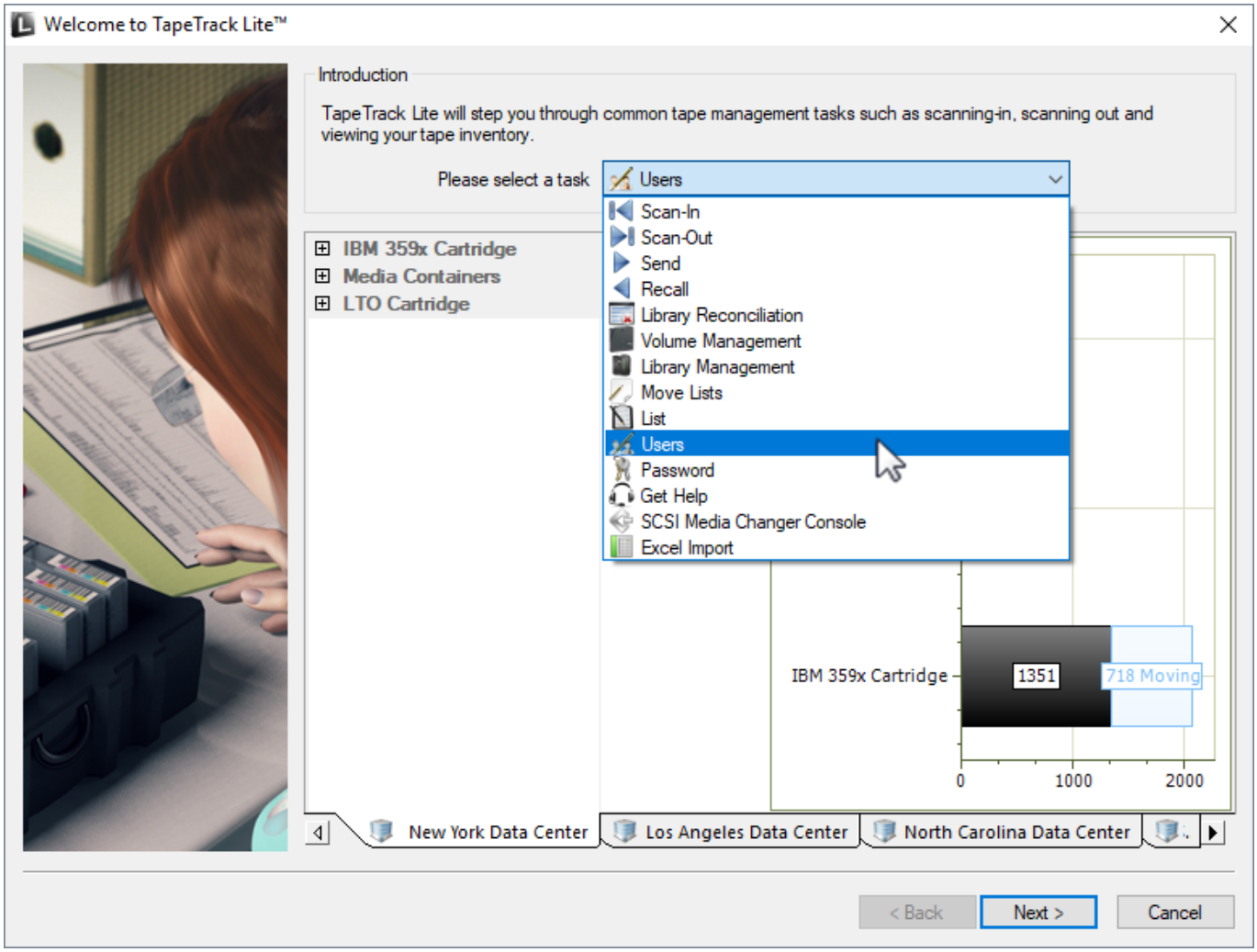
Users

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

Select `Users` from the **Task Menu** and click `Next` to continue.



