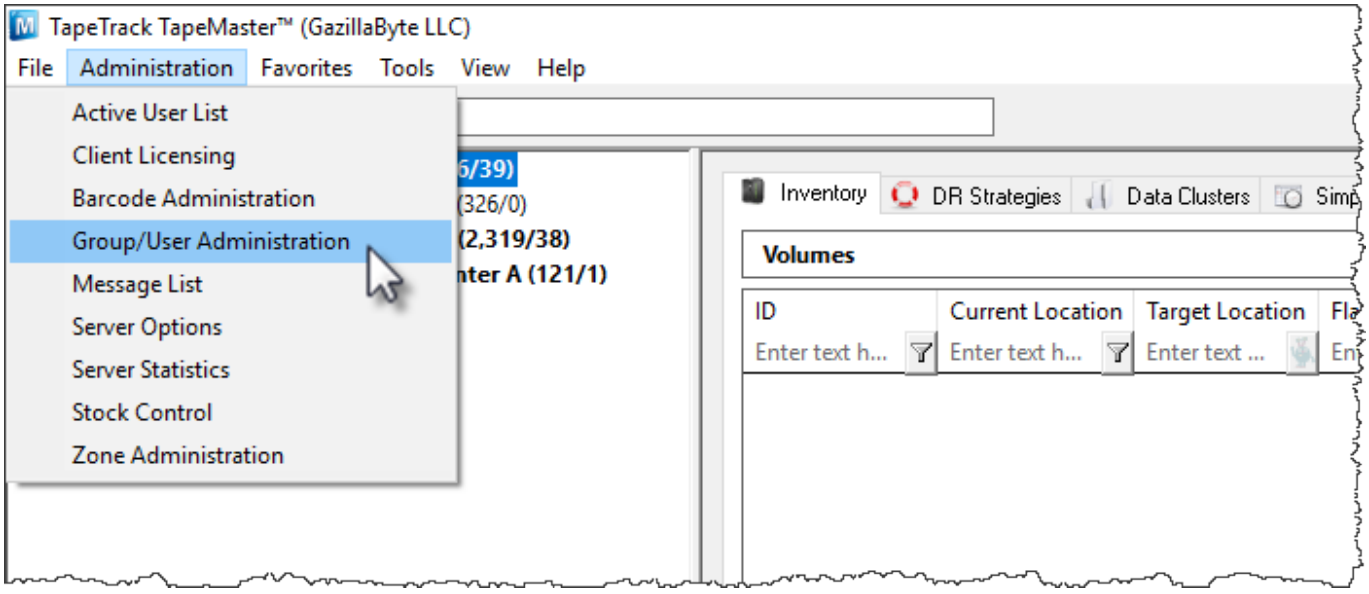
# Adding and Updating User Information

# Overview

