

# Managing users in the IDERA Dashboard

The Users section of the IDERA Dashboard Administration view allows users to grant access to other team members or groups, and manage their roles. For more information about user roles, see [Understanding user roles](#). Users with administrative privileges are divided into two groups:

## • The IDERA Dashboard Roles

- **Dashboard Administrator:** Allows the user to manage access over Dashboard functions as well as individual product functions.
- **Dashboard Guest:** Grants the user read only access to the Dashboard and all installed products.

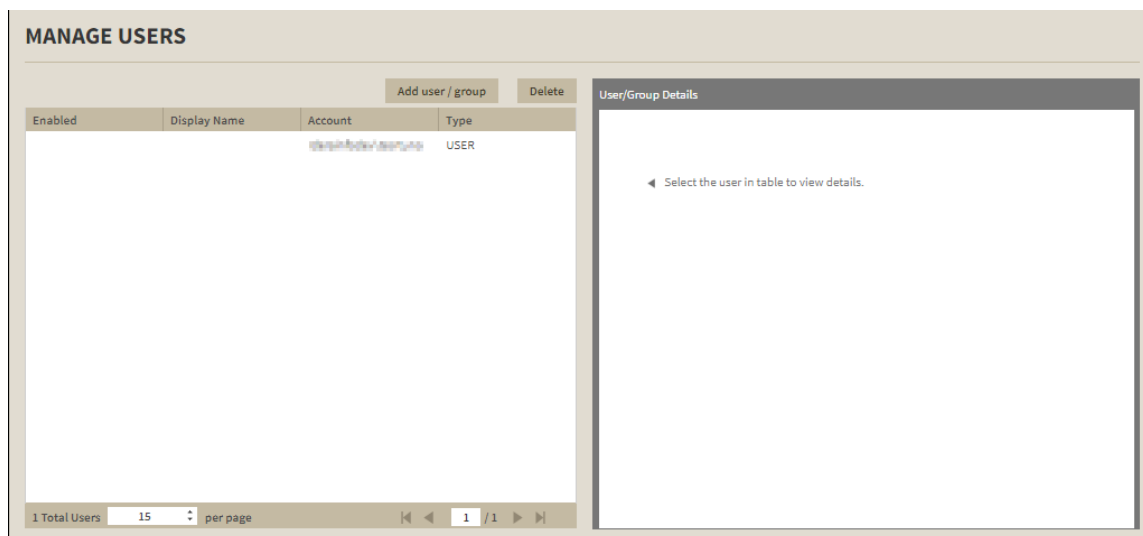
## • Product Roles

- **Product Administrator:** Allows the user to grant access to individual products for which they have administrative rights.
- **Product Guest:** Grants the user read only access to the installed products. This role has no administrative functions.
- **Product User:** Allows the user read and modify access to the installed products and limited administrative functions.



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 Compliance Manager.

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



## Adding a user in the IDERA Dashboard

In the IDERA Dashboard, access is granted to Windows users or groups.

**To add a user account:**

1. Click **Add User / Group**. IDERA Dashboard displays the Add User/Group dialog.

**User/Group Details**

Account name: \*   
Windows user account in form "domain\accountname".

Display name:

Account Type: ☒ **User** ☐ **Group**

☐ Do not timeout the browser session for this account.

