User Administration

The User Administration is the main maintenance terminal for managing Users. A User's name, Password, e-mail, and description can be edited by left-clicking in the corresponding fields in the User Administration window. Note: Passwords will update but will not display.

Right-Click Operations

Right-clicking in the User Administration window provides several options for User Management. These include:

- **Add**: Begins the process to Add a New User.
- **Delete**: Deletes the selected User.
- **Edit**: Allows for the copying and pasting of “Access Attributes” or a User's permissions. This includes reading, writing, or altering permissions for selected Customers, as well as tapemaster rights or Server Administrator rights.
- **Export**: Exports the selected list of Users to an XML document.
- **Invert Selection**: Selects items in the list that are not selected and deselects items that are selected.
- **Print**: Provides options to print a document of the selected Users or of all Users.
- **Properties**: Launches the Edit User Window.
- **Select All**: Selects all Users on the List.
- **Validate Email Addresses**: Checks the MX Record of the e-mail domains for the selected Users.

Group Administration

The Group Administration tab in the User/Group Administration window in the Administration Menu allows for the creation and maintenance of User Groups. Adding a new Group

To add a new group: Right-click on the “Groups” page and select “Add Group.” This will launch the Edit New Group window. Add a Group ID and Description, as well as a New User Pattern. New User Patterns use TapeTrack Filters to limit the formatting of Users added to this group. Add Role Descriptions. For more information about Roles, see the Roles page.

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