

# How to manage users

In order for users to access IDERA SQL Inventory Manager, 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** or **delete** user accounts, go to the Administration view of the IDERA Dashboard, and then click **Manage Users**. For more information about adding a new user account, see [Managing users in the IDERA Dashboard](#).

To edit user details (name, subscription, or email address), go to the following options on the **Administration** tab:

- **Users > Manage Users**
- **Alert Emails > Manage Subscriptions For All Users**

Below you can see the tabs and sections where you can manage your users and subscriptions.

The screenshot shows the IDERA SQL Inventory Manager Administration dashboard. The top navigation bar includes 'DASHBOARD', 'SQLINVENTORYMANAGER(IM)', and 'ADMINISTRATION'. The 'ADMINISTRATION' tab is active. The main content area is divided into several sections:

- Users:** Give users permission to use SQL Inventory Manager. Grant access to individual servers and subscribe to alerts using the [Manage Users](#) action. (The [Manage Users](#) link is highlighted with a red box.)
- Instances:** SQL Inventory Manager monitors SQL Server instances and their host computers. Add instances to be monitored using the Add SQL Server Instance action. [Add SQL Server Instances](#), [Import SQL Servers](#)
- Alert Emails:** SQL Inventory Manager can send email alerts to inform users about critical issues such as availability problems. To receive alert emails, you must configure alerting to use an email server available on your network and sign up to receive alert emails. [Configure email \(SMTP\) settings](#), [Subscribe to alerts](#), [Manage Subscriptions For All Users](#) (The [Subscribe to alerts](#) and [Manage Subscriptions For All Users](#) links are highlighted with red boxes.)
- MS SQL Server Licensing - Core Factor Tables:** Microsoft introduced core licenses for MS SQL Server version 2012 and greater. To determine # of core licenses, Microsoft provides core factor based on the server processor. The SQL Licensing view uses the core factor table to determine the number of possible cores. Check out the Core Factor Table for the values set by Microsoft. You can also override any core factor using the Core Factor Override Table. [Core Factor Table](#)
- Health Checks:** SQL Inventory Manager performs health checks against your monitored instances. You can control at a global level whether health checks are performed. Note that disabling a health check will also stop alert emails from being sent for the health check. [Manage Health Checks](#)
- Licensing:** A license is required to access SQL Inventory Manager features. View license status and add a license key using the [Manage License](#) action.
- Tags:** Tags are used in SQL Inventory Manager to group SQL Servers and help you organize your managed instances. Create, view, edit and delete tags and their associated instances using the [Manage Tags](#) action.
- Discovery:** SQL Inventory Manager automatically discovers instances on your network. You can trigger instance discovery manually below. You can also configure SQL Inventory Manager to automatically monitor all newly discovered instances. [Manage Discovery Options](#), [Auto Registration Options](#), [Discover Instances](#), [Manage Discovery Credentials](#), [Discovery Status](#)
- Custom Inventory Fields:** Add, remove, or edit custom fields to be attached to Servers, Instances, and Databases in your environment. [Manage Custom Inventory Fields](#)

After you select the user(s) you want to manage, the Edit User window opens. On this window, you can see a list of all registered users with their respective email addresses and whether they are subscribed to alerts.

## Edit User

This option allows you to edit the user name, change the role, modify the user's alert subscriptions, and change the email address to where they receive alerts. To edit a user account:

1. Either click the user account name, or check the appropriate box for the user account you want to edit, and then click **Edit User**. SQL Inventory Manager displays the Edit User dialog.

Edit User

User Name:


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

Product:  Role:

Alert Subscriptions

☐ Receive SQL Inventory Manager 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.](#)

Access to SQL Server Instances

☐ All Instances ☒ Select Specific Instance

Per Instance Tag

Instance Tag	Access
24x7	<input type="checkbox"/>
Business Critical	<input type="checkbox"/>
	<input type="checkbox"/>

Per Instance

Instance	Access
AUT-2005-003 \SQL2005	<input type="checkbox"/>
AUT-2008-001	<input type="checkbox"/>

2. Make the appropriate changes.
3. **If you assign the User or Guest role**, IDERA SQL Inventory Manager allows you to select which SQL Server instances you want this user to have access. Select **All Instances** to allow this account to access all instances including any new instances in your environment. Select **Select Specific Instance**, and IDERA SQL Inventory Manager displays lists of tags and instances available to assign to this user account. Select the items you want to include.
4. Click **SAVE**.



If you have not configured your email server settings yet, IDERA SQL Inventory Manager 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](#).

SQL Inventory Manager lets you discover and visualize your SQL Server environment. [Learn more](#) > >

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