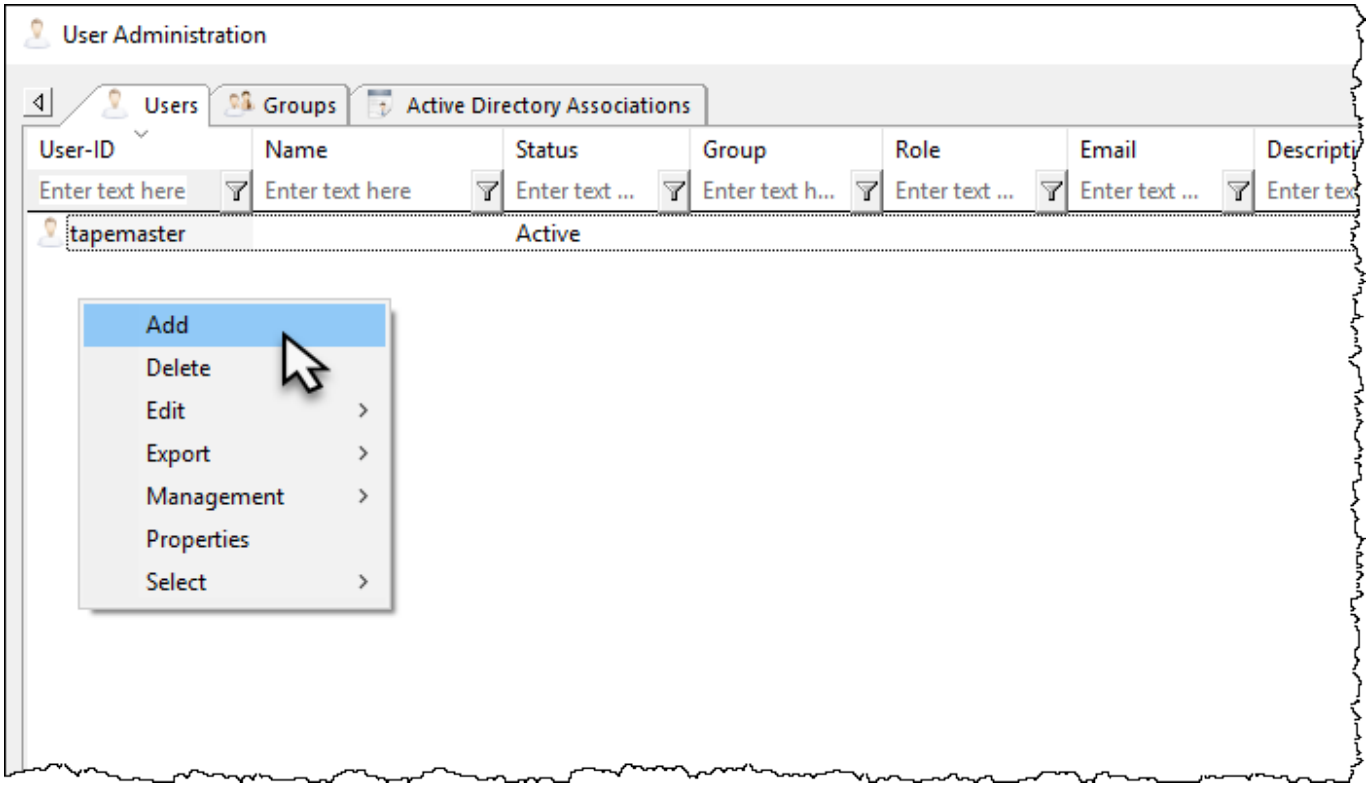
The User Administration is the main maintenance terminal for managing Users.

