User Groups

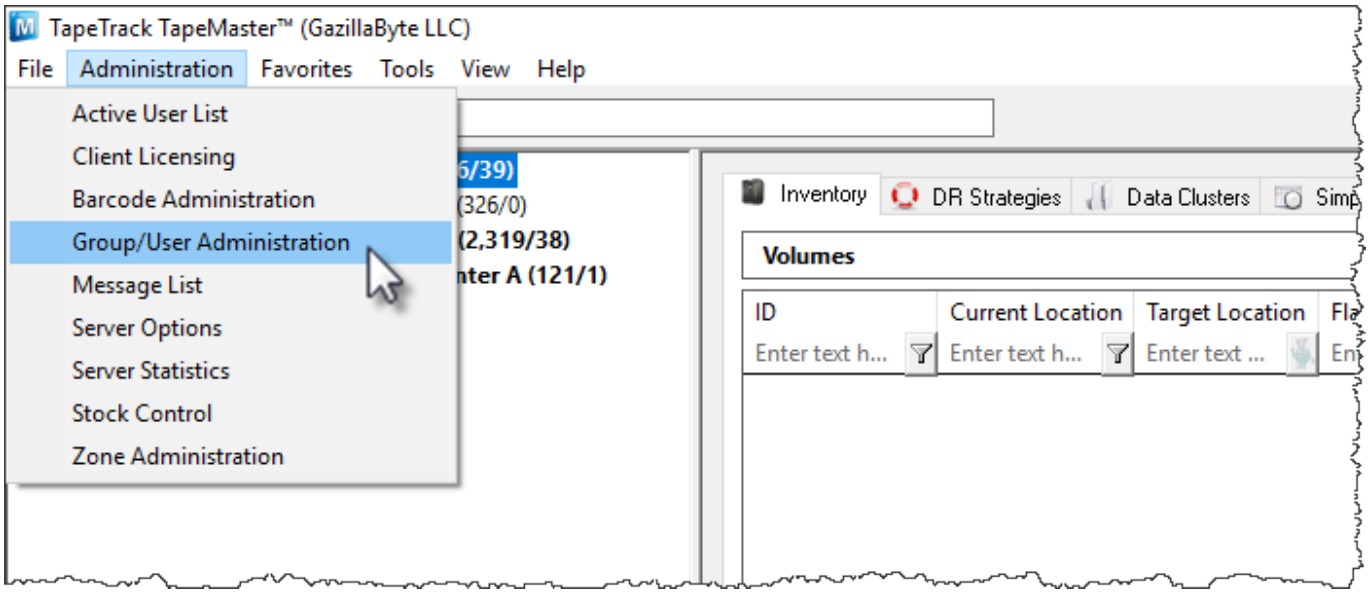
Groups are used to assign access privileges to a collection of users without the need to assign them to each user on an individual basis. This also makes it efficient to manage access changes to the entire group/s without the need to know what users belong to which group.