**Add** **Delete**

Products	Role
<input checked="" type="checkbox"/>	No permissions available

**Save** **Discard changes**

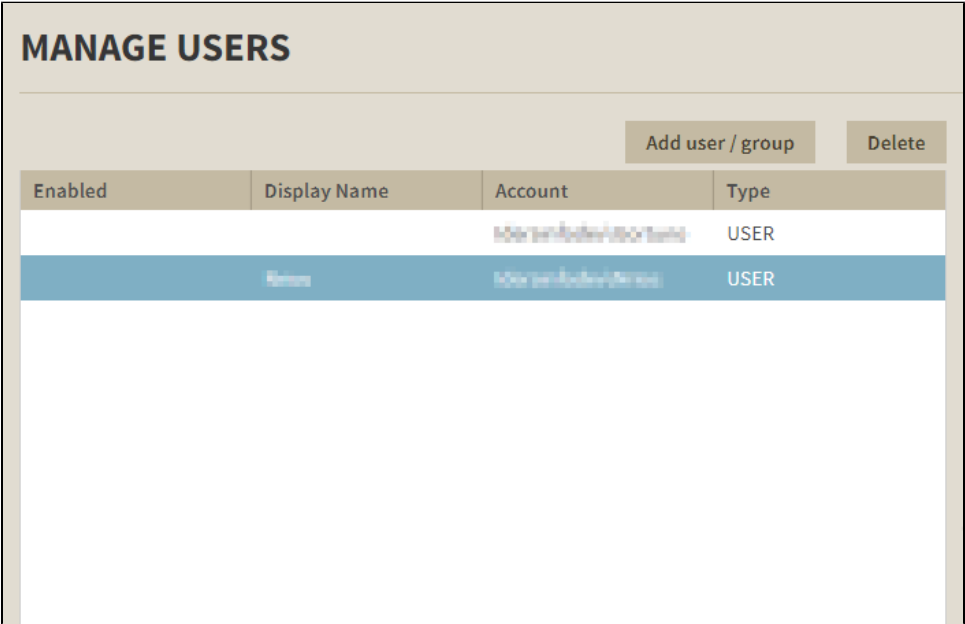
2. Type the name of the user to which you want to grant access. Enter a Windows user name in the format `<domain\accountname>`.
3. *Optional.* In **Display name**, type a name for the user account that you want SQL Compliance Manager to display within the product.
4. In the **Account Type** field, select **User** or **Group**.
5. *Optional.* Check **Do not timeout the browser session for this account** if you want the user to be able to remain logged in to SQL Compliance Manager after a period of inactivity.
6. Click **Add**. The IDERA Dashboard displays the *Add Permission* window.
7. In the **Product** field, select the product name to which you want to add this new user account.  
*If you select **IDERA Dashboard** in the **Product** field*, the **Role** field allows you to select from the Dashboard Administrator and Dashboard Guest roles.  
*If you select **SQL Compliance Manager** in the **Product** field*, the **Role** field allows you to select from the Product Administrator, Product User, and Product Guest roles.
8. In the **Role** field, select the role you want to assign to this new user account.
9. Click **Save**.

## Editing a user in the IDERA Dashboard

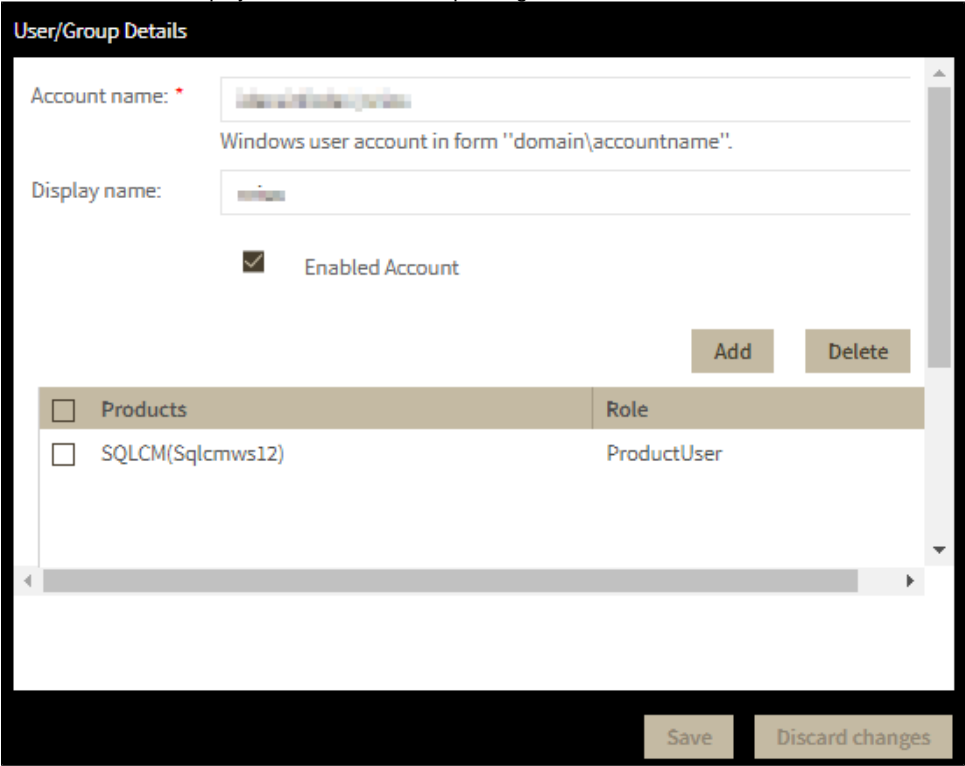
Clicking the Edit icon for an existing user account allows you to edit the account name, enable or disable the user account, and add new permissions.