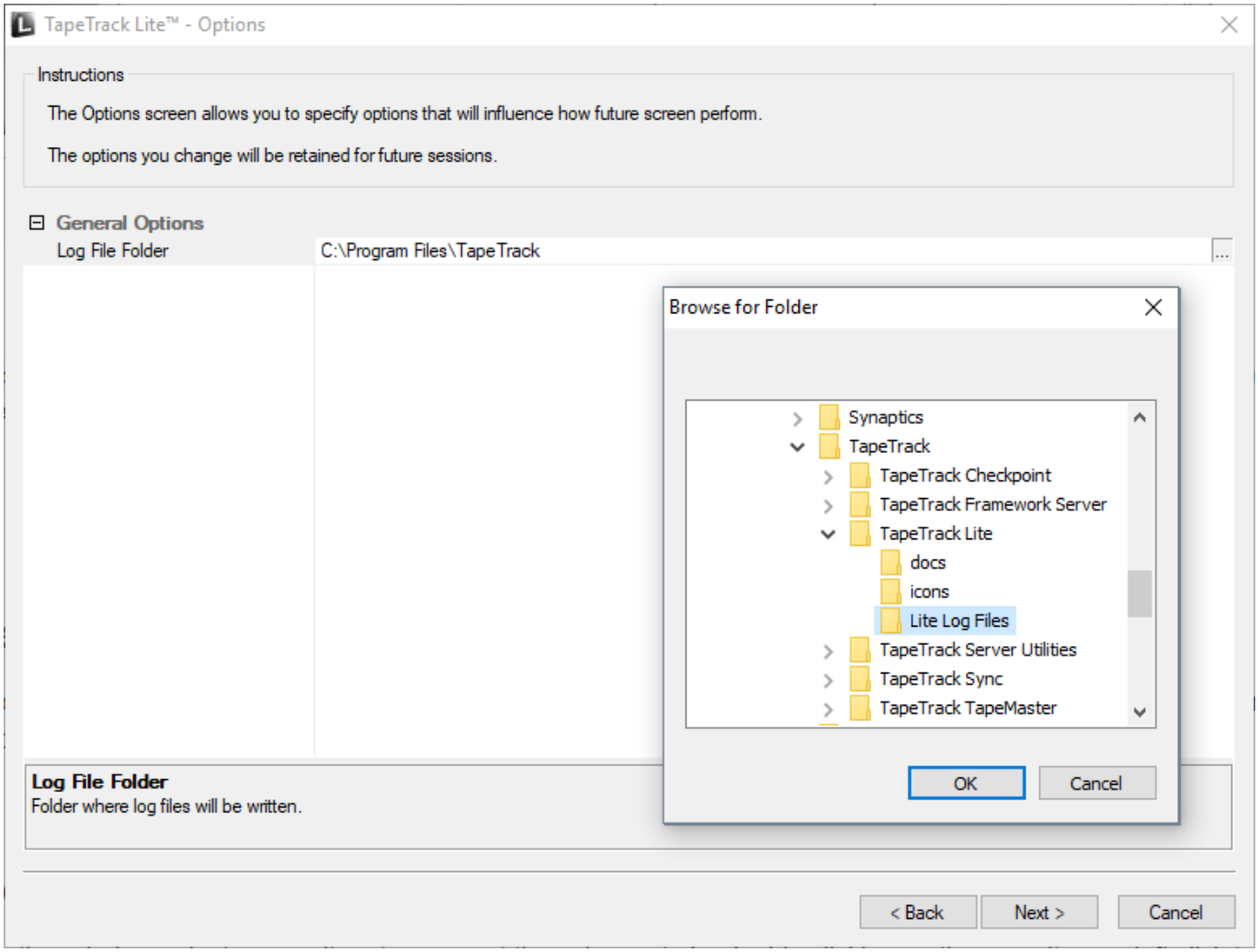
Users option is hidden by default. Edit TMSLite.cfg file, change Users to false and restart TapeTrack Lite.

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 field to the right of the Log File Folder and click on the (**…**) button and select directory.

