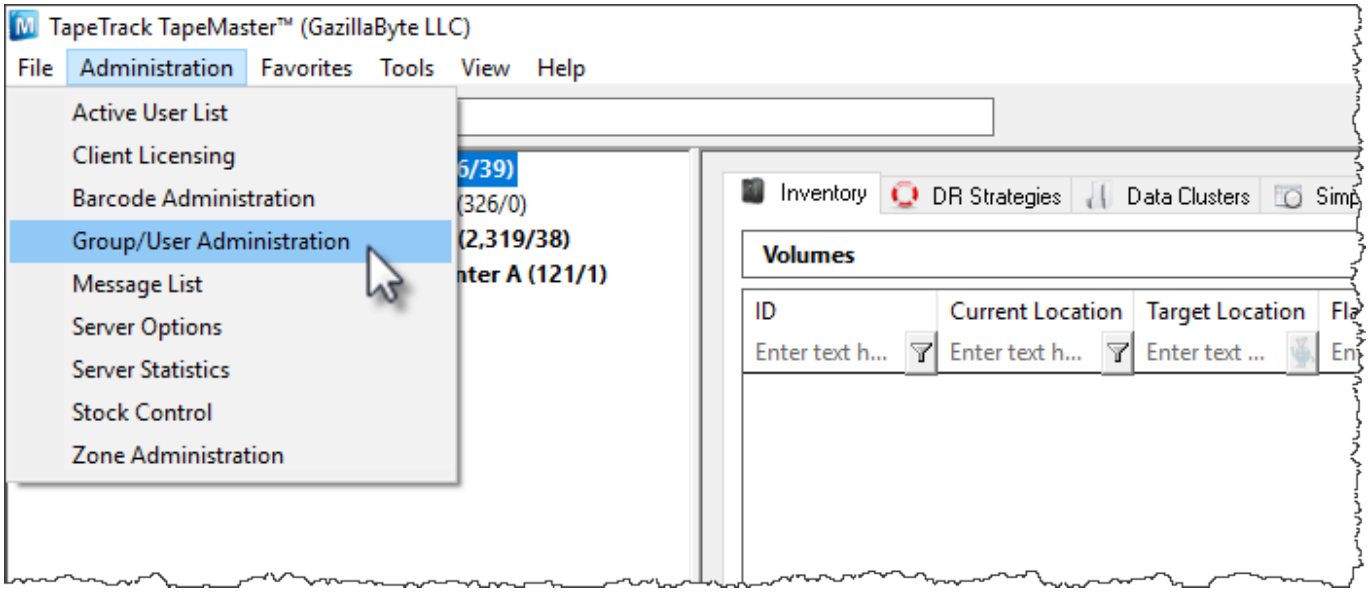
# Adding and Updating User Information

# Overview

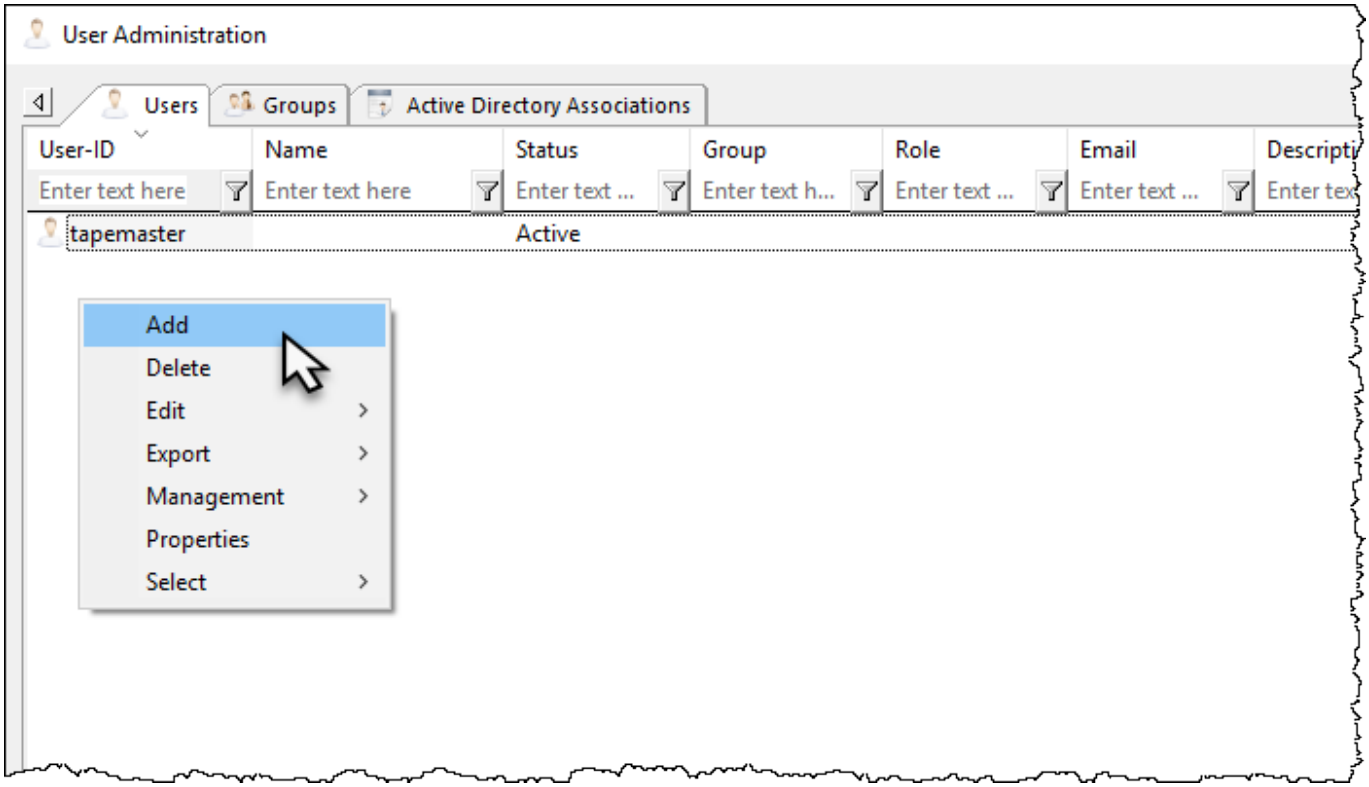
The User Administration is the main maintenance terminal for managing Users.

## Group/User Administration

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




To add a new User, right-click in the white space on the User Administration screen and select Add.



