **OK**.

SQL Compliance Manager audits all activity on your server. [Learn more](#) > >

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