

# Managing users in SQL Inventory Manager

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 edit user details, such as the account name, product access, account role, alert subscriptions, email address, or instance permissions, go to either of the following options on the SQL Inventory Manager Administration tab:

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

The screenshot displays the SQL Inventory Manager Administration interface. The top navigation bar includes the IDERA logo, a user welcome message, and links for LOG OUT and HELP. Below this is a secondary navigation bar with tabs for DASHBOARD, SQLINVENTORYMANAGER(IM), OVERVIEW, EXPLORER, INSTANCES, and ADMINISTRATION. The ADMINISTRATION tab is active, showing a search bar and a GO button. The main content area is titled 'ADMINISTRATION' and contains several sections: 'Users' (with a 'Manage Users' link highlighted in a red box), 'Instances' (with links for 'Add SQL Server Instances' and 'Import SQL Servers'), 'Alert Emails' (with links for 'Configure email (SMTP) settings', 'Subscribe to alerts', and 'Manage Subscriptions For All Users' highlighted in a red box), 'MS SQL Server Licensing - Core Factor Tables' (with a 'Core Factor Table' link), 'Health Checks' (with a 'Manage Health Checks' link), 'Licensing' (with a 'Manage License' link), 'Tags' (with a 'Manage Tags' link), 'Discovery' (with links for 'Manage Discovery Options', 'Auto Registration Options', 'Discover Instances', 'Manage Discovery Credentials', and 'Discovery Status'), and 'Custom Inventory Fields' (with a 'Manage Custom Inventory Fields' link).

On this window you can see a list of all registered users, 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.

?

X

## 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-2012R2-004 \SQL2012_CS	<input type="checkbox"/>
AUT-2012R2-004	<input type="checkbox"/>

SAVE

CANCEL

2. Make the appropriate changes.
3. In the **Access to SQL Server Instances** area, select **All Instances** to allow this account to access all instances including any new instances in your environment. Select **Select Specific Instance**, and 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 yet configured your email server settings, 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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