# User Groups

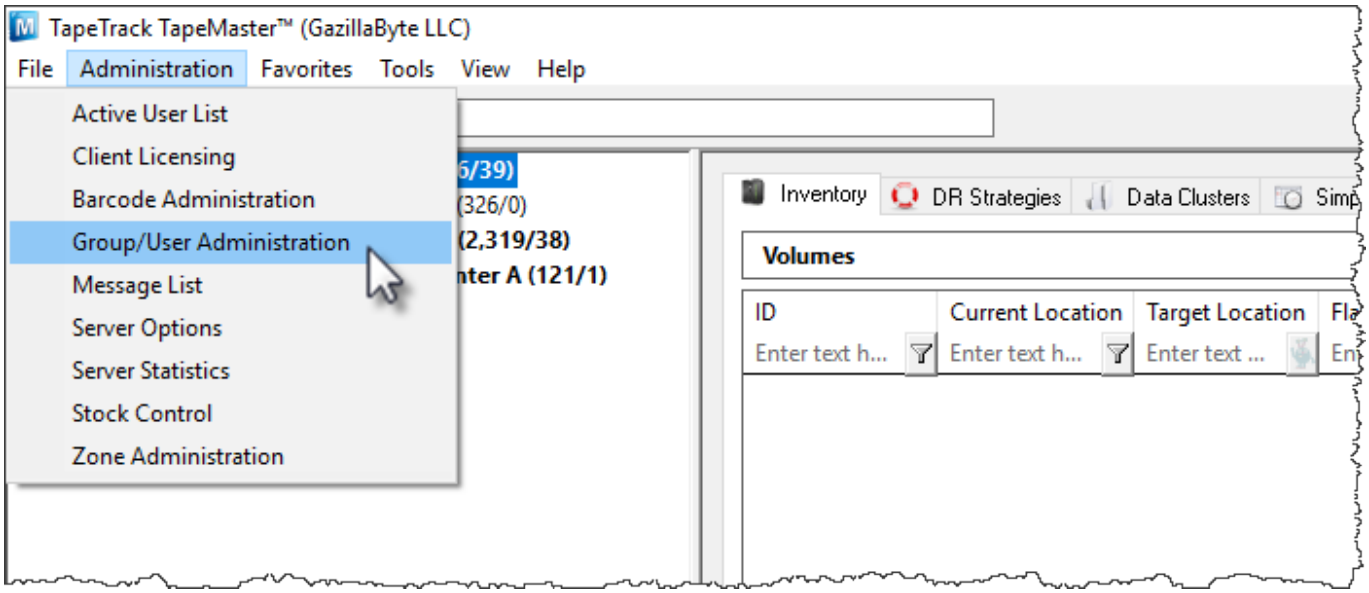
Groups are used to assign access privileges to a collection of users without the need to assign them to each user on an individual basis. This also makes it efficient to manage access changes to the entire group/s without the need to know what users belong to which group.