### To edit a user or group:


1. Click the user account to edit it.



IDERA Dashboard displays the Edit User / Group dialog.



2. Make the necessary changes.  
3. **If you want to disable a user account** , clear the **Account Enabled** checkbox. To enable the account, simply check the box.  
4. **If you want to add more roles to this user account or group** , click **Add**. IDERA Dashboard displays additional **Product** and **Role** fields for you to add another role.  
5. Click **Save**.

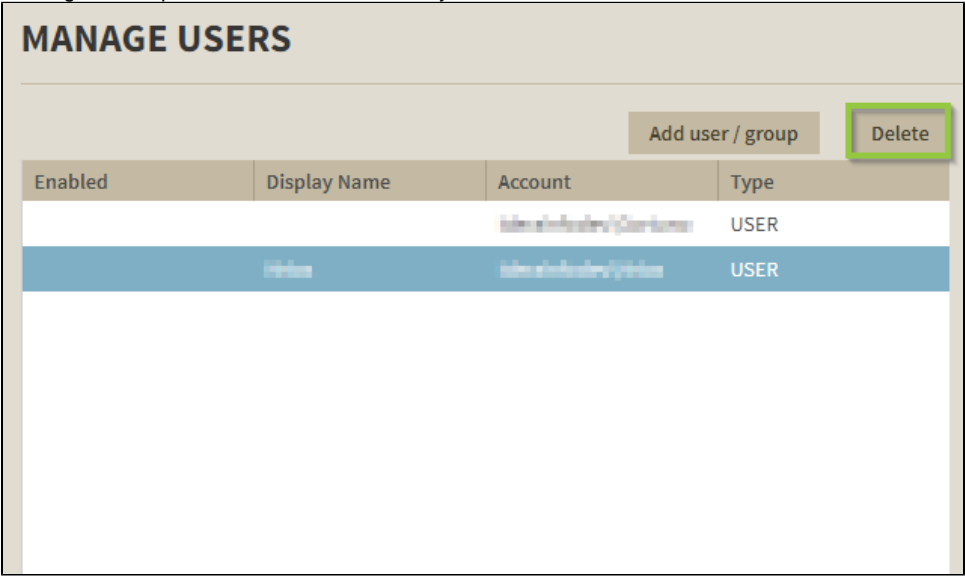
 You **cannot** edit the logged in user credentials.

## Removing a user from the IDERA Dashboard

Clicking the Delete icon for an existing user account or group allows you to remove that account from access to the IDERA Dashboard.

To delete a user or group.

- 1. In the list of users, click the **Delete** button for the user account or group that you want to delete. IDERA Dashboard displays a warning message that requires a confirmation whether you want to delete that selection.



- 2. Click **Yes**. IDERA Dashboard removes the user account or group and they can no longer access the IDERA Dashboard using the account. *If you did not mean to delete the selected account*, click **No**.