## 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.



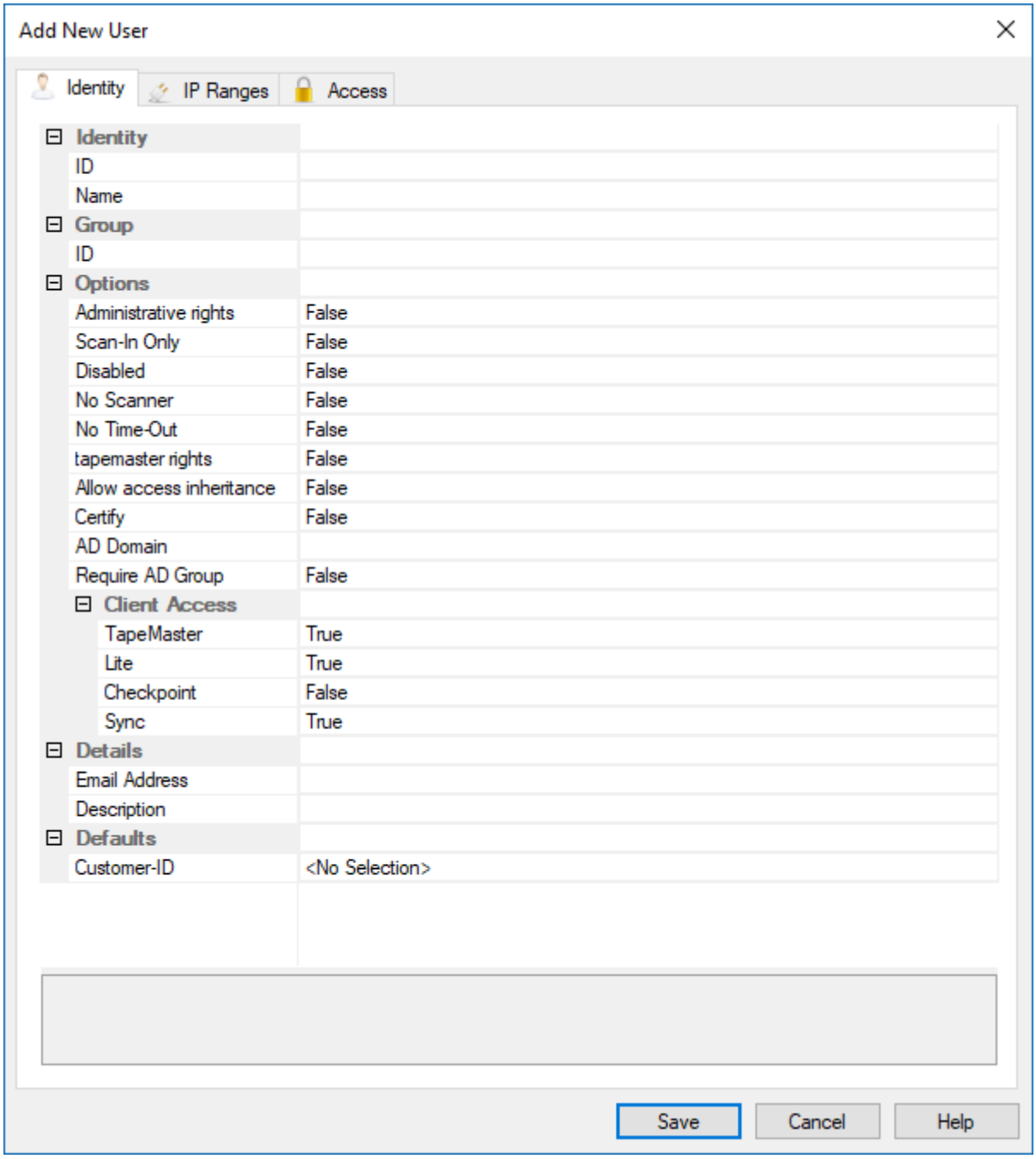

To update an existing User, double-click on that User or right-click and select “Properties”. The `Add New User` window will display six tabs:

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

# Identity

The `Identity` tab provides fields to update the `User-ID` and `Name`.

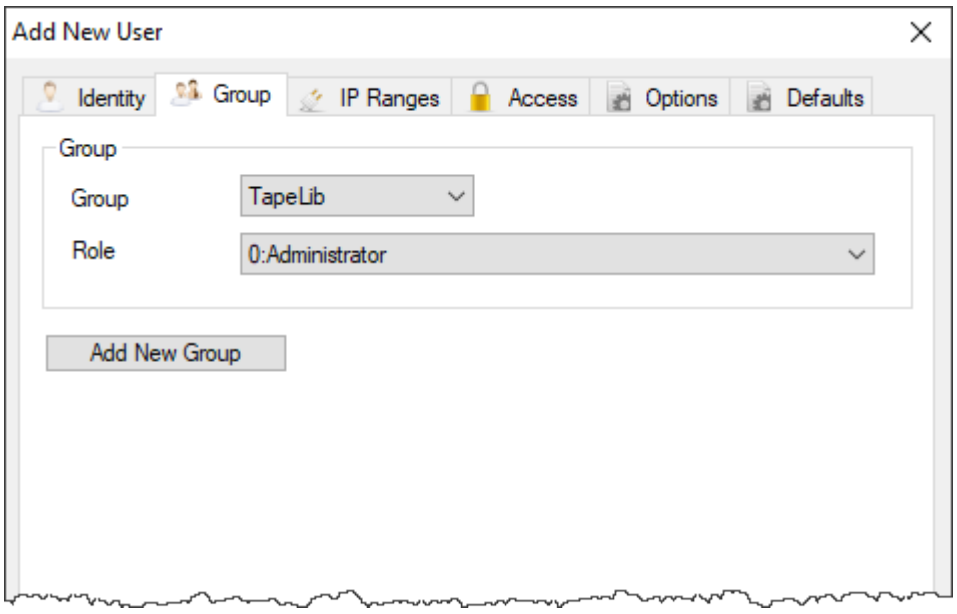
- User ID: The User ID will be the user name that the user uses to login to TapeTrack products.
- Name: The name is the User's desired display name.




