# Users

The Users task allows users to manage other user accounts in your group with an equal or lower priority access level than that of their own. Each user is assigned a role number or level of priority access from 0 to 7 (high to low). A user at level two can manage users with a role of 2 to 7, tapemaster super user account and users with a role of 0 can manage all user accounts

## Select Users

Once you have logged into TapeTrack Lite, select “Users” from the Library Management Tasks drop-down menu.

image

## Options

This will open the Options window. If required you can set the location for the log files to be written to, or leave the default. To change the default directory, click in the right of the Log File Folder and click on the button and select directory.

image

## Altering User's attributes

To alter a user's attributes, left click a user ID

- **Change name**: click on name and insert new name
- **Alter role**: click on role and select new role from drop down box
- **Email Address**: Insert or alter email address
- **User Disabled**: Enable or disable user login

image

Right click a user ID to select

- **Delete**: delete the selected user/s
- **Export**: export selected user/s information to an XML document
- **Insert a New User ID**: Disabled at this level
- **Print**:Prints the selected or all of the users showing User ID, User Name and Assigned Role Number
- **Refresh**: Refreshes the page to display the most up to date information from the server. Pressing F5 will do the same.
- **Reset Password**: Enables users to change or reset the password for any users with a role number equal or greater

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