

# Managing users in the IDERA Dashboard

The **Manage Users** option allows users to grant access to other team members or groups and manage their roles. Users with administrative privileges are divided in:

- Dashboard administrators - the capability to manage access to Dashboard functions as well as individual products' functions.
- Product administrators - the 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. In the **Manage Users** window you can perform the following actions:

## Add a user / group

In the IDERA Dashboard access is granted to Windows users or groups. To add users follow these steps:

The screenshot shows the 'MANAGE USERS' interface. On the left, there is a table with columns: Enabled, Display name, Account, and Type. The table contains one entry: 'simpsons\administrator' with type 'USER'. Above the table is a button 'Add User / Group'. To the right of the table is a 'User/Group Details' panel. This panel contains fields for 'Account name' (with a hint 'Windows user account in form "domain\accountname"'), 'Display name', 'Account Type' (radio buttons for 'User' and 'Group'), a checkbox for 'Do not timeout the browser session for this account.', 'Product' (a dropdown menu), 'Role' (a dropdown menu with 'Select Role' as the current selection), and 'Save' and 'Discard changes' buttons at the bottom.

1. Click the **Add User / Group** option and the User/Group Details panel 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. Enter a Display name.
4. Select User or Group in the Account Type field.
5. Select the **Do not timeout the browser session for this account** checkbox to stay logged in.
6. In the **Product** field, you can select to add a user to the IDERA Dashboard.
7. In the **Role** field, you can assign a user the Dashboard Administrator or Dashboard guest role if you select the IDERA Dashboard in the **Product** field. If you select an IDERA product in the **Product** field, you can assign a user the Product Administrator, Product user, or Product guest role.
8. Click **SAVE**.



Provide the new user with the following URL: **http://<ServerName>:9290** or **http://<localhost>:9290** to access the IDERA Dashboard.

## Edit a user/group

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

1. Select one user / group from the list of users.
2. Change the necessary settings.
3. Click **SAVE**.

## Delete a user / group from the IDERA Dashboard

To remove a user or group, select the User / group from the list and click the **DELETE** button. A confirmation dialog displays; click **YES** to remove or **NO** to cancel.