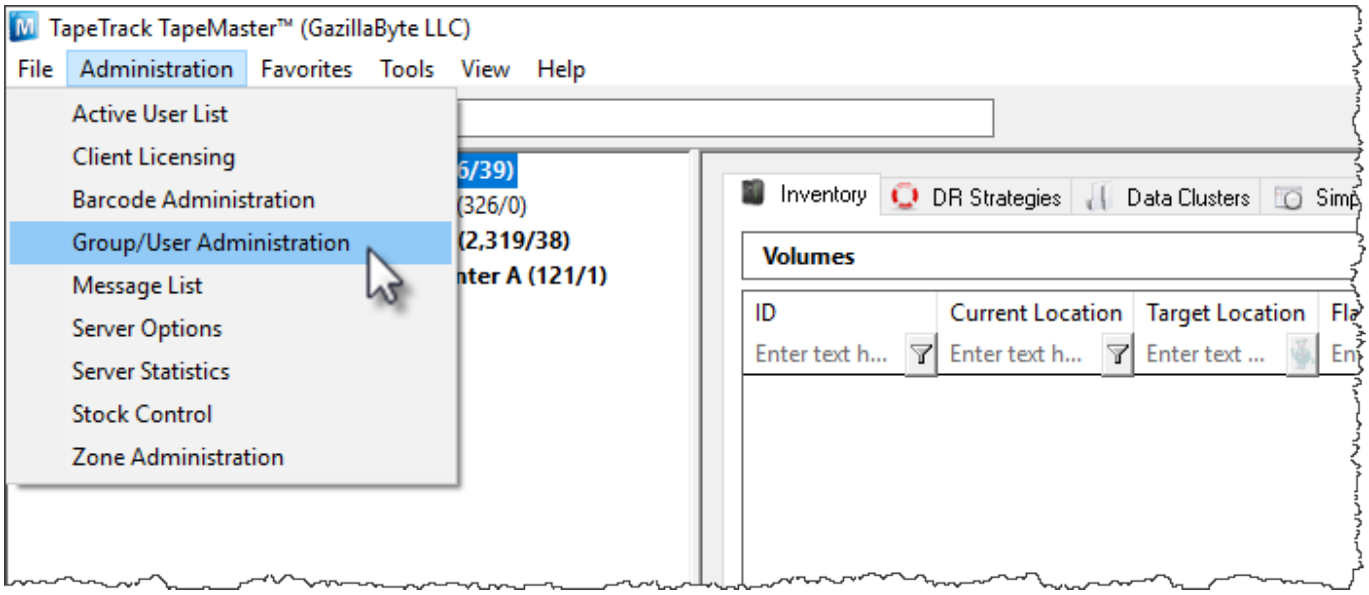
User Administration

The User Administration is the main maintenance terminal for managing Users.

To open the User Administration panel, select `Administration` → `Group/User Administration` from the menu.

