## Manage users

In the option Manage Users, you can delete, disable, or enable a Newsfeed user account.

## Delete a user account

Deleting a user account prevents the affected team member from logging on to either the IDERA Newsfeed or SQLDM Mobile, and from receiving notification emails about server or coworker activity.

The disabled user is also queued for grooming. Depending on your settings, the grooming job permanently deletes the account configuration, profile, and status update information from the Repository after the selected number of days have passed.

If you enable the user before it is groomed, the IDERA Newsfeed Platform restores the account to its most recent state. Once a user account is groomed, it cannot be re-instated. To temporarily prevent a team member from using the IDERA Newsfeed or SQLDM Mobile, consider disabling the account instead.

You may need to delete a user when a team member has moved to another department or left the company and when someone has violated the policies of the company.

Follow these steps to delete a user account:

- 1. Start the IDERA Newsfeed Platform Manager console.
- 2. Click the Users tab.
- 3. From the list of registered users, select the user you want to delete.
- 4. Click Delete.

## Disable a user account

Disabling a user account prevents the affected team member from logging on to either the IDERA Newsfeed or SQLDM Mobile, and from receiving notification emails about server or coworker activity.

You may need to disable a user when you are setting up and configuring the IDERA Newsfeed deployment. Also, when a user has violated the company policies.

Follow these steps to disable a user account:

- 1. Start the IDERA Newsfeed Platform Manager console.
- 2. Click the **Users** tab.
- 3. From the list of registered users, select the user you want to disable.
- 4. Click Disable.

## Enable a user account

Enabling a Newsfeed user allows that person to receive status updates, alerts, and other pertinent performance data about monitored SQL Server instances in your environment. When a user is enabled, your team can interact with this coworker and receive notifications about their activity.

By default, an account and profile are created for a user when they sign up with the IDERA Newsfeed. All new users are automatically enabled, and can begin monitoring servers.

Follow these steps to enable a user account:

- 1. Start the IDERA Newsfeed Platform Manager console.
- 2. Click the **Users** tab.
- 3. From the list of registered users, select the user you want to enable.
- 4. Click Enable.

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