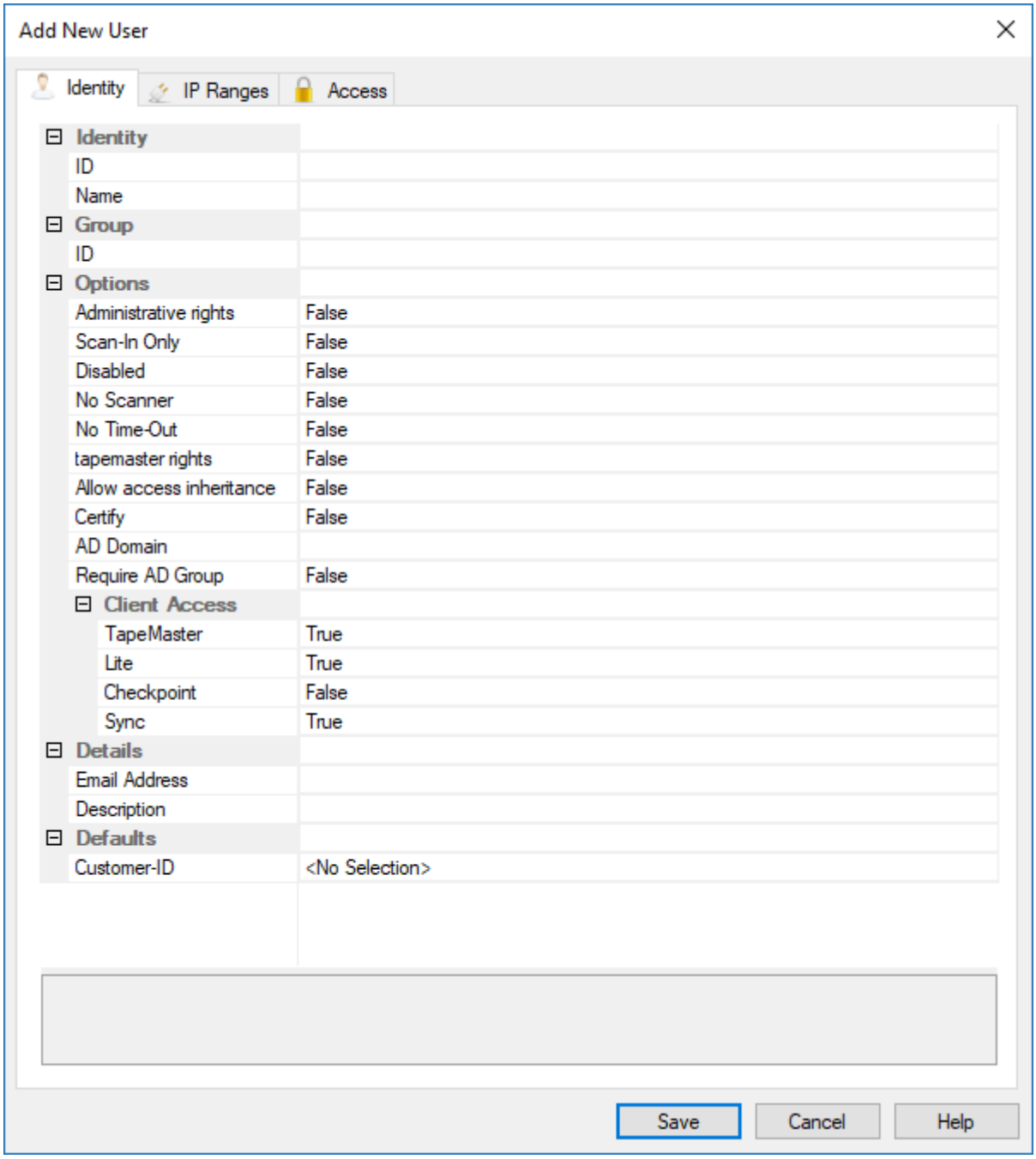

To update an existing User, double-click on that User or right-click and select “Properties”. The Add New User window will display six tabs:

- Identity
- Group
- IP Ranges
- Access
- Options
- Defaults

# Identity

The Identity tab provides fields to update the User-IDand Name.

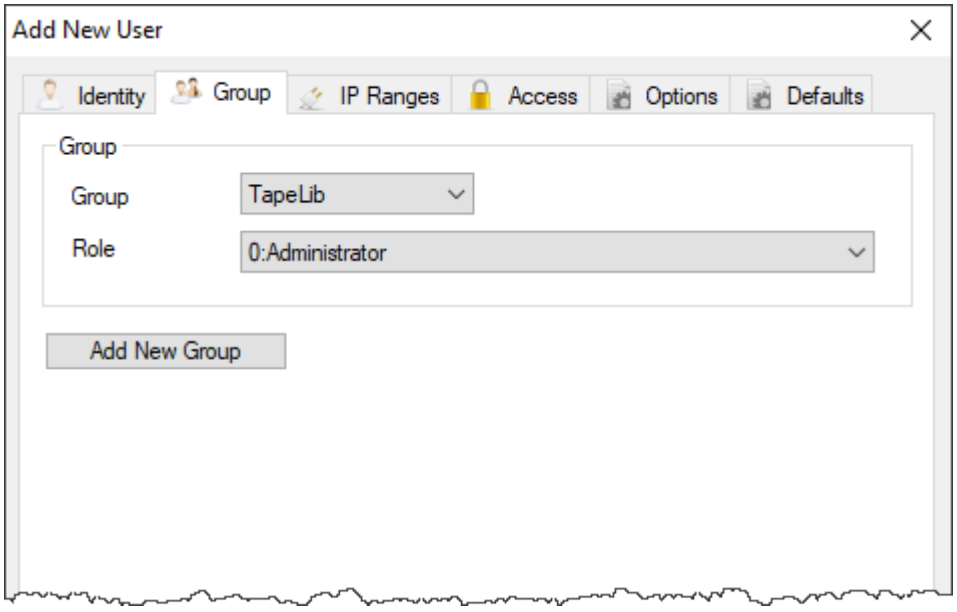
- User ID: The User ID will be the user name that the user uses to login to TapeTrack products.
- Name: The name is the User's desired display name.




