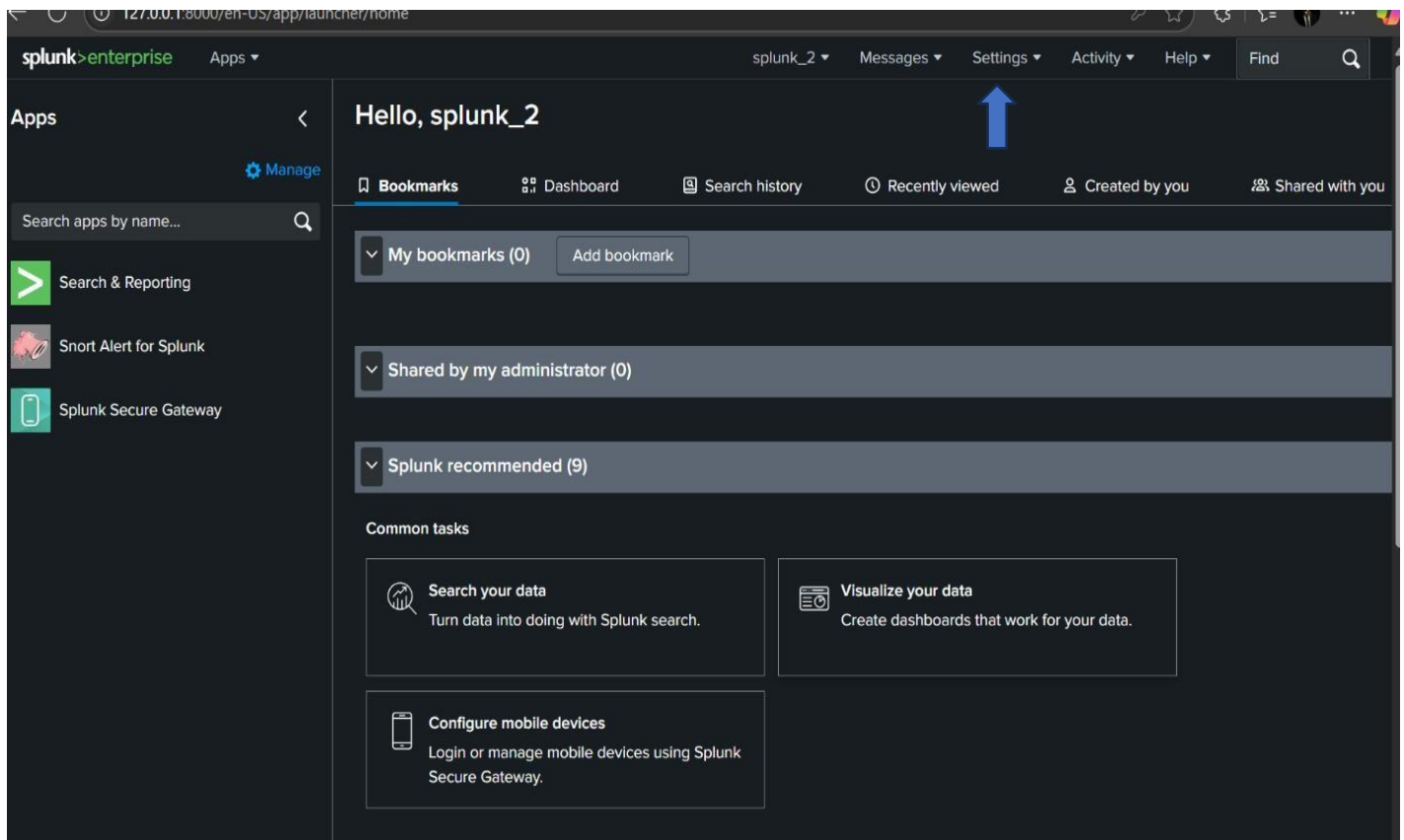# 👥 Managing Users and Permissions in Splunk