## Adding and Managing a Group

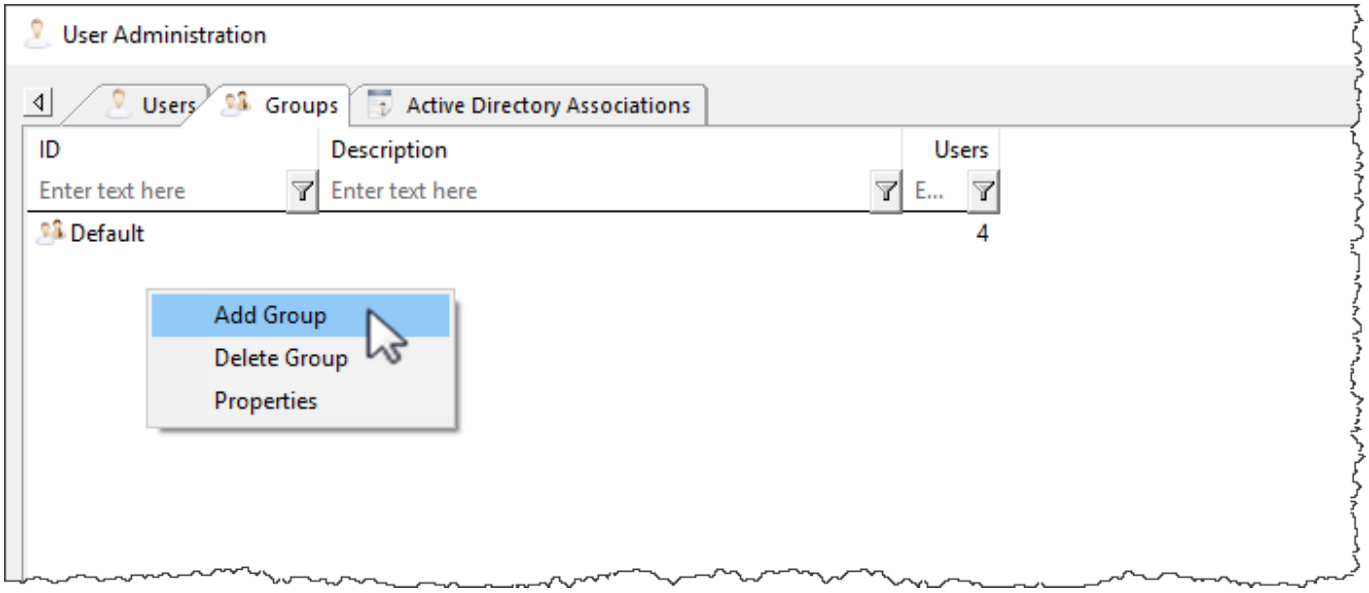


If creating a new group from the Add a New User window skip to Edit New Group

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



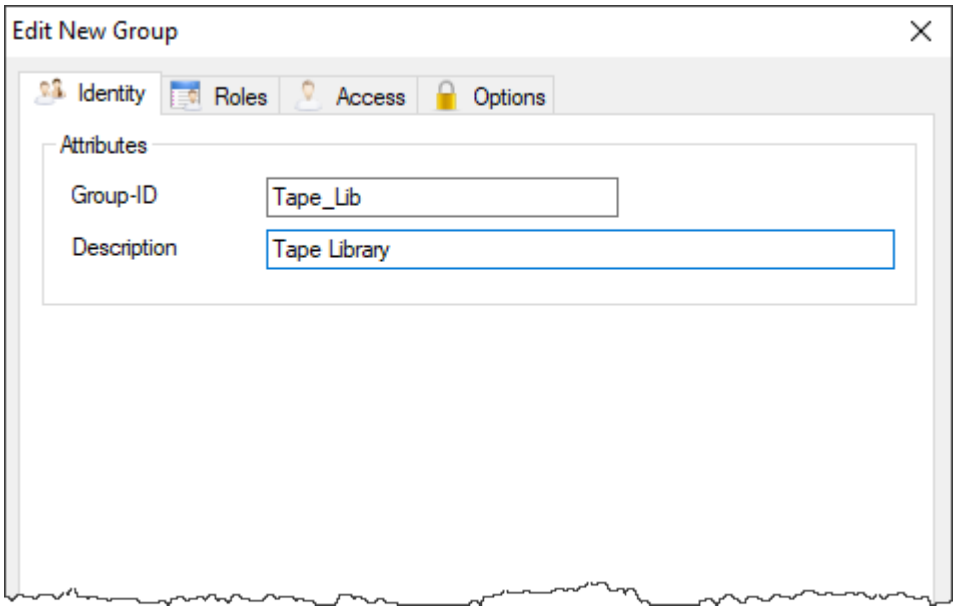

Select the `Groups` tab and right-click in the main window and select `Add Group`.



