

Managing users in the IDERA Dashboard

 SQL Safe is **ONLY** compatible with IDERA Dashboard version 4.6 and with limited support.

The **Users** section 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** - with the capability to manage access to Dashboard functions as well as individual product functions.
- **Product administrators** - with the 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 display the Add User/Group dialog.
2. Type the name of the user you want to grant access to. You should enter a Windows user name in the following format: **<domain\user>**.
3. Type the name with which the user will be displayed.
4. Select **User** or **Group** in the Account Details field.
5. Check the **Do not timeout the browser session for this account** check box to stay logged in.
6. In the **Product** field, you can select to add users to the **IDERA Dashboard** or to a specific product like SQL Safe.
7. If you select the first option (IDERA Dashboard), in the **Role** field you can assign the **Dashboard Administrator** or **Dashboard Guest** roles.
8. If you select the second option (SQL Safe or respective product), in the **Role** field you can assign the Administrator, User, or Guest roles.
9. Click **Add More** to assign more user roles to the different available products.
10. Click **SAVE**.

Editing a user in the IDERA Dashboard

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

1. Click the user you want to edit to access its details.
2. Change the necessary settings and/or click **Add New Permission** to grant the user access to the IDERA Dashboard or to assign different roles to other products. You can also remove roles by clicking the X icon next to the role.
3. Click **SAVE**.

 You cannot edit the logged in user credentials.

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. Click the user you want to remove from the list of available users.
2. Click **Delete** in the user details window.
3. A warning that requires a confirmation of whether you want to delete the selected user or group displays.

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