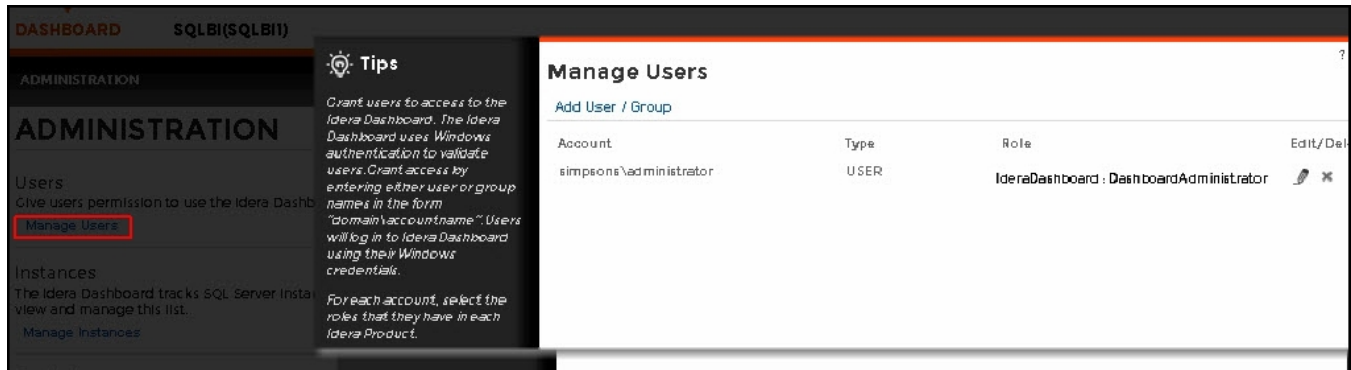


Managing users in the Idera Dashboard

The Users widget 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 - capability to manage access over Dashboard functions as well as individual products' functions.
- Product administrators - 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, and the Manage Users window displays:



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.

The 'Add User / Group' dialog box is shown. It has a title bar with a question mark and a close button. The 'Account name:' field is highlighted with a blue box. Below it is a note: 'Note: Enter user's Windows account using the form "domain\accountname".'. The 'Account Details' section has two radio buttons: 'User' (selected) and 'Group'. There are two checkboxes: 'Do not timeout the browser session for this account.' and 'Send welcome email'. The 'Email Address:' field is highlighted with a blue box. The 'Product:' field is a dropdown menu, and the 'Role:' field is also a dropdown menu. At the bottom are 'SAVE' and 'CANCEL' buttons.

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. Select User or Group in the Account Details field.
4. Check the **Do not timeout the browser session for this account** check box to stay logged in.
5. Check the **Send welcome email** check box to provide new user with information about the product and URL for the Idera Dashboard console.
6. Type the email address where you want the user to receive alert emails.
7. In the **Product** field you can select to add user to the Idera Dashboard or SQL BI Manager.
8. If you select the first option (Idera Dashboard), in the **Role** field you can assign user the Dashboard Administrator or Dashboard guest roles.
9. If you select the second option (SQL BI Manager), in the **Role** field you can assign user the Product Administrator, Product user or Product guest roles.
10. Click **SAVE**.



If you did not send a welcome email to the new user, you should provide him/her with the following URL: **http://<ServerName>:9290** or **http://<localhost>:9290** to access the Idera Dashboard.

Editing a user in the Idera Dashboard

This option allows you to edit the account name, change the email address where user receive alerts, disable his/her account, and add new permissions. To edit a user or group follow these steps:

1. Select one user from the list of users, click the **Edit** icon and the Edit User/Group dialog displays:

Edit User / Group

Account name: * simpsons\guest
Note: Enter user's Windows account using the form "domain\accountname".

Email Address: useremailid

Account Enabled: ☒

Product: IderaDashboard Role: DashboardGuest


Add New Permission

SAVE CANCEL

2. Change the necessary setting.
3. Click **SAVE**.

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:

**Tips**

Grant users to access to the Idera Dashboard. The Idera Dashboard uses Windows authentication to validate users. Grant access by entering either user or group names in the form "domain\accountname". Users will log in to Idera Dashboard using their Windows credentials.


For each account, select the roles that they have in each Idera Product.

Manage Users

Add User / Group

Account	Type	Role	Edit/Delete
simpsons\administrator	USER	IderaDashboard : DashboardAdministrator	
simpsons\guest	USER	IderaDashboard : DashboardGuest	

1. Select one user from the list of users, click the **Remove** icon (as seen above).
2. A warning that requires a confirmation whether you want to delete the selected user or group displays.

 If you remove a user, he/she is no longer able to log in to the Idera Dashboard.

SQL **Business Intelligence Manager** identifies issues within the SQL BI environment to help optimize BI service performance. [Learn more](#) >>

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