# Group

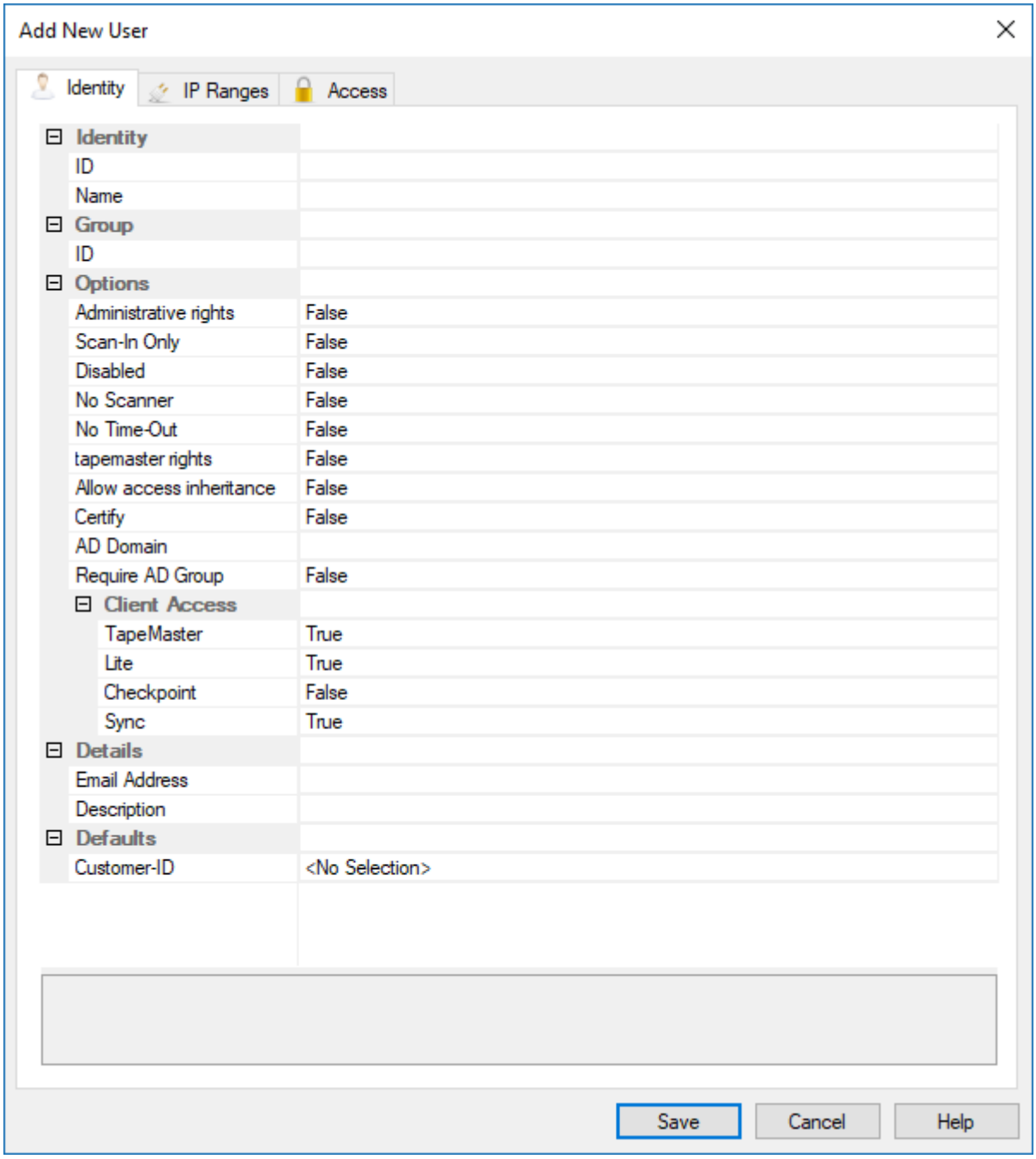
The Group tab is where a User is added to a group depending on their role.

