Managing 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. Users with administrative privileges are divided in:

- Dashboard administrators with capability to manage access on 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 (name, subscription, or email address), 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 Add User/Group dialog displays.
- 2. Type the 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 name with which the user will be displayed.
- 4. Select User or Group in the Account Details field.
- 5. Check the Do not timeout the browser session for this account check box to stay logged in.
- 6. In the Product field, you can select to add users to the IDERA Dashboard or to a specific product like SQL Safe.
- 7. If you select the first option (IDERA Dashboard), in the Role field you can assign the Dashboard Administrator or Dashboard Guest roles.
- 8. If you select the second option (SQL Safe or respective product), in the Role field you can assign the Administrator, User, or Guest roles.
- 9. Click Add More to assign more user roles to the different available products.
- 10. Click SAVE.

Editing a user in the IDERA Dashboard

This option allows you to edit the account name, display name, disable his/her 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 and/or click Add New Permission to grant the user access to the IDERA Dashboard or to assign different roles to other products. You can also remove roles by clicking the X icon next to the role.
- 3. 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.

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