

Administering your SQL Enterprise Job Manager

Users that have an Administrator role can access the **Administration** tab. On this tab, you can manage the main settings of your environment: Users, Instances, Licensing, Alert Rules, and Alert Emails.

Users

Manage your users from one single section. Add new users, edit their settings, or remove users according to your requirements.

You can edit users' settings such as roles (Administrator, User, or Read Only), email addresses, session time out, and whether they are subscribed to all critical alerts or not. For more information, go to [Manage Users](#).

Instances

In order to monitor SQL Server instances, you need to register them with SQL Enterprise Job Manager. Use the option [Add Instance](#) or [Import SQL Servers](#) to add new instances to your environment. You can also [Manage your SQL Server Instances](#), view their properties, and change their credentials.

Licensing

A license is required to access SQL Enterprise Job Manager features. Use the option [Manage License](#) to view your license status, its characteristics, and add a new license key if needed.

Alert Rules

SQL Enterprise Job Manager displays alerts that warn you about the status of your instances and jobs. These alerts depend on alert rules that you can configure and customize according to your requirements. Use the option [Manage Alert Rules](#) to access the tab where you can manage all these settings.

Alert Emails

SQL Enterprise Job Manager sends alerts notifications that inform users about critical issues from their environment such as instances or agents' status. To receive these notifications, you must [Configure your email \(SMTP\) settings](#) first. Additionally, you have to subscribe to alert rules in order to receive these notifications. Use the option [Manage subscriptions for all users](#) to manage subscriptions per user.

Schedule

SQL Enterprise Job Manager allows you to schedule a [Projection Period](#) for all your instances, jobs, tasks, and job chains across your environment.