Getting Started with Splunk User Management - Step 1

First step: Log in to the Splunk portal to begin the process of adding a new user.
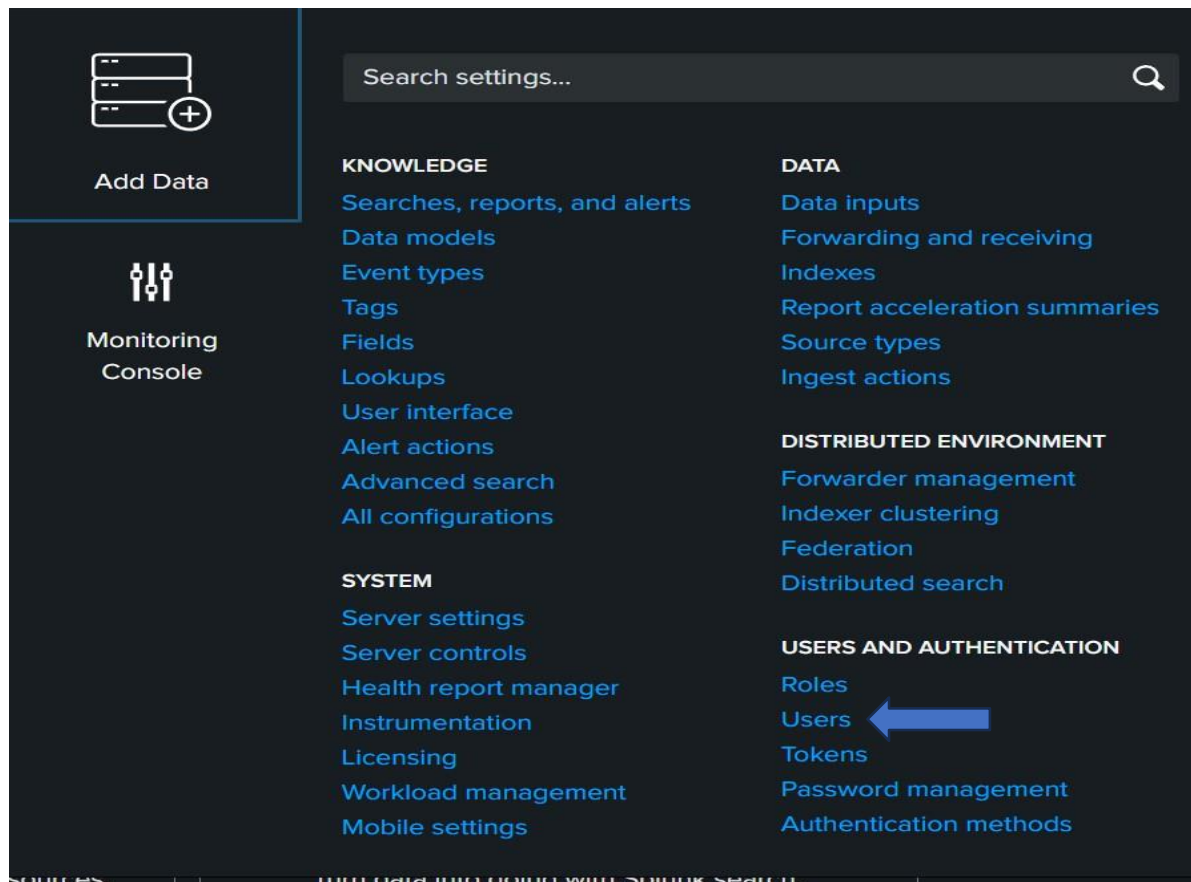
Efficient access control starts with proper user setup! 📱🛠️

⚙️User Creation in Splunk – Step 2

After accessing the portal, head over to the **Settings** tab and choose **Users** to initiate the creation of a new user.
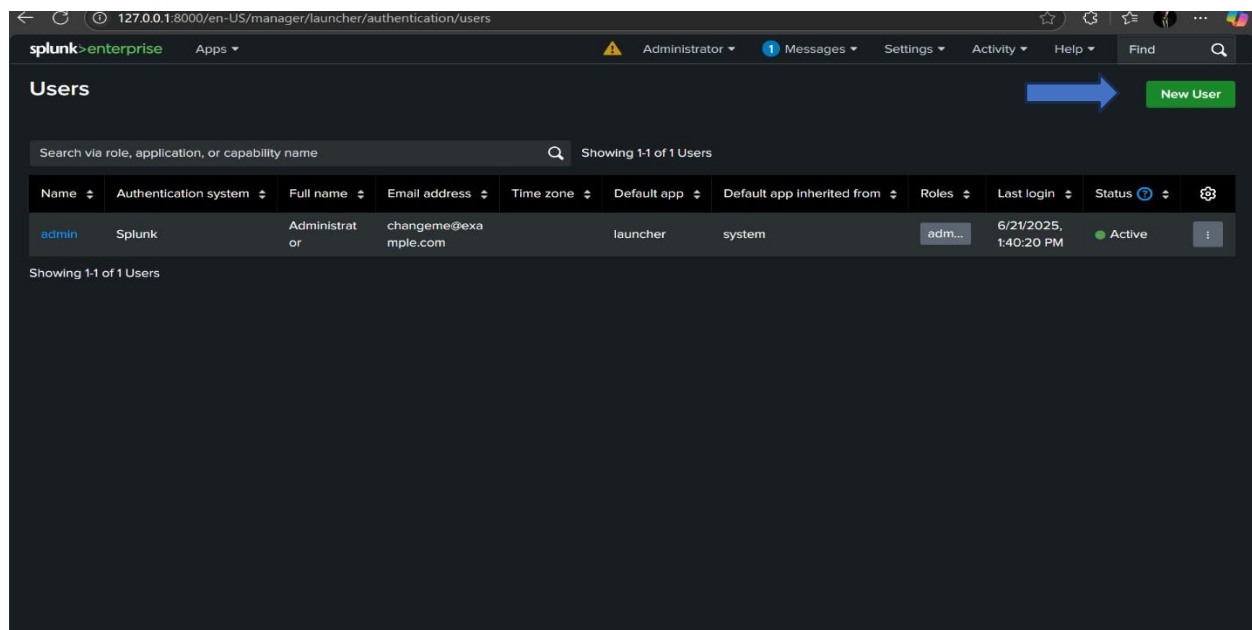
Managing access effectively is key to secure operations! t+

