

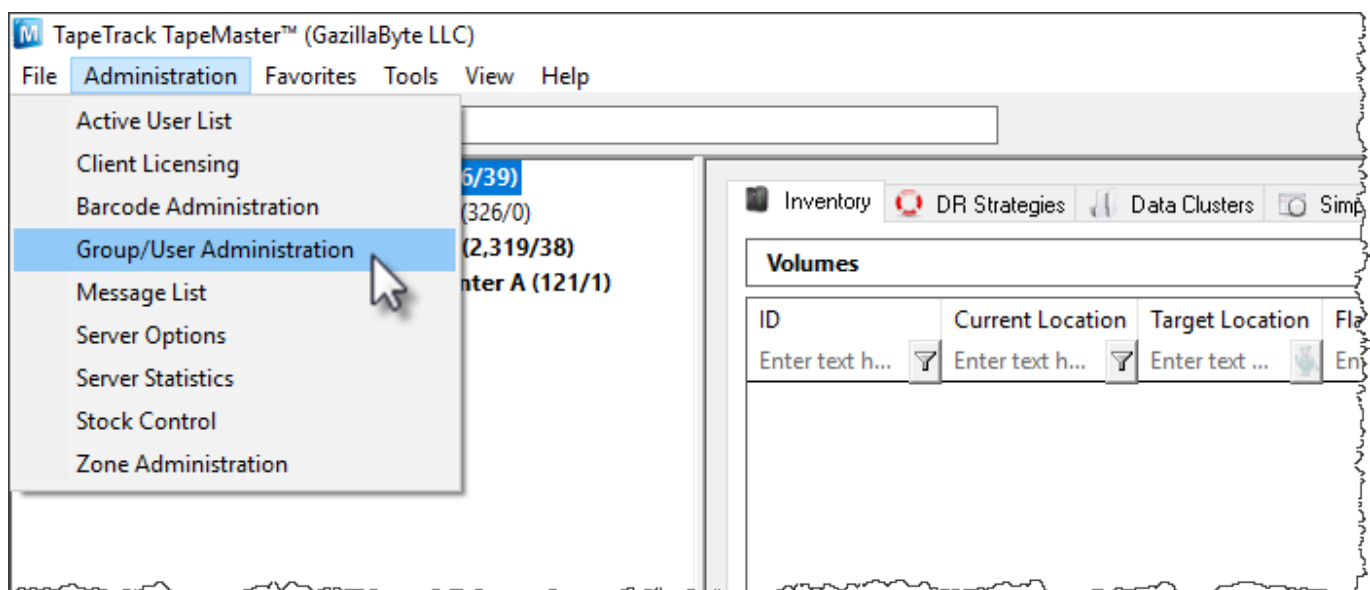
Adding and Updating User Information

To be able to login to a TapeTrack Framework Server, you must have a [User-ID](#) and password.

