

# Managing users and their subscriptions

In order for users to access SQL Elements, you need to 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 add new users, edit their details (name, subscription or email address), or remove them, go to the following options on the **Administration** tab:

- **Manage Users** in the Users section
- **Manage Subscriptions For All Users** in the Alert Emails section

The screenshot shows the 'ADMINISTRATION' tab selected in the top navigation bar. The main content area is divided into several sections:

- Users**: A section with a description and a link to 'Manage Users'.
- Instances**: A section with a description and links to 'Add SQL Server Instance' and 'Import SQL Servers'.
- Alert Emails**: A section with a description and links to 'Configure email (SMTP) settings', 'Subscribe to alerts', and 'Manage Subscriptions For All Users'.
- Health Checks**: A section with a description and a link to 'Manage Health Checks'.
- Licensing**: A section with a description and a link to 'Manage License'.
- Tags**: A section with a description and a link to 'Manage Tags'.
- Discovery**: A section with a description and links to 'Auto Registration Options', 'Discover Instances', and 'Manage Discovery Options'.

When you open any of these two alternatives, a new window opens with the following options:

- Add User
- Edit User
- Remove User

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

## Add User

You need to add users in order to give them access to SQL Elements. To add users, follow these steps:

- Type the name of the user you want to have access to SQL Elements. You should enter a Windows user name in the following format: **<domain\user>**. SQL Elements uses Windows authentication to validate users.
- Check the respective box if you want this user to receive alert emails for critical issues.
- Type the respective email address where you want the user to receive alert emails.
- Click **SAVE**.
- You should provide the new user with the following URL: **http://<ServerName>:9276** (where ServerName is the name of the machine on which you installed the SQL Elements services).



Users must be existing **Active Directory users**. Newly added users should use their Windows user account with their respective passwords to log in to the SQL Elements.

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## Add User

User Name:

Bob

Note: Enter user's Windows account using the form "domain\username".

### Alert Subscriptions

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Receive SQL Elements alert emails for critical issues such as availability problems.

Email address:

bob@email.com

Email settings have not been configured yet. [Click here to configure sending alert emails.](#)

SAVE

CANCEL



#### Note

If you have not configured your email server settings yet, SQL Elements displays the message **Email settings have not been configured yet.** **Click here to configure sending alert emails.** Click this option to configure your settings. For more information, go to [Configuring your email settings for alert notifications](#)

## Edit User

This option allows you to edit the user name, modify his/her subscription, and change the email address where they receive alerts. To enable this option, select one user from the list of users, click **Edit User**.



You can also click directly on the user's name that you want to edit and SQL Elements opens the respective dialog window.

On the Edit User screen you can change:

- User Name
- Email address
- Alert Subscription

After you make your changes, click **SAVE**.

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## Edit User


User Name:

Note: Enter user's Windows account using the form "domain\username".

### Alert Subscriptions

☒ Receive SQL Elements alert emails for critical issues such as availability problems.


Email address:

 Email settings have not been configured yet. [Click here to configure sending alert emails.](#)

 If you have not configured your email server settings yet, SQL Elements displays the message **Email settings have not been configured yet.** [Click here to configure sending alert emails.](#) Click this option to configure your settings. For more information, go to [Configuring your email settings for alert notifications](#).

## Remove User

If you need to remove one or several users, check the box next to the user or users you want to remove. Click **Remove User**.

 **Tips**

Add users to grant them access to the SQL Elements user interface. SQL Elements uses Windows authentication to validate users so enter the user name in the form "domain\username". Users log in to SQL Elements using their Windows credentials.

For each user, select whether they will receive alerts emails from SQL Elements and enter the email address to which they want the alert emails sent.


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## Manage Users and Subscriptions

[Add User](#) | [Edit User](#) | [Remove User](#)

	User Name	Email Address	Subscribed to Alerts
<input checked="" type="checkbox"/>	domain\Bob	bob@email.com	Yes
<input checked="" type="checkbox"/>	SA		No
<input type="checkbox"/>	ServiceUser		No
<input type="checkbox"/>	SPI\administrator		No

 If you remove a user, they will no longer be able to log in to SQL Elements.