

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:

- **Dashboard administrators.** Capability to manage access over IDERA Dashboard functions as well as individual product functions.
- **Product administrators.** Capability to grant access to individual products for which they have administrative rights.



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:

ADMINISTRATION

Users

Give users permission to Manage Users actions

Manage Users

Instances

The Idera Dashboard tracks and manages instances of the product.

Use Manage Instances to

Manage Instances

Products

The Idera Dashboard holds information about the time the product was installed and manages the list of products.

Manage Products

Tips

Grant users access to the Idera Dashboard using Windows authentication. Add users by entering user or group names in the form, "domain\accountname". Users will log in to the Idera Dashboard using their Windows credentials.

For each account, select the role to use for each Idera product.

Manage Users

[Add User / Group](#)

Account	Type	Role	Edit/Delete
simpsons\administrator	USER	IderaDashboard : DashboardAdministrator	

CLOSE

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.

Add User / Group

Account name: *

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

Account Details

☒ User ☐ Group

☐ Do not timeout the browser session for this account.

☐ Send welcome email

Email Address:

Product: * **Role:** *

SAVE **CANCEL**

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. In the **Account Details** field, select **User** or **Group**.
4. *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.
5. *Optional.* Check **Send welcome email** to provide the new user with an email message containing information about the product and URL for the IDERA Dashboard console.
6. Type the email address where you want the system to send alert email messages to this new user account.
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 CM 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.
If you want to add more roles to this user account or group, click **ADD MORE**. IDERA Dashboard displays additional **Product** and **Role** fields for you to add another role.
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. In the list of users, click the **Edit** icon for the user account you want to edit. IDERA Dashboard displays the Edit User / Group dialog.

2. Make the necessary changes. *If you want to add more roles to this user account or group*, click **Add New Permission**. IDERA Dashboard displays additional **Product** and **Role** fields for you to add another role.
3. Click **SAVE**.

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** icon 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**.

SQL Compliance Manager audits all activity on your server. [Learn more](#) > >

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