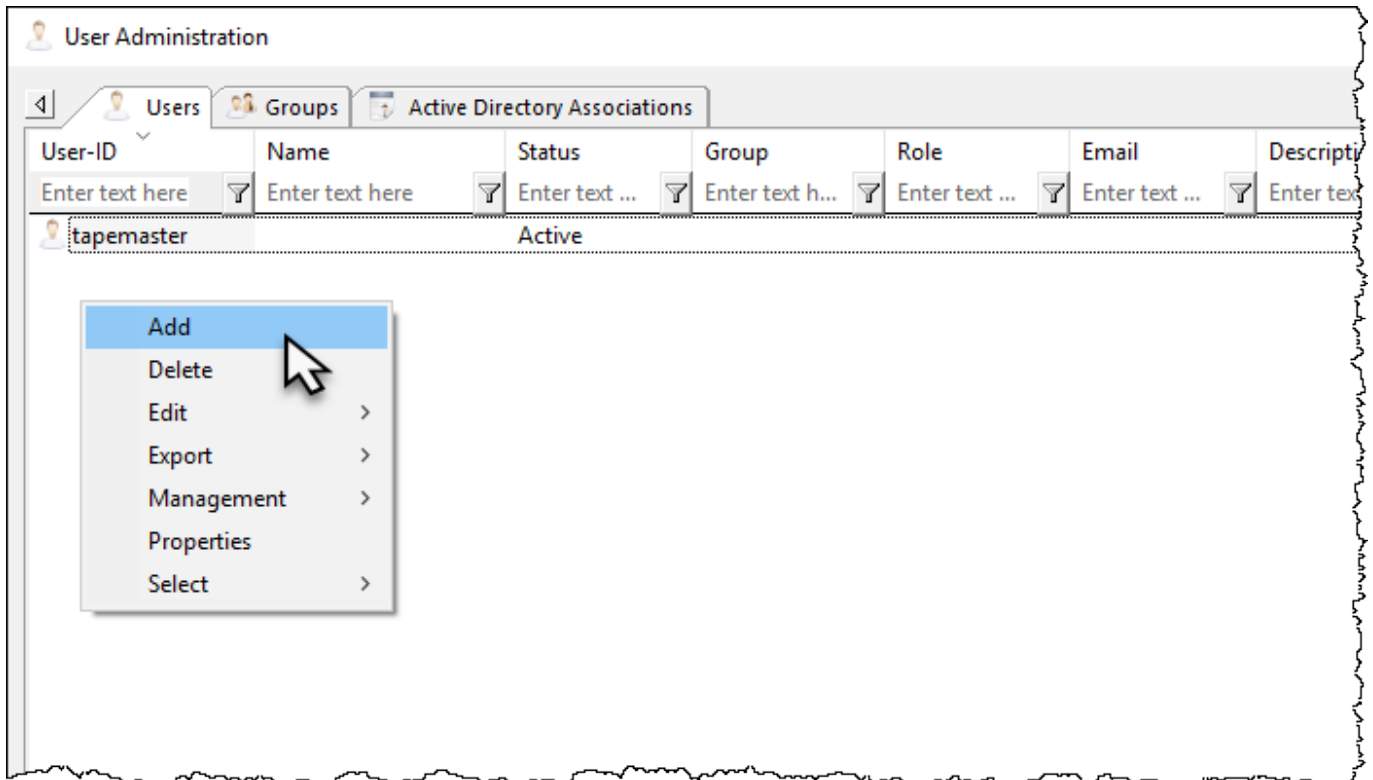
This section describes how to add a new User-ID and set attributes for that User-ID.

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 three tabs:

- [Identity](#)
- [IP Ranges](#)
- [Access](#)

Identity

The Identity tab provides fields to update the:

- **Identity**
 - **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**
 - **Group ID:** Select group to assign user to from the drop-down list or [add new group](#).
- **Options**
 - **Administrative rights:** When set to True the User will have Administration Rights with Server Administrator privileges or the ability to Add/Delete Customers and 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.

- **Certify:** Assigns the ability to [generate certificates](#).
- **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**
 - **TapeMaster:** Authorizes User-ID access to TapeMaster
 - **Lite:** Authorizes User-ID access to Lite
 - **Checkpoint:** Authorizes User-ID access to Checkpoint
 - **Sync:** Authorizes User-ID access to Sync software.
- **Details**
 - **Email Address:**
 - **Description:**
- **Defaults**
 - **Customer-ID:**



If using windows Active Domain to log into TapeTrack, the username must match your AD username