# Group

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

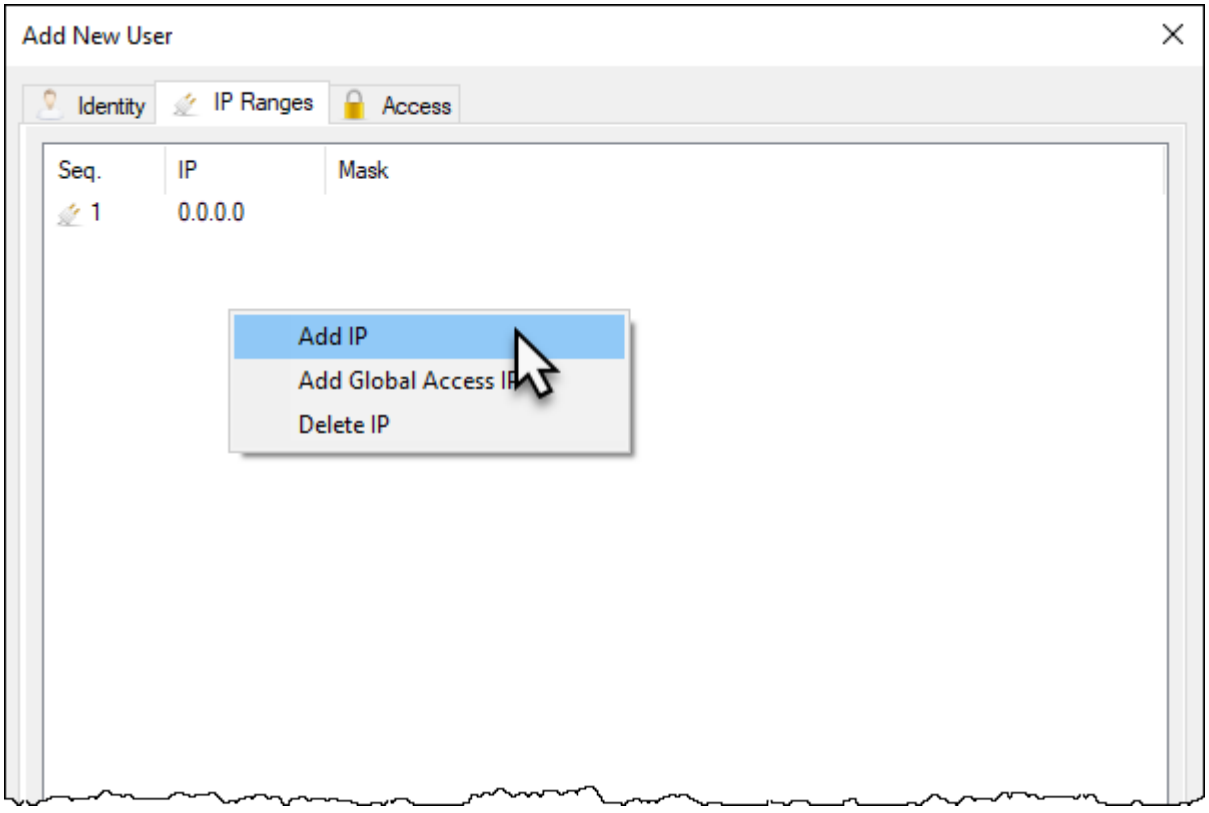
- Group: Associates the selected User with a Group.
- Role: Sets the Role for the User.




Select group to assign user to from the drop down list or create new group.