Adding and Managing a Group

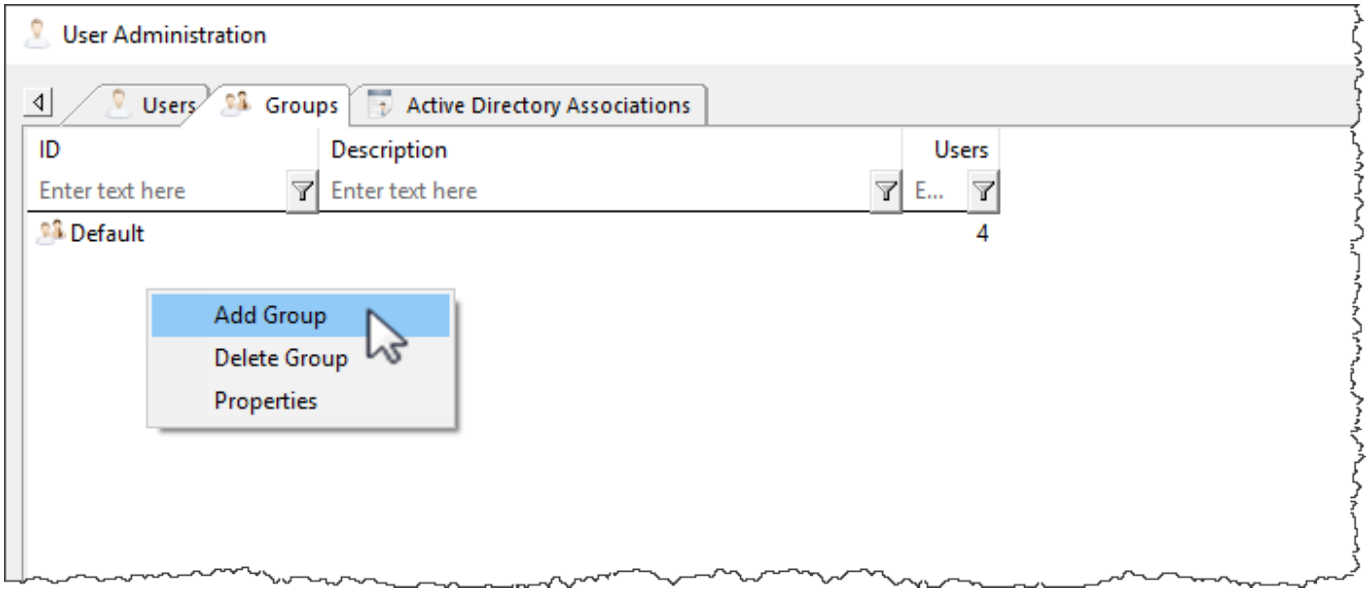


If creating a new group from the Add a New User window skip to Edit New Group

On the `Administration` drop-down menu in TapeTrack TapeMaster select `Group/User Administration`.



Select the `Groups` tab and right-click in the main window and select `Add Group`.



Edit New Group

Identity

In the `Identity` tab enter a unique Group-ID (max 10 alphanumeric characters) and a group description.



The Group-ID must:

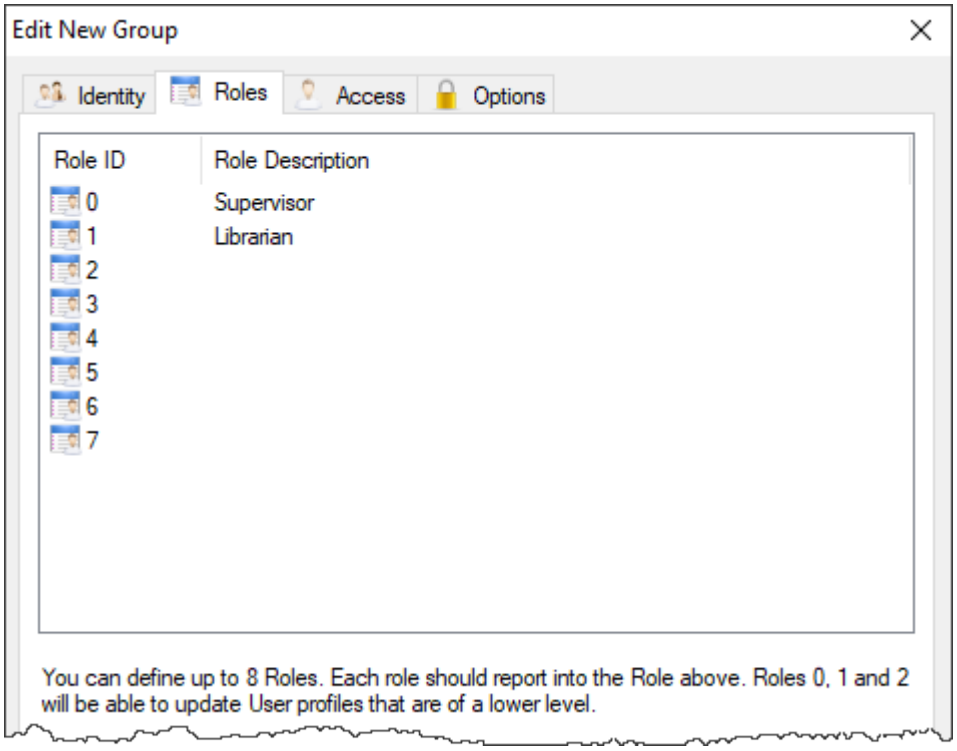
- Be alphanumeric characters only
- Have no spaces or special characters
- Be 10 characters or less

