

Managing users in the Idera Dashboard

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** - capability to manage access over 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.
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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. Select **User** or **Group** in the Account Details field.
4. Check the **Do not timeout the browser session for this account** check box to stay logged in.
5. Check the **Send welcome email** check box to provide new user with information about the product and URL for the Idera Dashboard console.
6. Type the email address where you want the user to receive alert emails.
7. In the **Product** field you can select to add user to the **Idera Dashboard** or a specific product like SQL Safe.
8. If you select the first option (Idera Dashboard), in the **Role** field you can assign user the **Dashboard Administrator** or **Dashboard Guest** roles.
9. If you select the second option (SQL Safe or respective product), in the **Role** field you can assign user the Administrator, User, or Guest roles.
10. Click **SAVE**.

Editing a user in the Idera Dashboard

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

1. Click the **Edit** icon  next to the user you want to edit.
2. Change the necessary settings and/or click **Add New Permission** to grant the user access to the Idera Dashboard or other products and assign the respective roles.
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:

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1. Select one user from the list of users, click the **Remove** icon (as seen above).
2. A warning that requires a confirmation whether you want to delete the selected user or group displays.

SQL **Safe** is a high-performance backup and recovery solution for your SQL Servers. [Learn more](#) > >

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