- Group: Associates the selected User with a Group.
- Role: Sets the Role for the User.



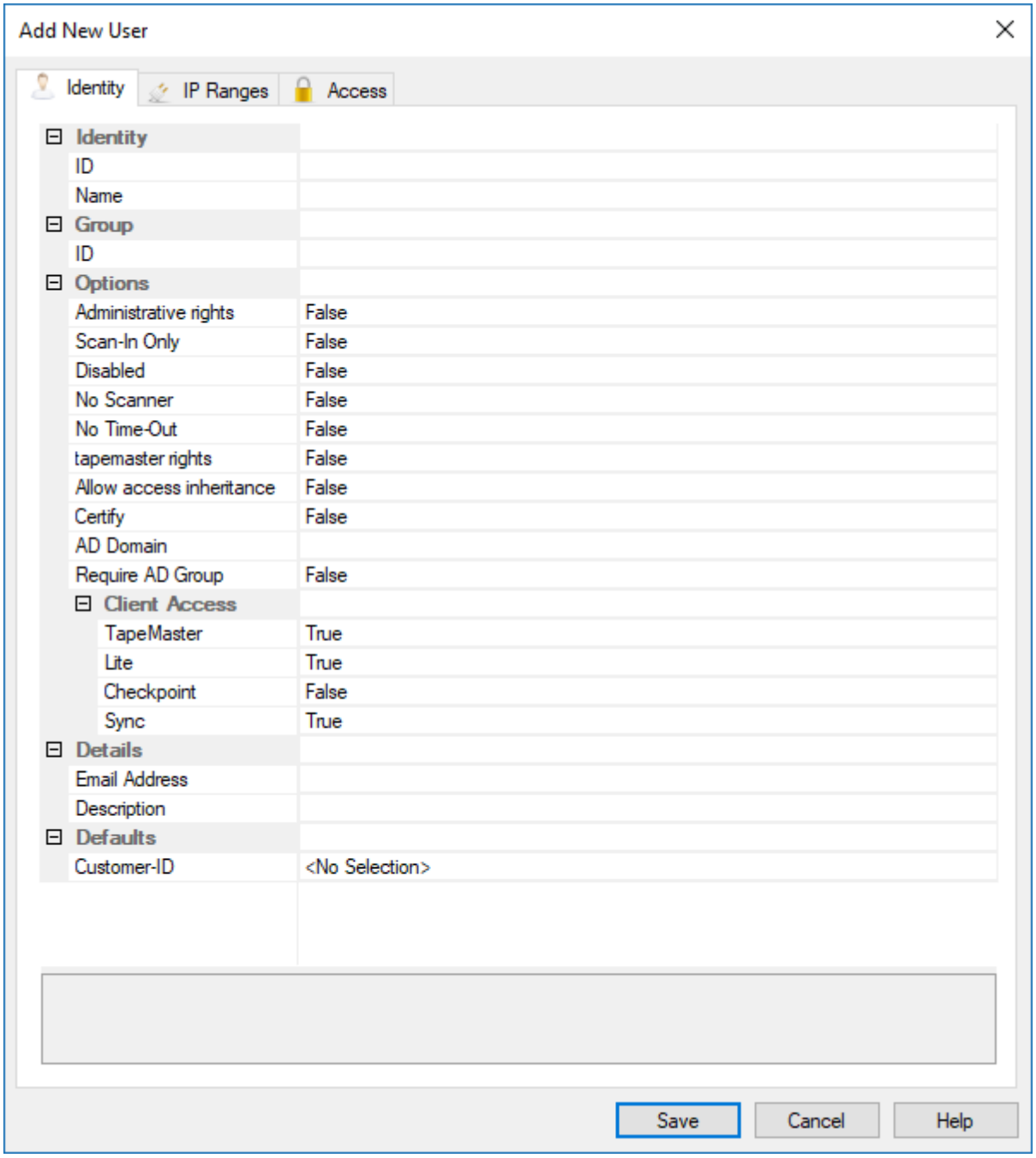

# IP Ranges

The IP Ranges tab sets restrictions on which IP addresses a User can access the TapeTrack Server from. To add or delete, right-click the window. Global Access will allow access from any IP.