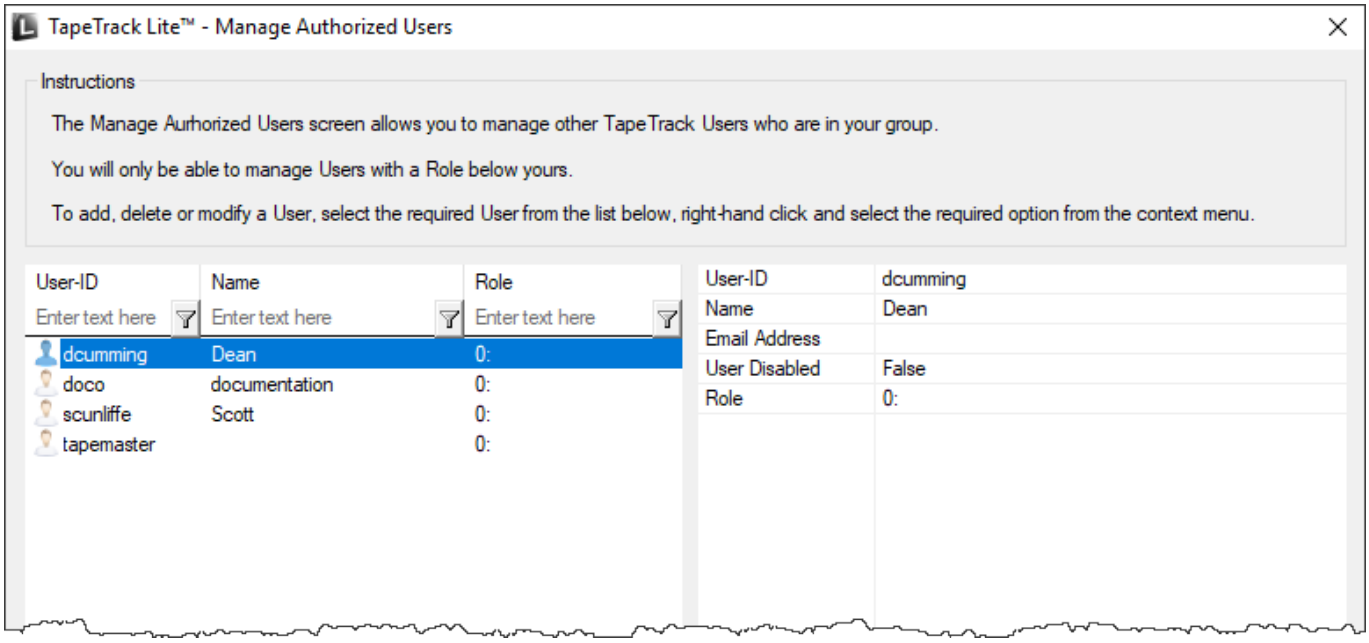
Click `Next` to continue.



Altering User's attributes

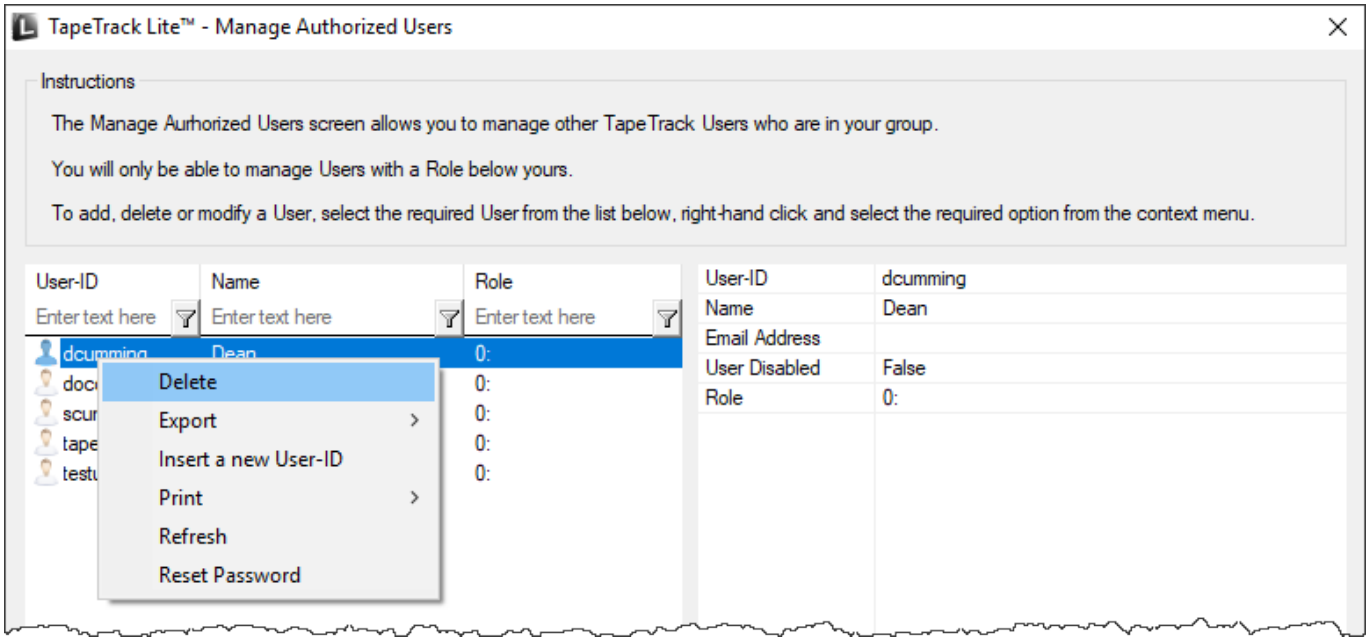
To alter a user's attributes, left-click a user ID

- **Change name**: Click on the field to the right of **Name** and insert new name.
- **Alter role**: Click on the field to the right of **Role** and select new role from drop-down box.
- **Email Address**: Click on the field to the right of **Email Address** and insert or alter email address.
- **User Disabled**: Click on the field to the right of **User Disabled** to enable or disable user login.



