


Manage Users

In this section you can **manage your users**, groups, add new ones, remove them, give them role permissions, and other options.

SQL Safe allows you to have three roles of users with the following permissions:

- **Administrator** - can view all tabs and dialogs in the SQL Safe Web console and perform all available operations
- **User** - can access all SQL Safe views except the **Administration** tab. They can perform all operations on the tabs they can access.
- **Guest** - can view all SQL Safe tabs except the **Administration** tab. They cannot perform operations and can only access read-only dialog windows.

The Manage Users section of the **Administration** tab is only accessible to Administrators. On this view you can perform the following actions:

- **Add new users or groups** - click the option **Add User/Group** on the top section of the **Manage Users** dialog window.
- **Edit existing users or groups settings** - select the pencil icon  next to the respective user to edit its settings.
- **Remove users or groups** - click the **X** icon next to the selected user to delete it.

What settings can you define for each user or group?

When you add a new user or group, you can define the following account details:

- **Account Name** - specify the name of the new user or group you want to add. Use the following format: domain\account name.
- **Account Type** - define the new account as a User or Group.
- **Account Enabled** - select this option to enable the selected account.
- **Session Timeout** - specify the amount of time in minutes the browser will wait before the session times out.
- **Product** - use the drop down option to select which IDERA product the user will be able to access.
- **Role** - define which role (Administrator, User, or Guest) the new user or group should have.
- **Email Address** - type the email address where you want the new user or group to receive the welcome email and other notifications. Take into account that you must configure your [SMTP Server settings](#) first in order to send emails.