

# Overview

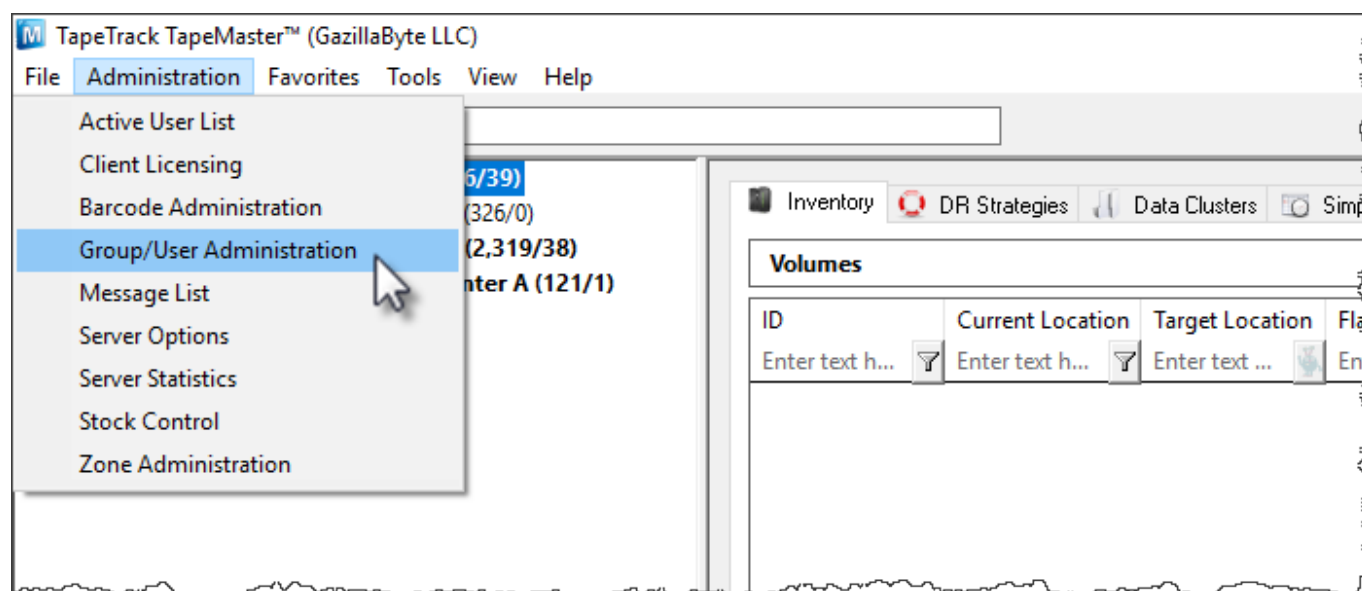
Groups are used to assign access privileges to a collection of users without the need to assign them to each user on an individual basis. This also makes it efficient to manage access changes to the entire group/s without the need to know what users belong to which group.

## Creating a Group

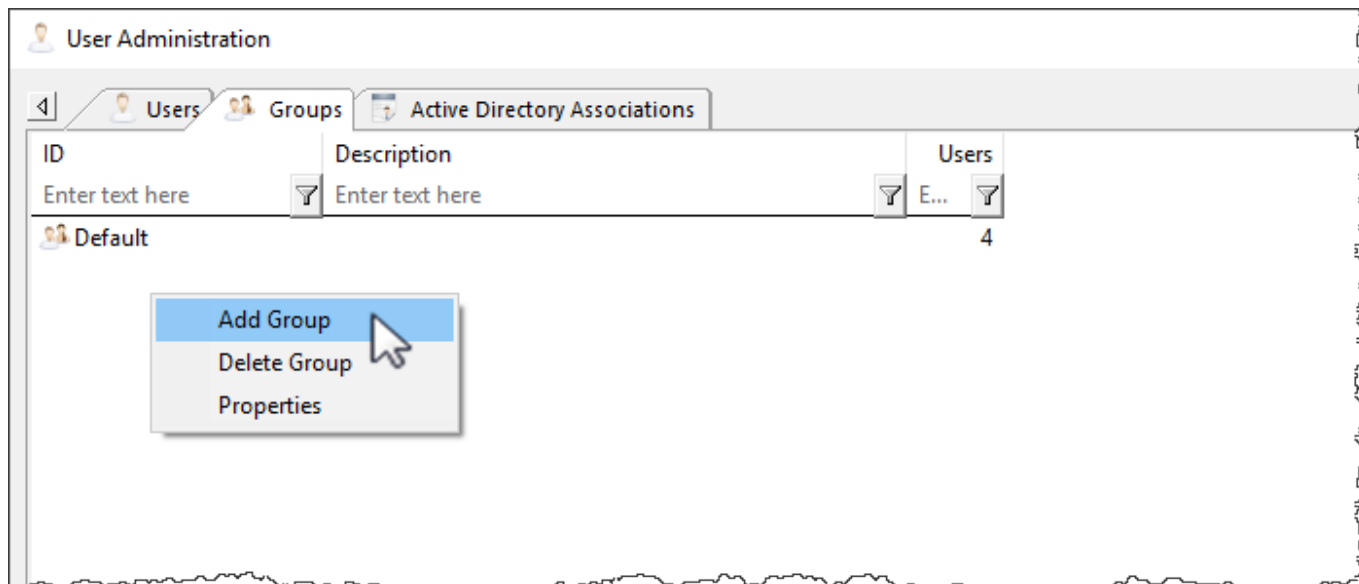


If creating a new group from the [Add a New User](#) window skip to [Edit New Group](#)

