

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.

SQL **Safe** is a high-performance backup and recovery solution for your SQL Servers. [Learn more > >](#)

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