

# Managing users in the IDERA Dashboard

The Users widget of the Administration view, allows users to grant access to other team members or groups and manage their roles. Users with administrative privileges are divided in:

- **Dashboard administrators** - capability to manage access to Dashboard functions as well as individual products' functions.
- **Product administrators** - capability to grant access to individual products for which they have administrative rights.

To add new users, edit their details (name, subscription, or email address), or remove them, select **Manage Users** in the Administration view.

## Adding a user in the IDERA Dashboard

In the IDERA Dashboard access is granted to Windows users or groups. To add users follow these steps:

1. Click the **Add User / Group** option and the Add User/Group dialog displays.

2. Type the account name of the user you want to grant access to. You should enter a Windows username in the following format: **domain\accountname**.
3. Type a Display name.
4. Select **User** or **Group** from the Account Type options.
5. Select the **Do not timeout the browser session for this account** checkbox to stay logged in.
6. In the **Product** field, you can select to add a user to the IDERA Dashboard or SQL Diagnostic Manager.
  - If you select the IDERA Dashboard, in the **Role** field you can assign a user the Dashboard Administrator or Dashboard guest roles.
  - If you select SQLDM, in the **Role** field you can assign a user the Product Administrator, Product user, or Product guest roles.

7. Click **Save**.



If you want to add additional roles to the user account or group, click **Add more** and the Dashboard will display additional **Product** and **Role** fields.



Provide the new user with the following links to the IDERA Dashboard URL: **http://<ServerName>:9290** or **http://<localhost>:9290**.

## Editing a user in the IDERA Dashboard

This option allows you to edit the account name, change the email address where the user receives alerts, disable his/her account, and add new permissions. To edit a user or group follow these steps:

1. Select one user / group from the list of users.
2. Change the necessary settings.
3. Click **Save**.

## Removing a user from the IDERA Dashboard

This option allows you to remove a user from access to the IDERA Dashboard. To delete a user or group, follow these steps:

1. Select one user from the list of users, click **Delete**.
2. A warning that requires a confirmation displays; click **Yes** to remove the user or **No** to cancel.

**SQL Diagnostic Manager** identifies and resolves SQL Server performance problems before they happen. [Learn more > >](#)

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