# Edit New Group

## Identity

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

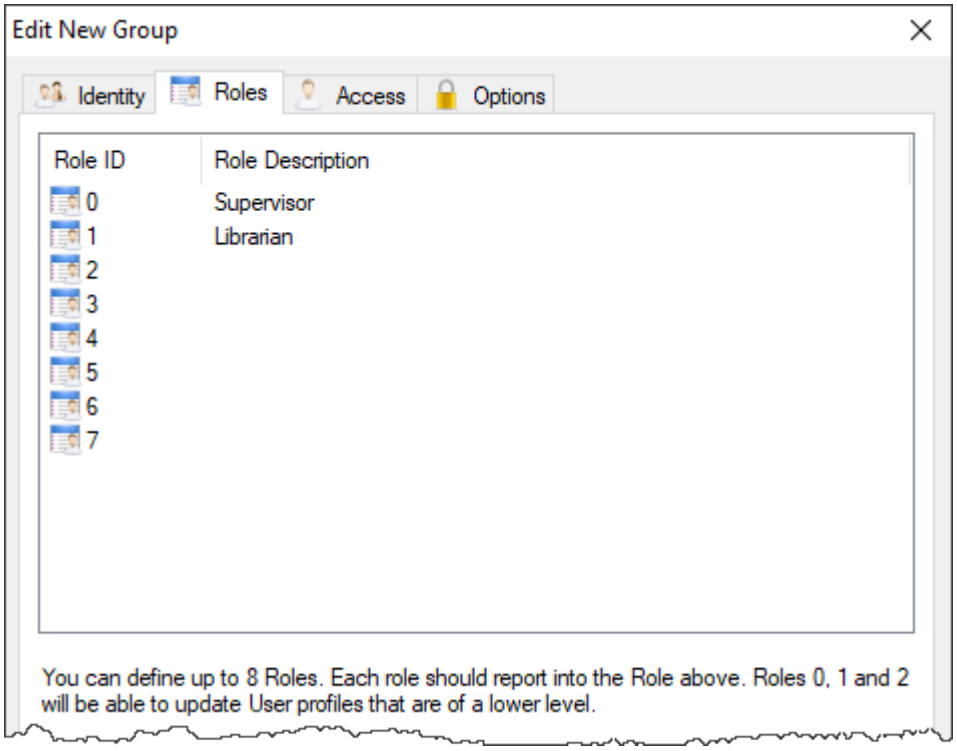



## Roles

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



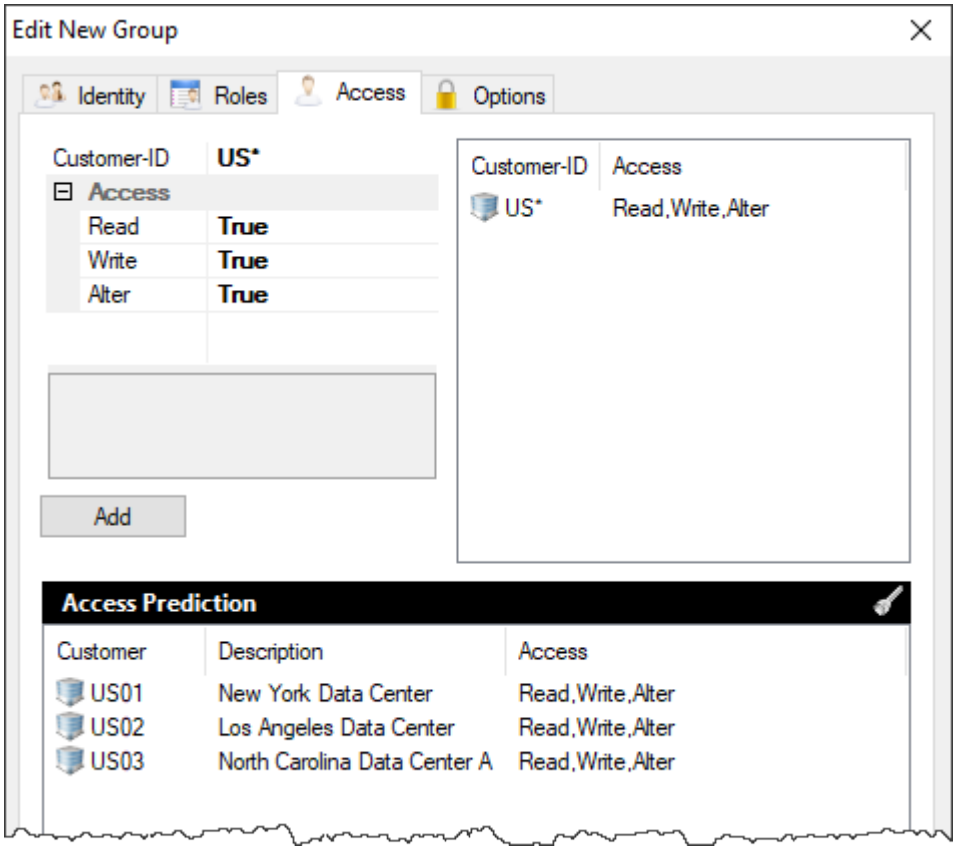
Roles do not alter permissions of a User in the TapeMaster product, however, roles can be used in TapeTrack Lite to view Users and modify their information. Users of a lower Role-ID Number (0, 1 or 2) can view and modify Passwords for Users of a higher Role-ID Number using the User Management Task in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

From:
https://docs.tapetrack.com/ - **TapeTrack Documentation**

Permanent link:
**https://docs.tapetrack.com/master/create_group?rev=1737497272**

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