## IP Ranges

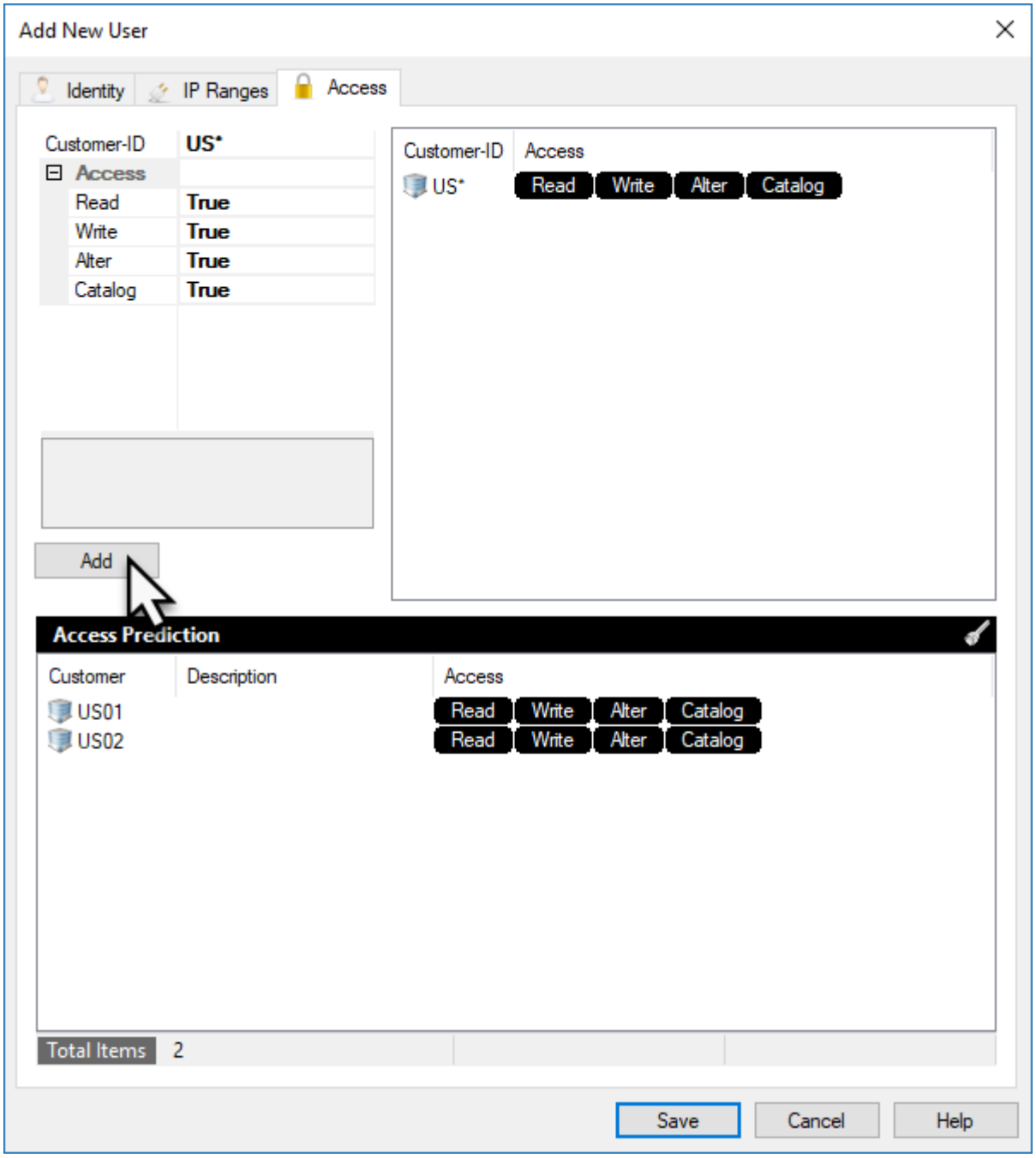
The `IP Ranges` tab sets restrictions on which IP addresses a User can access the TapeTrack Server from. To add or delete, right-click the window. Global Access (0.0.0.0) will allow access from any IP.