# Access

The Access tab sets permissions for which Customers the selected User can access and how that User can interact with Volumes in the selected Customer.

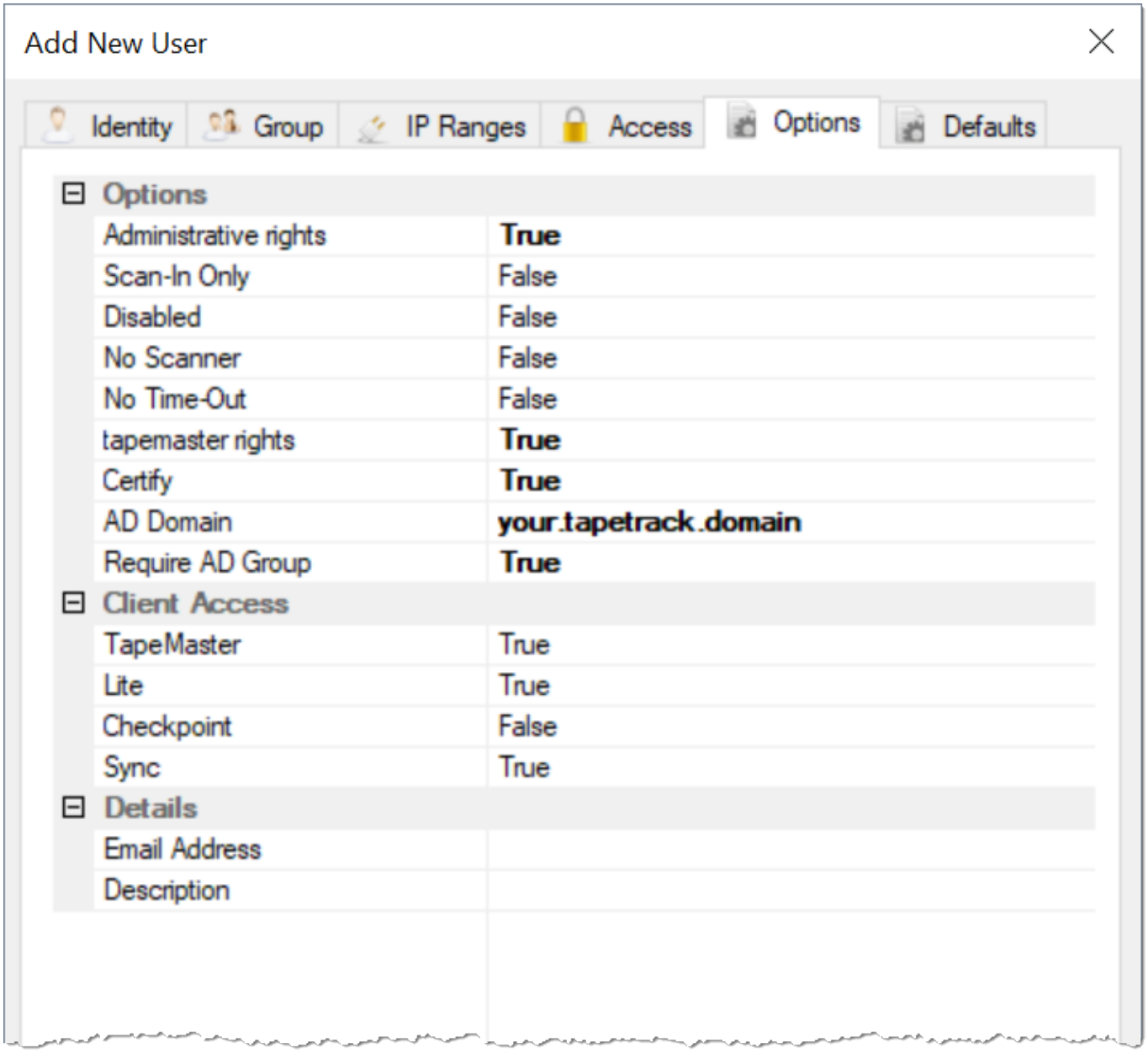



- Customer ID: Enter the Customer-ID for the Customer that the User should have access to.
- Read: Allows the User to view but not update Volumes in the above Customer. Must be enabled for the User to be able to view Volumes in the Customer.
- Write: Allows the User to perform basic operations for Volumes in a Customer.
- Alter: Allows the User to Add and Delete Volumes to the selected Customer.

Click Add and then Save.

# Options

The `Options` tab has 3 sections to provide access to additional features of the software.




## Options

In the `Options` section is where you can select `True` or `False` to give that User access to that feature.

- Administration Rights: When set to `True` the User will have Administration Rights with Server Administrator privileges or the ability to Add or Delete Customers and Add or Delete Media Types.
- Scan-In Only: When set to `True` the User will only be able to Scan tapes into the system.