🔽 Splunk User Management – Step 3

Click on **Add User**, assign the necessary roles and specify the index access permissions.
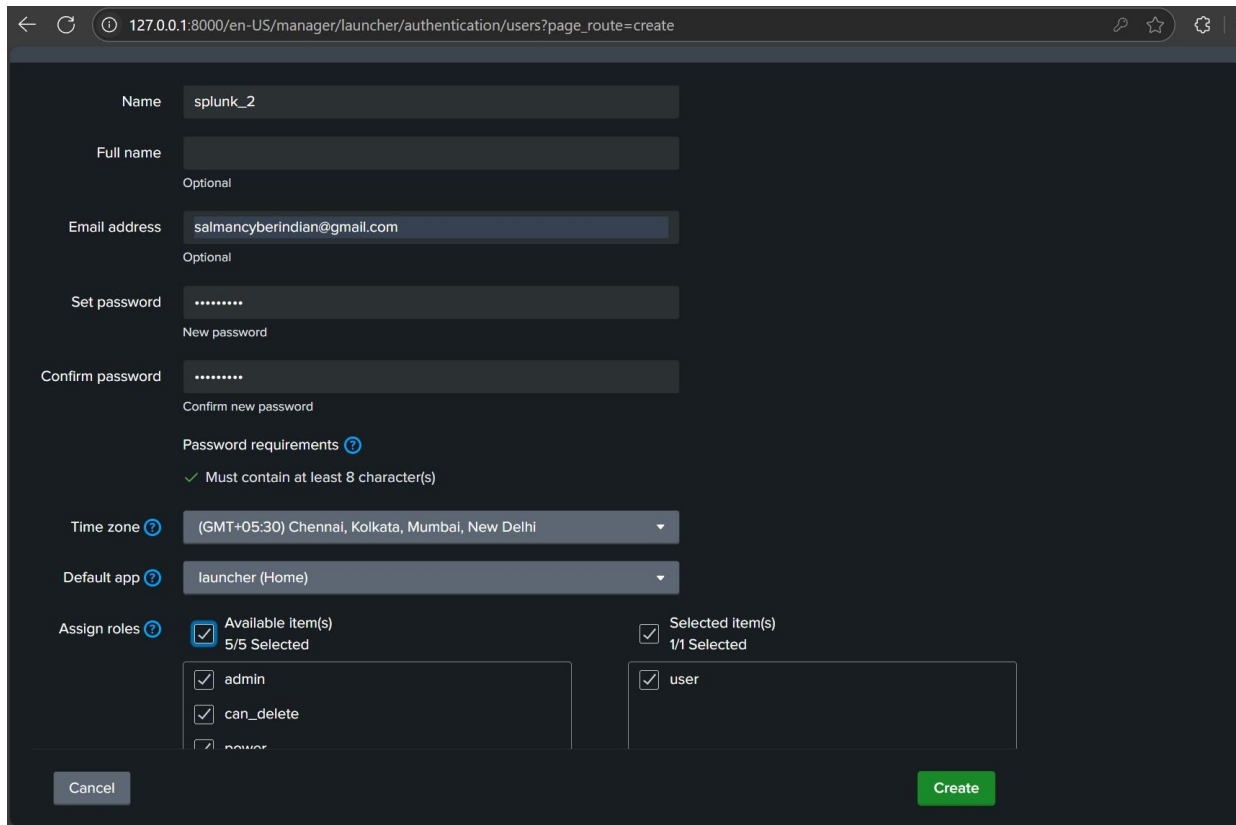
Finalize the setup to successfully create the new user in Splunk. 🟩 🐛

Splunk User Management – Step 4

Enter all necessary user details as required by Splunk to ensure successful account creation.

Accuracy in user configuration enhances system security and access control.

Splunk User Management – Step 5

After submitting the user details, the new account will be successfully created and reflected in the **User Dashboard**.

A seamless user creation process ensures better visibility and control.

Name ⇕	Authentication system ⇕	Full name ⇕	Email address ⇕	Time zone ⇕	Default app ⇕	Default app inherited from ⇕	Roles ⇕	Last login ⇕	Status ⑦ ⇕	⚙
admin	Splunk	Administrator	changeme@example.com		launcher	system	adm...	6/21/2025, 1:40:20 PM	● Active	⋮
splunk_2	Splunk		salmancyberindian@gmail.com	Asia/Kolkata	launcher	system	user		● Active	⋮

Showing 1-2 of 2 Users

） Splunk User Management – Step 6

Navigate to the **Indexes** section and assign relevant permissions based on the user's role and responsibilities.

For example, provide access to indexes like:

🟦summary

🟦audit

🟦configtracker

🟦 dsclient

Granting the right access ensures users can only view and work with the data they need — enhancing both security and efficiency. 🎋🌙

Splunk User Management – Step 7

Within the assigned **Role Settings**, locate the **Search Jobs** window limit and set it to **Infinite**.

🛏 Don't forget to **Save** the changes to ensure the configuration is applied successfully.

Optimizing search settings allows uninterrupted data access for extended investigations and monitoring. 🔍⚡