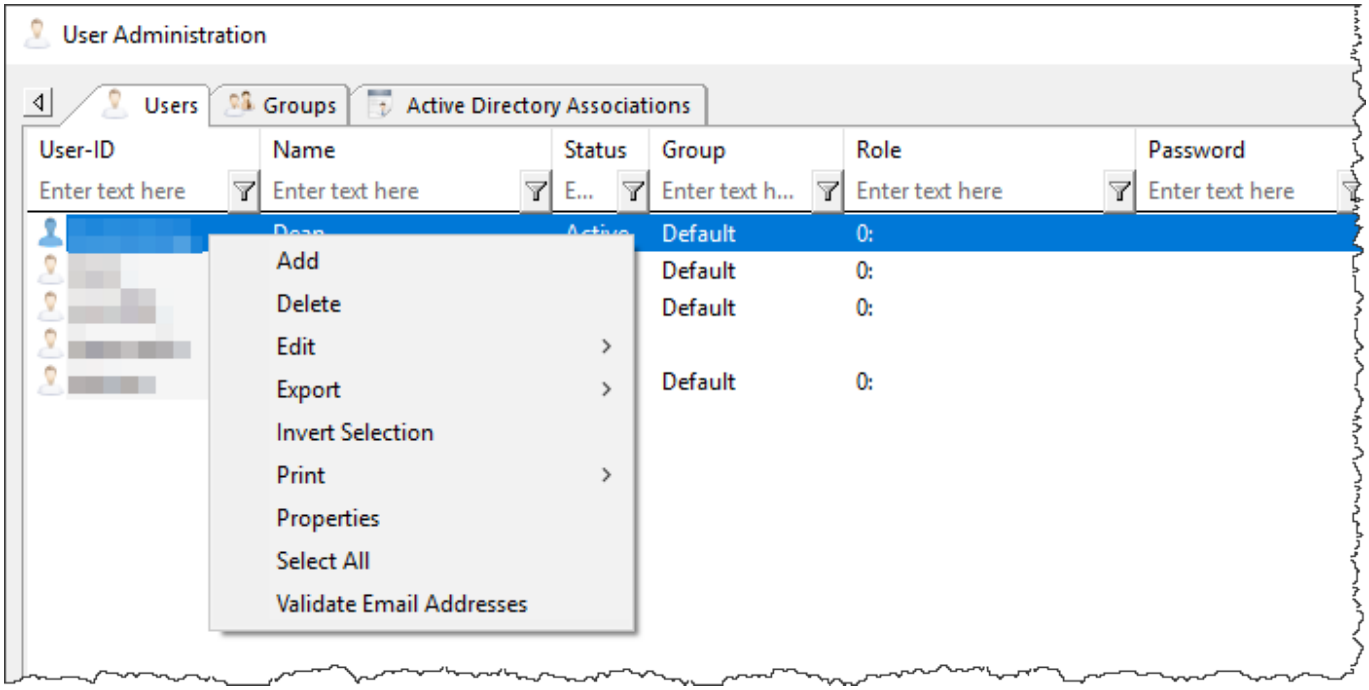


A User's name, Password (will update but will not display), e-mail, and description can be edited by left-clicking in the corresponding fields in the User Administration window.

Right-Click Operations

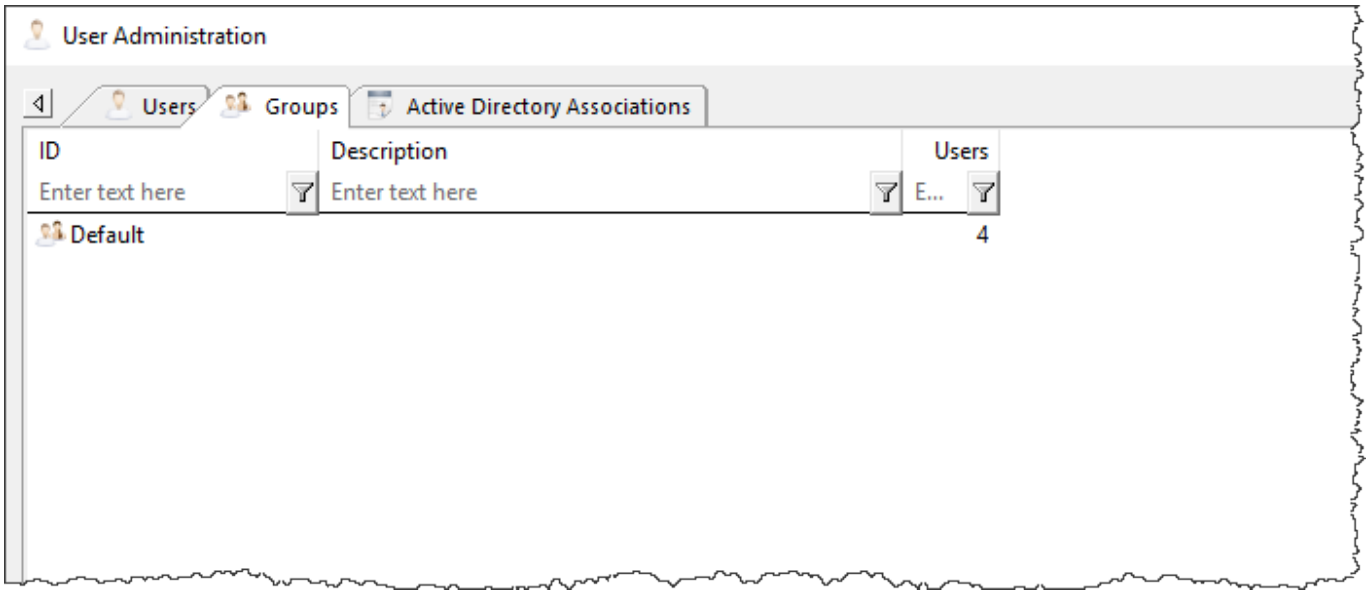
Right-clicking in the User Administration window provides several options for User Management. These include:

- **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.



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Last update: **2025/01/21 22:07**