- Disabled: When set to `True` the User' access will be in a disabled status, so that they are not able to access any TapeTrack products. This does not delete the User.
- No Scanner: When set to `True` the Barcode Scanning Window will provide an auto-complete drop-down.
- No Time-Out: By default, all User's are logged out of TapeMaster after ten minutes of inactivity. Setting this to `True`, the selected User will not time out.
- tapemaster rights: When set to `True`, it allows the User to gain the same administrative rights as the tapemaster superuser account.

- AD Domain: This is required if the User logs on to TapeTrack with their Active Directory Username and Password.
- Require AD Group: When set to `True`, the User must use their Active Directory credentials.

## Client Access

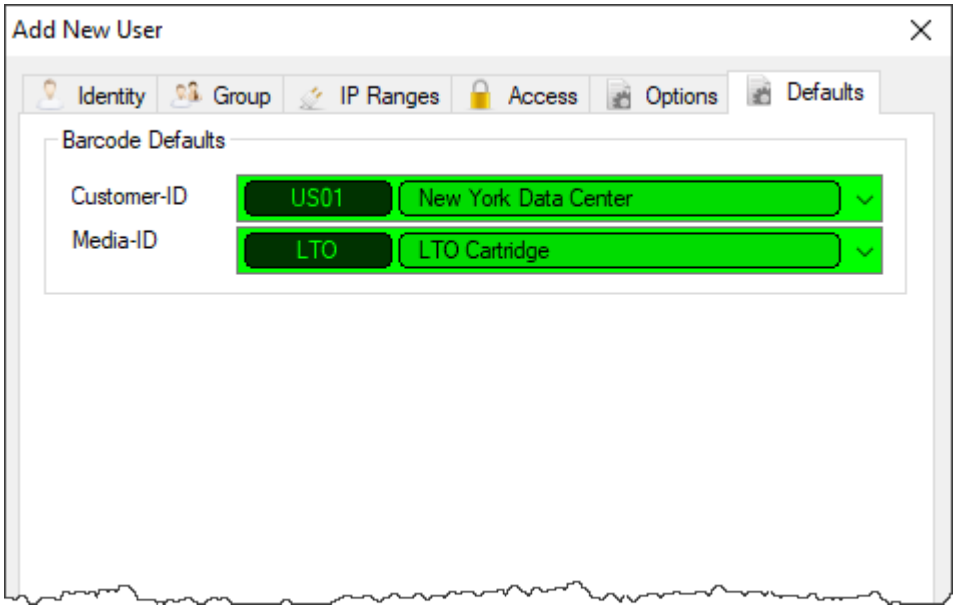
- When any of the `Client Access` are set to `True`, it allows the User to have access to the TapeTrack software that is selected.

## Details

- Allows inclusion of user email

## Defaults

The `Defaults` tab sets a User's default Customer and Media Type for Barcode scanning. These defaults can be changed in the Barcode Scanning Window at any point.




Once all information click `Save` to commit information

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