

# Manage 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. For more information about user roles, see [Understanding user roles](#).

Users with administrative privileges are divided in:

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

To add new users, edit their details (account name, display name, enable/disable, and add new permissions), 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 User/Group Details dialog displays.
2. Type the **Account name** of the user you want to grant access to. You should enter a Windows user name in the following format: **<domain\user>**.
3. Type the **Display name** with which the user will be displayed.
4. Select the **Account Type**: User or Group.
5. Select the **Do not timeout the browser session for this account** check box to stay logged in.
6. Click the **Add** option to specify where would you like to include the user.
7. In the **Product** field you can select to add user to the IDERA Dashboard or SQL Enterprise Job Manager.
  - If you select the IDERA Dashboard, in the **Role** field you can assign the user as the Dashboard Administrator or Dashboard Guest.
  - If you select SQL Enterprise Job Manager, in the **Role** field you can assign the user as a ProductAdministrator, ProductUser, or ProductGuest.
8. Click **Save** and the user will be displayed in the list available under this section.
9. If you want to remove any user listed under this section select the check box and click **Delete**.
10. Click **Save** or **Discard changes**.



You can define how many users you want to view per page. Go to the bottom section of the tab and type the number of users you want to see per page.

## Editing a user in the IDERA Dashboard

This option allows you to edit the account name, display name, enable or disable the user account, and add new permissions. To edit a user or group follow these steps:

1. Click the user you want to edit to access its details.
2. Change the necessary settings.
3. **If you want to disable a user account**, clear the **Enabled Account** checkbox.
4. **If you want to add more roles to this user account or group**, click **Add**. IDERA Dashboard displays additional **Product** and **Role** fields for you to add another role.
5. Click **Save**.



You cannot edit the logged in user credentials.

## 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:

1. Click the user you want to remove from the list of available users.
2. Click **Delete** in the user details window.
3. A warning that requires a confirmation whether you want to delete the selected user or group displays.