

# Navigating through the Welcome Wizard

When you first install SQL Enterprise Job Manager and log into the product for the first time, a welcome wizard guides through the initial steps that help you to:

- Configure your alerts
- Add new users
- Add instances that you want to manage



The Welcome wizard is only available to users with Administrator role.

## Alerts

After the Welcome page opens, click **Next** to go to the Alerts section.

SQL Enterprise Job Manager sends notifications for critical issues on your environment. The Alerts section allows you to enable/disable alert rules and configure your email SMTP server settings. On this section you can perform the following steps:

### Step 1

Select those default alert rules you want to enable/disable. SQL Enterprise Job Manager initially handles three default alert rules:

- SQL Server instance connection failures
- Agent not running
- Job Failures.

You can find more information about these alert rules and how to change their settings by going to [Adding and configuring alert rules](#).

### Step 2

In order to receive alert notifications, you need to configure your email SMTP Server settings. For more information on what you have to configure in this section, go to [Configuring your SMTP Server settings](#).

## Users

In order for users to access SQL Enterprise Job Manager, you have to grant them access by adding them as registered users. You can use this section to add as many users as you want. Take into account that there are three types of user roles that you can assign to users: Administrator, User, and Read Only.

- Administrators have complete access and control of all features.
- Users can also perform all actions but do not have access to the Administration settings.
- Read Only users have restricted permissions and can only access the information in a read-only mode.

For more information on what actions each user role is allowed to do and what sections of the product they can access, go to [User Roles](#).

On the Users section, click **Manage Users** to access a new window where you can add new users and specify their settings: role, email, session timeout, and subscription to alerts.

For more information about adding users, go to [Manage users and subscriptions](#).

## Instances

To get started managing your jobs in your environment, you need to register instances with SQL Enterprise Job Manager.

Click **Add a new SQL Server instance** to register your instances. The wizard for adding new instances opens where you can find the following tabs:

- Instances
- Credentials
- Information
- Finish

For more information about these sections, go to [Registering SQL Server instances](#).

## Finish

Finally, the Finish section of this wizard gives you a summary of all other SQL Enterprise Job Manager features, like the following:

## Jobs

You can add new jobs; edit existing ones, change settings such as steps, schedules, or notifications. You can also perform actions such as starting, restarting or stopping the SQL Server Agent, or disabling and deleting jobs among other actions.

## Job History

You can view the history of your jobs, access their steps details, and filter your information according to your jobs, instances, or status.

## Schedule

You can view all your jobs in Day, Week, or Month view. Additionally, you can select any date and view its respective jobs, filter them according to your needs, and move jobs to new time slots according to new schedule requirements.

## Alert Rules

You can edit or customize your own alert rules, you can add instance or job type alert rules, set their severity, and choose how these alerts will be generated. You can also subscribe to those ones from which you want to receive email notifications.

SQL **Enterprise Job Manager** monitors and manages your SQL Server agent jobs. [Learn more > >](#)

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