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



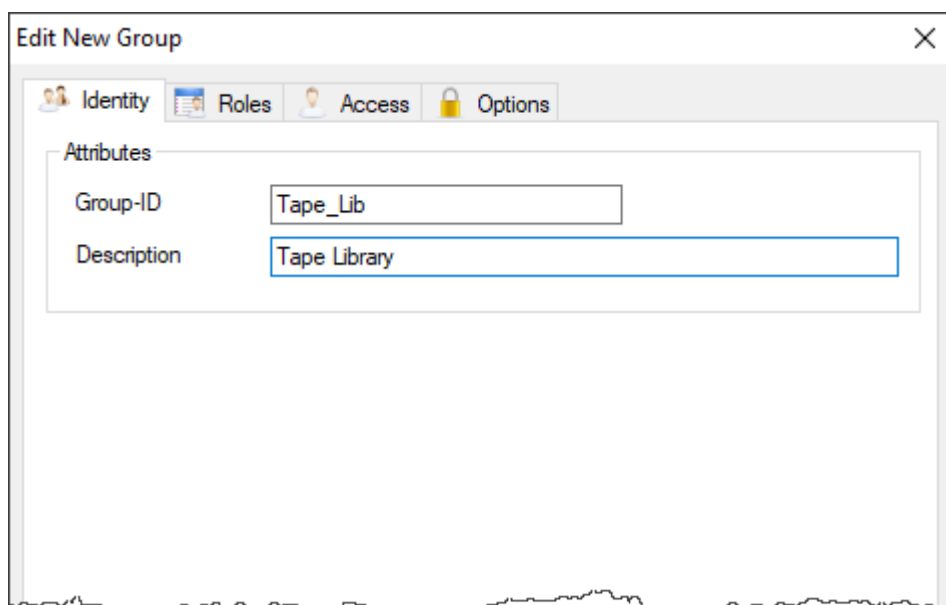
Select the Groups tab and right click in the main window and select Add Group.



## Edit New Group

### Identity

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



### Roles

Set 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](#).

The screenshot shows the 'Edit New Group' dialog box with the 'Roles' tab selected. The dialog has four tabs: Identity, Roles, Access, and Options. The 'Roles' tab contains a table with two columns: 'Role ID' and 'Role Description'. The table lists roles 0 through 7. Role 0 is 'Supervisor' and Role 1 is 'Librarian'. Roles 2 through 7 are listed but have no descriptions. Below the table, a note states: 'You can define up to 8 Roles. Each role should report into the Role above. Roles 0, 1 and 2 will be able to update User profiles that are of a lower level.'

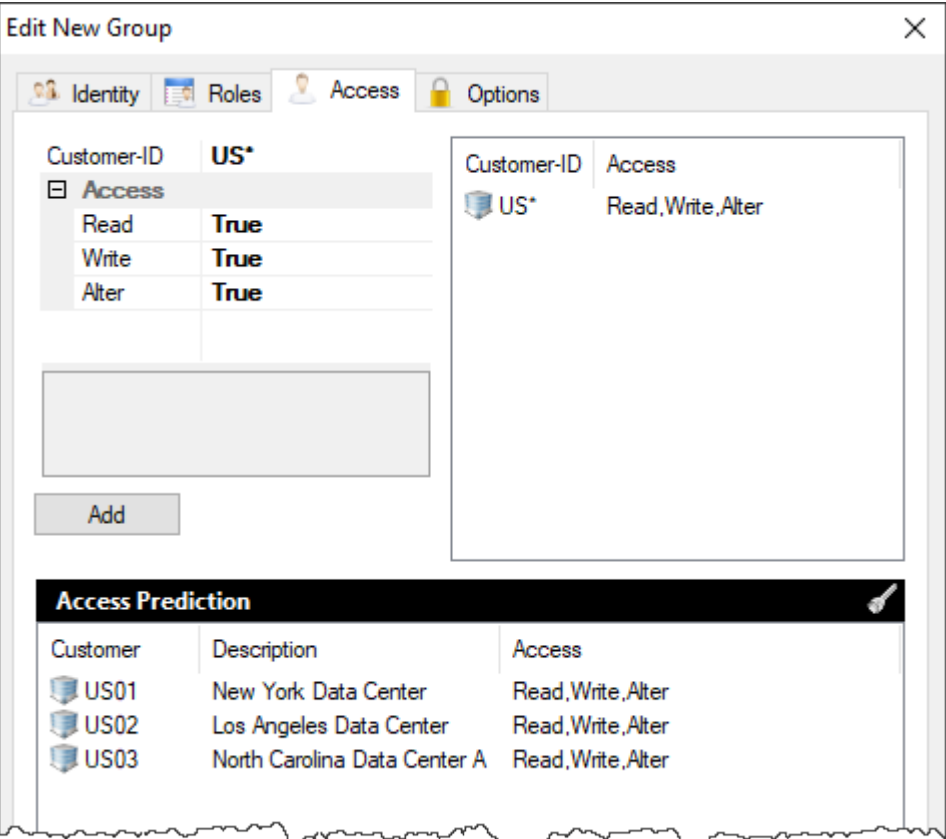
| Role ID | Role Description |
|---------|------------------|
| 0       | Supervisor       |
| 1       | Librarian        |
| 2       |                  |
| 3       |                  |
| 4       |                  |
| 5       |                  |
| 6       |                  |
| 7       |                  |

You can define up to 8 Roles. Each role should report into the Role above. Roles 0, 1 and 2 will be able to update User profiles that are of a lower level.

## 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.

Edit New Group

Identity

Roles

Access

Options

Valid User Filter

\*

| 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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