Create a Workload Administrator

Provides instructions to create a Workload Administrator.

Overview

You can create a dedicated Workload administrator to manage operations for specific workloads.

For example, a Workload administrator for the Endpoints will have operational and view rights only related to Endpoints. Similarly, a Workload administrator for Microsoft 365 > Exchange Online, will have access to only Exchange Online and to no other workload.

The Workload administrator is assigned to the Workload Administrator role and has the predefined rights related to Workload Management and Backup and Restore Management.

Before you begin

- Ensure that the workload for which you want to create the administrator is licensed.
- Ensure that discovery is completed for all the org-level apps (SharePoint, Teams, Public folder, and Shared Drives).

Procedure

1. On the Druva Cloud Platform Console, click on the data source for which you want to create a Workload Administrator.

2. In the inSync Management Console menu bar, click Settings > Manage Administrators. The Administrators page appears.

3. In the top-right corner, click New Administrator. The New Administrator window appears.

4. On the Summary page, provide the appropriate information for each field.
### Field Action

Name | Type the name of the new administrator.

Email | Type the email ID of the new administrator.

Assign role | From the drop-down, select **Workload Administrator**.

5. Click Next. The **Workloads** page appears. All the data sources you have licensed are displayed in the list.

6. Select the workloads for which you want to create the Workload administrator.
   
   In the case of SaaS Apps, you can create a Workload administrator even for the sub-app. For example, you can create a Workload administrator for the Exchange Online sub-app under Microsoft 365.

7. Click **Next**. The **Access Control** page appears.

8. Select the user-level profile that you want to assign to the Workload administrator.

9. Click **Finish**.

### Related topics

**Predefined roles and rights**