## 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.

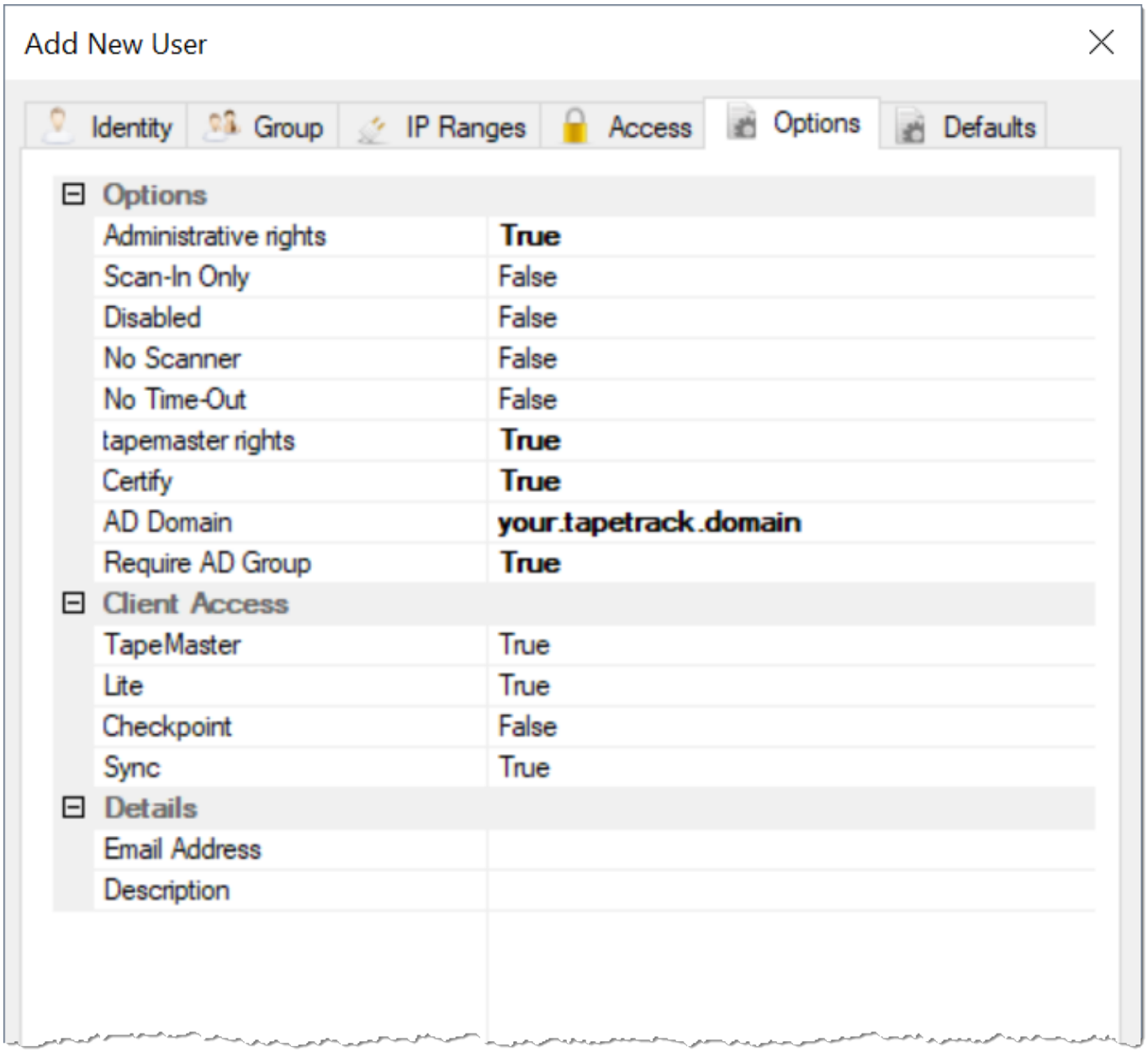



- Customer ID: Enter the Customer-ID for the Customer that the User should have access to.
  - US01 will give access to US01 only
  - US* will give access to all customers starting with US
  - * will give access to all customers
- Read: Allows the User to view but not update Volumes in the above Customer. Must be enabled for the User to be able to view Volumes in the selected Customer ID.
- 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's 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.

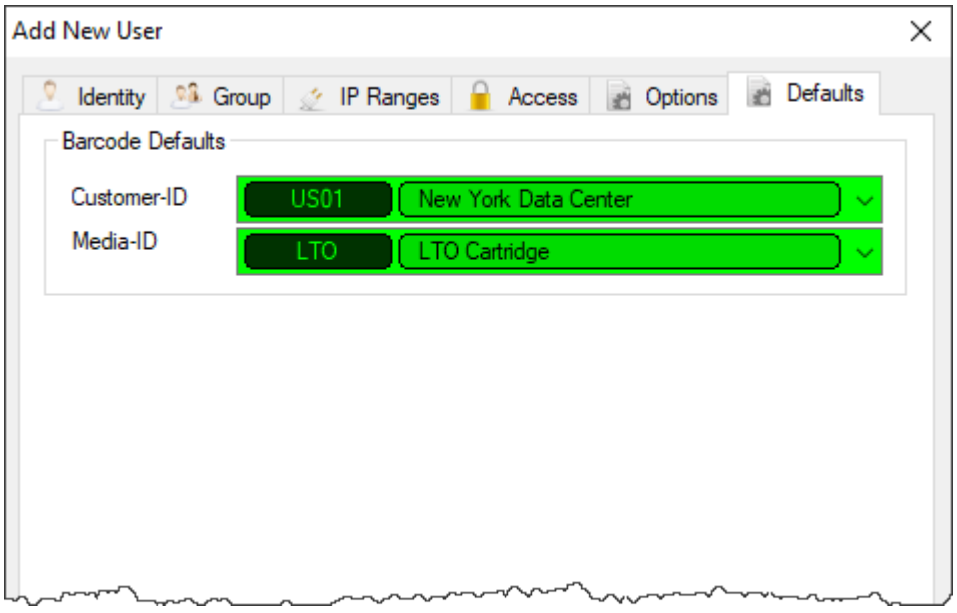
Default settings give access to TapeMaster, Lite and Sync.

## 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 is correct and complete click Save to create new user.

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