# Overview

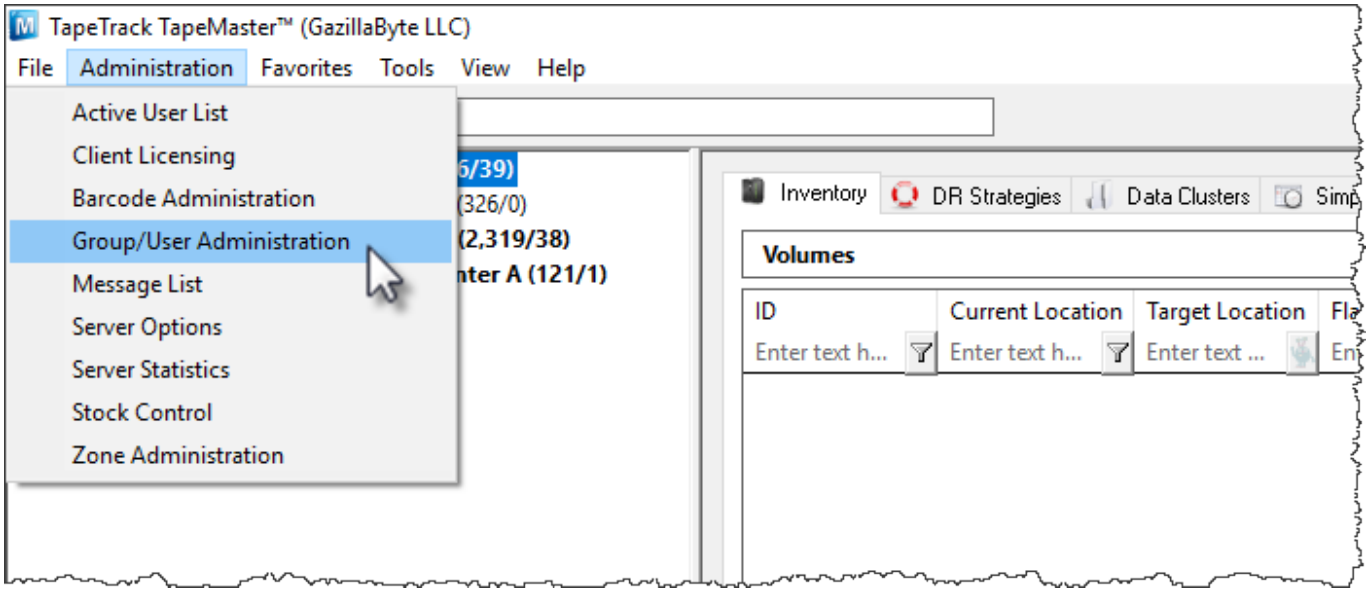
Groups are used to assign access privileges to a collection of users without the need to assign them to each user on an individual basis. This also makes it efficient to manage access changes to the entire group/s without the need to know what users belong to which group.

# Creating A Group

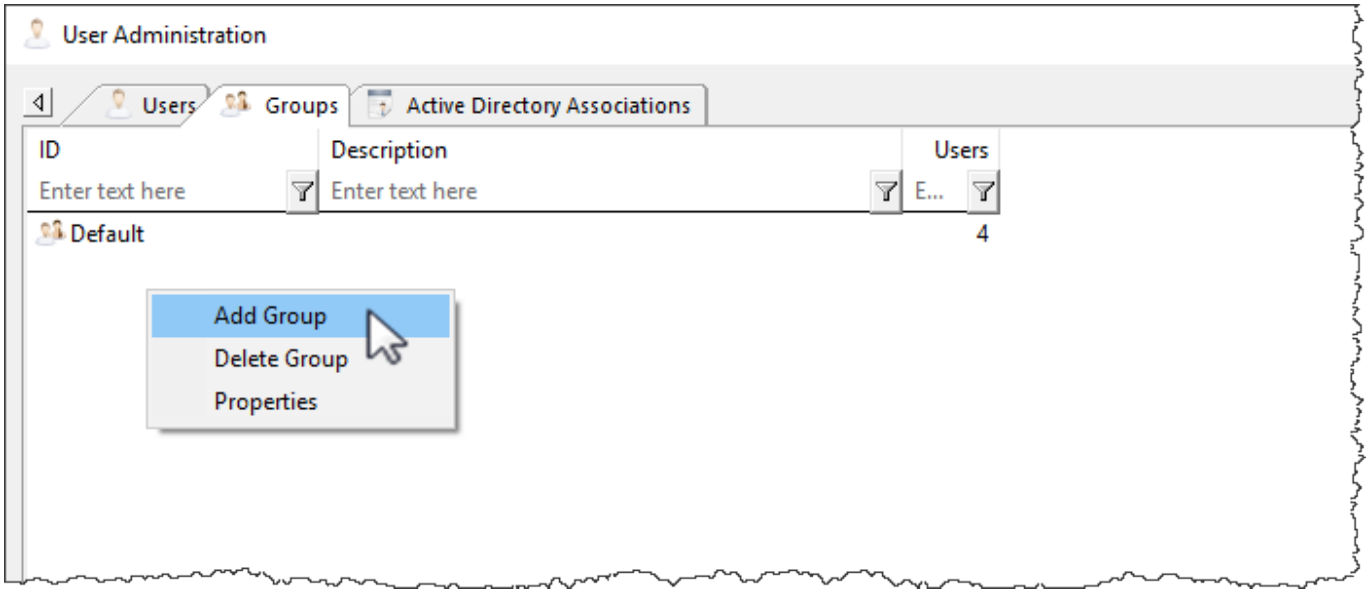


if creating a new group from the Add a New User window skip to Edit New Group

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.




## Roles

Set positions required (optional) for hierarchy of users within the group.

<note tip>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.<\note>

From:
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Permanent link:
**https://docs.tapetrack.com/master/create_group?rev=1502293199**

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