

# Managing users in the IDERA Dashboard

The Users section of the IDERA Dashboard Administration view allows users to grant access to other team members or groups, and manage their roles. For more information about user roles, see [Understanding user roles](#). Users with administrative privileges are divided into two groups:

- **Dashboard administrators.** Capability to manage access over IDERA Dashboard functions as well as individual product functions.
- **Product administrators.** Capability to grant access to individual products for which they have administrative rights.



Users must be existing **Active Directory users**. Newly-added users should use their Windows user account with their respective passwords to log in to the SQL Compliance Manager.

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:

**Manage Users**

[Add User / Group](#)

Display name	Account	Type	Role	Edit/Delete
	simpsons\administrator	USER	IderaDashboard:DashboardAd	
	simpsons\kd-ko	USER	SQLCM(cm359):ProductAdmir	

[CLOSE](#)

## Adding a user in the IDERA Dashboard

In the IDERA Dashboard, access is granted to Windows users or groups.

**To add a user account:**

1. Click **Add User / Group**. IDERA Dashboard displays the Add User/Group dialog.

**Add User / Group** ? X

Account name: \*

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

Display name:

Account Details ☒ User ☐ Group

☐ Do not timeout the browser session for this account.

☐ Send welcome email

Email Address:

Product: \*  ▼ Role: \*  ▼

SAVE CANCEL

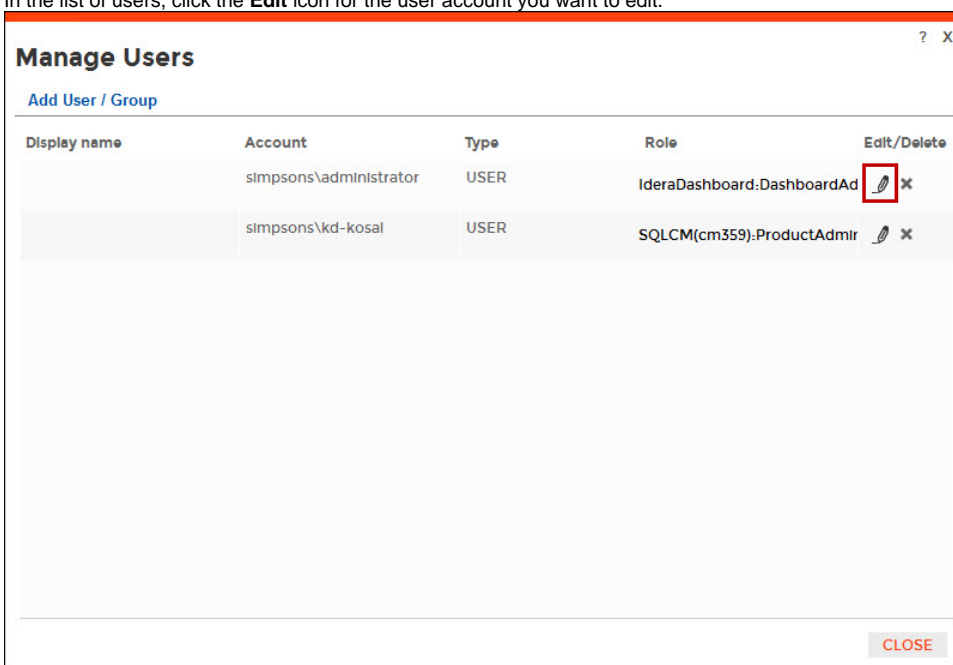
2. Type the name of the user to which you want to grant access. Enter a Windows user name in the format `<domain\accountname>`.
3. *Optional.* In **Display name**, type a name for the user account that you want SQL Compliance Manager to display within the product.
4. In the **Account Details** field, select **User** or **Group**.
5. *Optional.* Check **Do not timeout the browser session for this account** if you want the user to be able to remain logged in to SQL Compliance Manager after a period of inactivity.
6. *Optional.* Check **Send welcome email** to provide the new user with an email message containing information about the product and URL for the IDERA Dashboard console.
7. Type the email address where you want the system to send alert email messages to this new user account.
8. In the **Product** field, select the product name to which you want to add this new user account.  
*If you select IDERA Dashboard in the Product field*, the **Role** field allows you to select from the Dashboard Administrator and Dashboard Guest roles.  
*If you select SQL Compliance Manager in the Product field*, the **Role** field allows you to select from the Product Administrator, Product User, and Product Guest roles.
9. In the **Role** field, select the role you want to assign to this new user account.  
*If you want to add more roles to this user account or group*, click **ADD MORE**. IDERA Dashboard displays additional **Product** and **Role** fields for you to add another role.
10. Click **SAVE**.