Roles

Set positional role description required (optional) for hierarchy of users within the group. Roles rank from highest (0) to lowest (7)



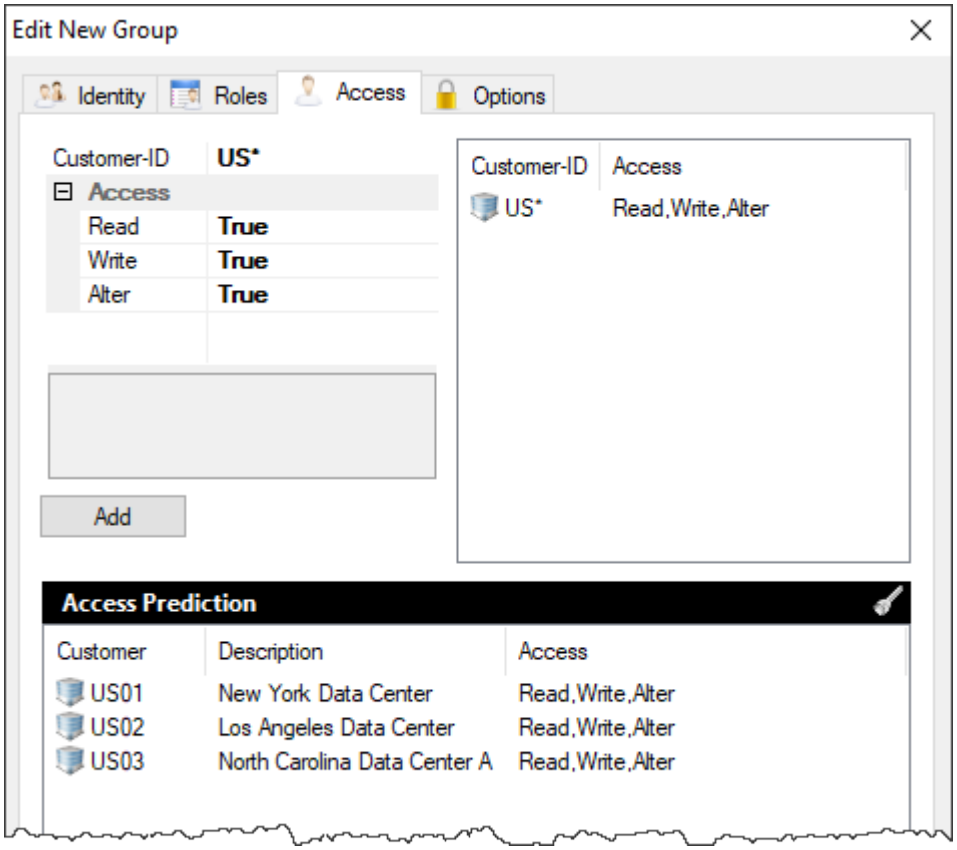
Roles do not alter permissions of a User in the TapeMaster product, however, roles can be used in TapeTrack Lite to view Users and modify their information. Users of a lower Role-ID Number (0, 1 or 2) can view and modify Passwords for Users of a higher Role-ID Number using the User Management Task in TapeTrack Lite.



Access

Assign group access by adding required ID/s or ID ranges `Customer-ID` field and changing to true the types of access needed.

- `Read` allows any user assigned to the group to read information on the defined Customer-ID.
- `Write` allows any user assigned to the group to write information on the defined Customer-ID.
- `Alter` allows any user assigned to the group to add or delete information on the defined Customer-ID.



Click Add to assign the Customer-ID and access rights. The assigned ID and rights will now be displayed on the right window and predicted access shown below. You can add as many Customer-ID and access rights combinations as required by repeating the above process.

Customer Filter Examples	
*	All customers
US*	All customers starting with US
US??	All four character customers starting with US
US01	Only US01

Options

Set User-ID formats that any user assigned to this group must adhere to. If left as * any ID format will be accepted.



User-ID Filter Examples	
*	Any format
LB*	User-ID's must start with LB
*LB	User-ID's must end with LB
LB??????	User-ID's start with LB and be 8 characters long

Click OK to save new group.

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