

Managing users in SQL Inventory Manager

In order for users to access SQL Inventory Manager, you need to grant them access. Additionally, if they want to receive alert emails, you have to enable this option for each user and type the email addresses where they will receive these notifications.

To edit user details, such as the account name, product access, account role, alert subscriptions, email address, or instance permissions, go to either of the following options on the SQL Inventory Manager Administration tab:

- **Users > Manage Users**
- **Alert Emails > Manage Subscriptions For All Users**

The screenshot shows the SQL Inventory Manager Administration interface. The top navigation bar includes 'DASHBOARD', 'SQLINVENTORYMANAGER(SIM181)', and 'ADMINISTRATION'. The 'ADMINISTRATION' section is active, and the page title is 'ADMINISTRATION'. The interface is divided into several sections:

- Users:** Give users permission to use SQL Inventory Manager. Grant access to individual servers and subscribe to alerts using the Manage Users action. [Manage Users](#) (highlighted with a red box).
- Instances:** SQL Inventory Manager monitors SQL Server instances and their host computers. Add instances to be monitored using the Add SQL Server Instance action. [Add SQL Server Instances](#), [Import SQL Servers](#).
- Alert Emails:** SQL Inventory Manager can send email alerts to inform users about critical issues such as availability problems. To receive alert emails, you must configure alerting to use an email server available on your network and sign up to receive alert emails. [Configure email \(SMTP\) settings](#), [Subscribe to alerts](#), [Manage Subscriptions For All Users](#) (highlighted with a red box).
- Health Checks:** SQL Inventory Manager performs health checks against your monitored instances. You can control at a global level whether health checks are performed. Note that disabling a health check will also stop alert emails from being sent for the health check. [Manage Health Checks](#).
- Licensing:** A license is required to access SQL Inventory Manager features. View license status and add a license key using the Manage License action. [Manage License](#).
- Tags:** Tags are used in SQL Inventory Manager to group SQL Servers and help you organize your managed instances. Create, view, edit and delete tags and their associated instances using the Manage Tags action. [Manage Tags](#).
- Discovery:** SQL Inventory Manager automatically discovers instances on your network. You can trigger instance discovery manually below. You can also configure SQL Inventory Manager to automatically monitor all newly discovered instances. [Manage Discovery Options](#), [Auto Registration Options](#), [Discover Instances](#), [Manage Discovery Credentials](#), [Discovery Status](#).
- Custom Inventory Fields:** Add, remove, or edit custom fields to be attached to Servers, Instances, and Databases in your environment. [Manage Custom Inventory Fields](#).

On this window you can see a list of all registered users, their respective email addresses, and whether they are subscribed to alerts.

Edit User

This option allows you to edit the user name, change the role, modify the user's alert subscriptions, and change the email address to where they receive alerts. To edit a user account:

1. Either click the user account name, or check the appropriate box for the user account you want to edit, and then click **Edit User**. SQL Inventory Manager displays the Edit User dialog.

Edit User

User Name:

Note: Enter user's Windows account using the form "domain\username".

Product: Role:

Alert Subscriptions

Receive SQL Inventory Manager alert emails for critical issues such as availability problems.

Email address

 **Email settings have not been configured yet. [Click here to configure sending alert emails.](#)**

Access to SQL Server Instances

All Instances Select Specific Instance

Per Instance Tag

Instance Tag	Access
24x7	<input type="checkbox"/>
Business Critical	<input type="checkbox"/>

Per Instance

Instance	Access
AUT-2012R2-004	<input type="checkbox"/>
\SQL2012_CS	<input type="checkbox"/>
AUT-2012R2-004	<input type="checkbox"/>

2. Make the appropriate changes.
3. In the **Access to SQL Server Instances** area, select **All Instances** to allow this account to access all instances including any new instances in your environment. Select **Select Specific Instance**, and SQL Inventory Manager displays lists of tags and instances available to assign to this user account. Select the items you want to include.
4. Click **SAVE**.

 If you have not yet configured your email server settings, SQL Inventory Manager displays the message **Email settings have not been configured yet. [Click here to configure sending alert emails.](#)** Click this option to configure your settings. For more information, go to [Configuring your email settings for alert notifications.](#)

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