## Editing a user in the IDERA Dashboard

Clicking the Edit icon for an existing user account allows you to edit the account name, enable or disable the user account, and add new permissions.

### To edit a user or group:

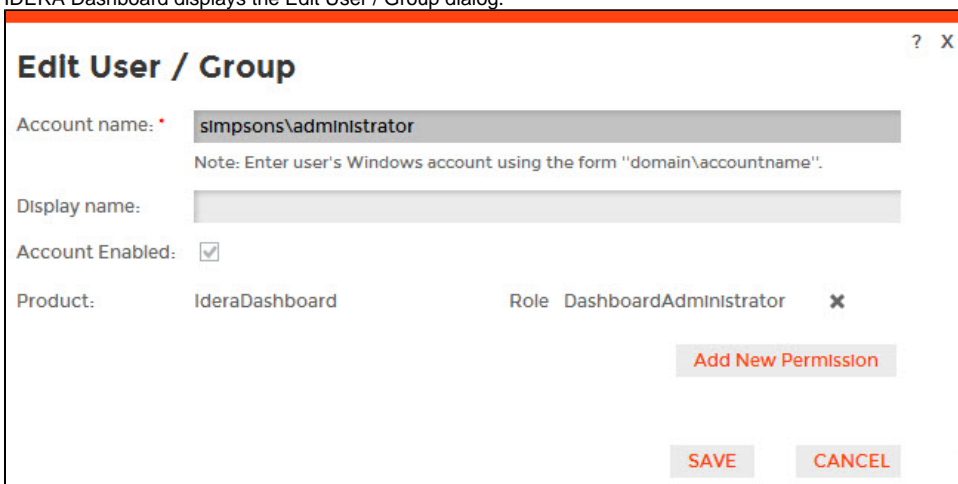
1. In the list of users, click the **Edit** icon for the user account you want to edit.



The 'Manage Users' dialog box features a title bar with a question mark and a close button. Below the title bar is a link labeled 'Add User / Group'. A table lists users with columns for 'Display name', 'Account', 'Type', 'Role', and 'Edit/Delete'. The first row shows 'simpsons\administrator' as a 'USER' with role 'IderaDashboard:DashboardAd', and the second row shows 'simpsons\kd-kosal' as a 'USER' with role 'SQLCM(cm359):ProductAdmir'. Each row has an edit icon (pencil) and a delete icon (X). A 'CLOSE' button is at the bottom right.

Display name	Account	Type	Role	Edit/Delete
	simpsons\administrator	USER	IderaDashboard:DashboardAd	
	simpsons\kd-kosal	USER	SQLCM(cm359):ProductAdmir	

IDERA Dashboard displays the Edit User / Group dialog.



The 'Edit User / Group' dialog box has a title bar with a question mark and a close button. It contains several fields: 'Account name:' with a text box containing 'simpsons\administrator' and a note below it stating 'Note: Enter user's Windows account using the form "domain\accountname".'; 'Display name:' with an empty text box; 'Account Enabled:' with a checked checkbox; 'Product:' with a text box containing 'IderaDashboard'; and 'Role:' with a text box containing 'DashboardAdministrator' and a delete icon (X). At the bottom are buttons for 'Add New Permission', 'SAVE', and 'CANCEL'.

2. Make the necessary changes.
3. **If you want to disable a user account**, clear the **Account Enabled** checkbox. To enable the account, simply check the box.
4. **If you want to add more roles to this user account or group**, click **Add New Permission**. IDERA Dashboard displays additional **Product** and **Role** fields for you to add another role.
5. Click **SAVE**.

## Removing a user from the IDERA Dashboard

Clicking the Delete icon for an existing user account or group allows you to remove that account from access to the IDERA Dashboard.

**To delete a user or group.**





1. In the list of users, click the **Delete** icon for the user account or group that you want to delete. IDERA Dashboard displays a warning message that requires a confirmation whether you want to delete that selection.

Manage Users

?

X

Add User / Group

Display name	Account	Type	Role	Edit/Delete
	simpsons\administrator	USER	IderaDashboard:DashboardAd	 
	simpsons\kd-kosal	USER	SQLCM(cm359):ProductAdmir	 

CLOSE

2. Click **Yes**. IDERA Dashboard removes the user account or group and they can no longer access the IDERA Dashboard using the account. **If you did not mean to delete the selected account**, click **No**.

SQL Compliance Manager audits all activity on your server. [Learn more](#) > >

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