Right-click a user ID to select

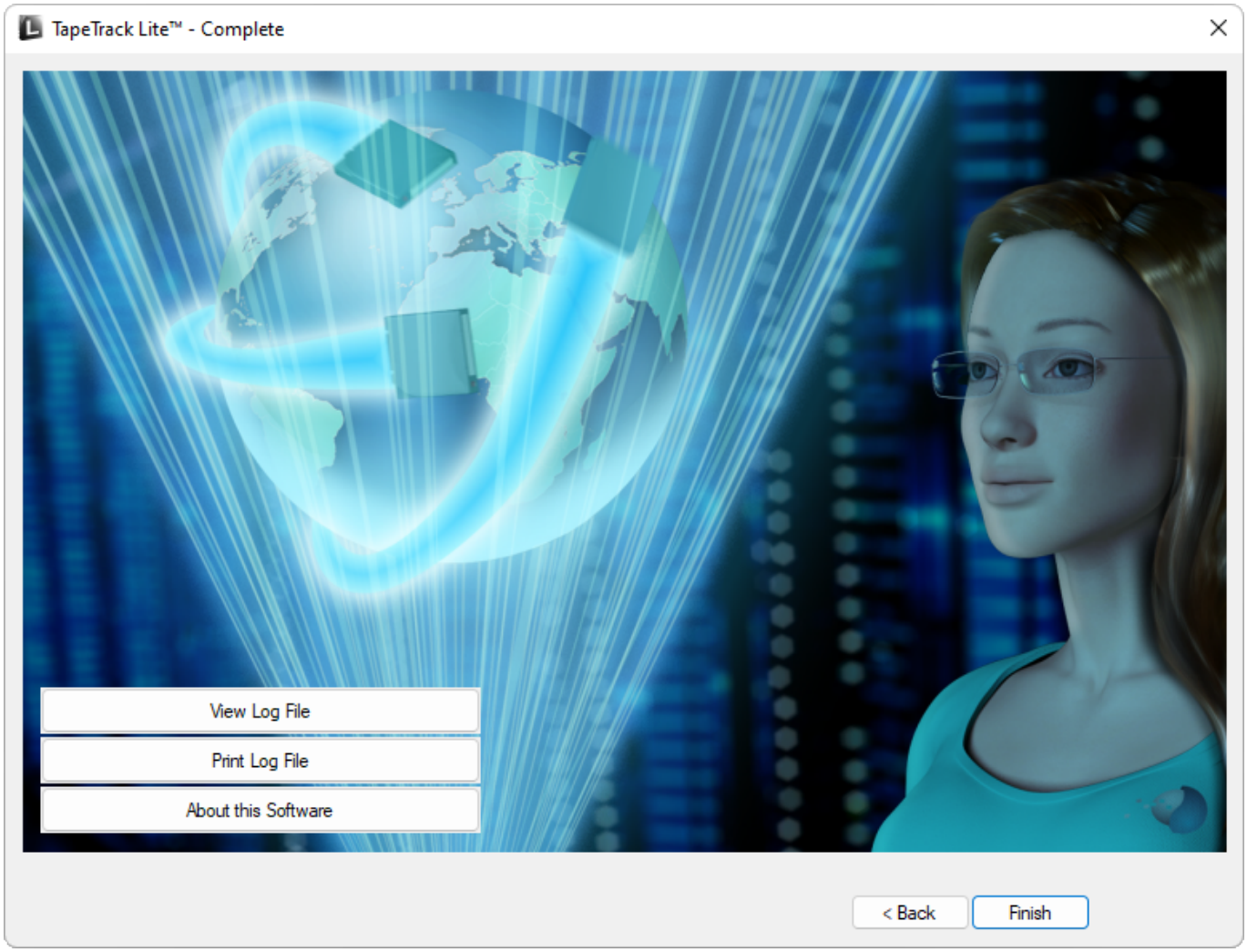
- **Delete**: Delete the selected user/s.
- **Export**: Export selected user/s information to an XML document.
- **Insert a New User ID**: Disabled at this level.
- **Print**: Prints the selected or all of the users showing User ID, User Name and Assigned Role Number.
- **Refresh**: Refreshes the page 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 than their own.



Complete

This will bring up the **Complete** window, from here you can:

- Click `View Log File` to view the log.
- Click `Print Log File` to print out the log file for further reference.
- Click `About this Software` to view product and support (email, phone & website) information.
- Click `Back` to return to start menu and select another task.
- Click `Finish`, `Cancel` or X to exit TapeTrack Lite.



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Permanent link:
https://docs.tapetrack.com/lite/function_users?rev=1544577712

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