Add New User

Identity

IP Ranges

Access

Identity

ID

Name

Group

ID

Options

Administrative rightsFalse

Scan-In OnlyFalse

DisabledFalse

No ScannerFalse

No Time-OutFalse

tapemaster rightsFalse

Allow access inheritanceFalse

CertifyFalse

AD Domain

Require AD GroupFalse

Client Access

TapeMasterTrue

LiteTrue

CheckpointFalse

SyncTrue

Details

Email Address

Description

Defaults

Customer-ID<No Selection>

Save

Cancel

Help

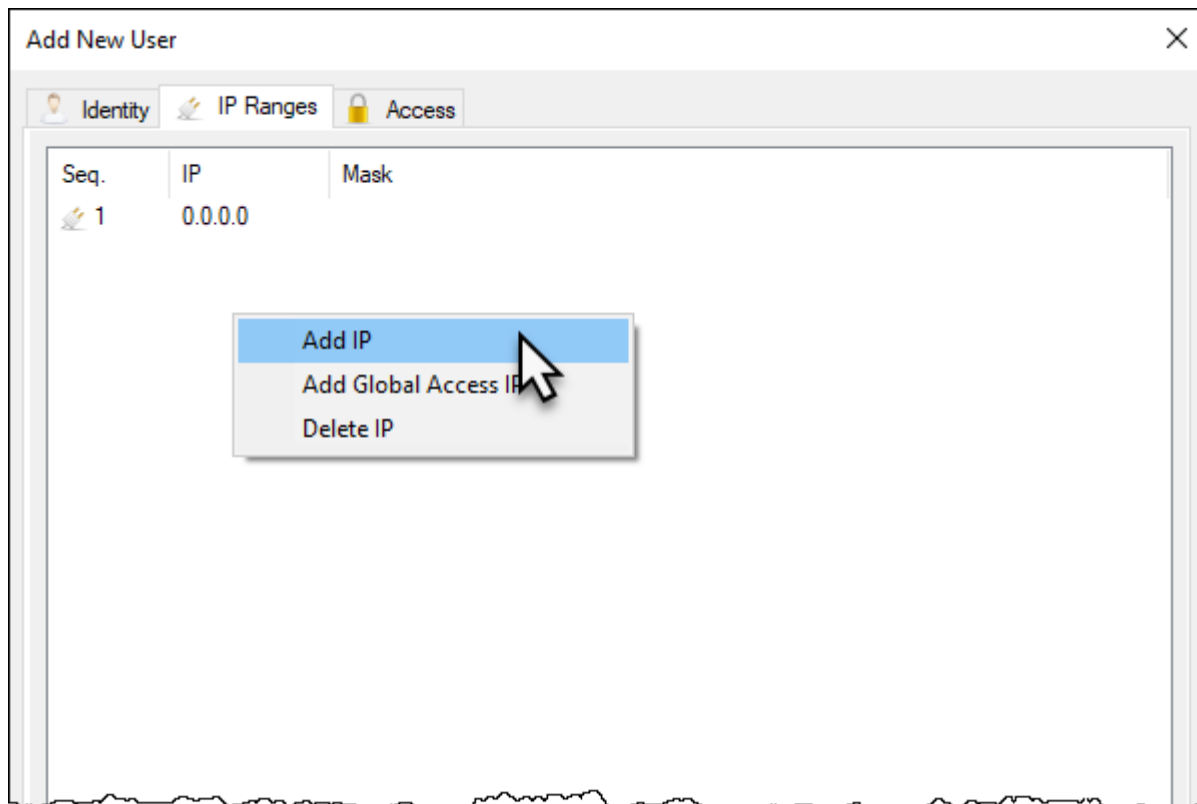
_user_add_group.png}}

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.

<https://docs.tapetrack.com/>

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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.

Add New User

Identity IP Ranges Access

Customer-ID	Access
US*	Read Write Alter Catalog

Customer-ID Access

US* Read Write Alter Catalog

Add

Access Prediction

Customer	Description	Access
US01		Read Write Alter Catalog
US02		Read Write Alter Catalog

Total Items 2

Save Cancel Help

- 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 Media and Volumes to the selected Customer.

Click Add.

Options

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

Options	
Administrative rights	True
Scan-In Only	False
Disabled	False
No Scanner	False
No Time-Out	False
tapemaster rights	True
Certify	True
AD Domain	your.tapetrack.domain
Require AD Group	True
Client Access	
TapeMaster	True
Lite	True
Checkpoint	False
Sync	True
Details	
Email Address	
Description	

Options

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

- **Administrative rights:** When set to True the User will have Administration Rights with Server Administrator privileges or the ability to Add/Delete Customers and Add/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.
- **Certify:** Assigns the ability to [generate certificates](#).
- **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.

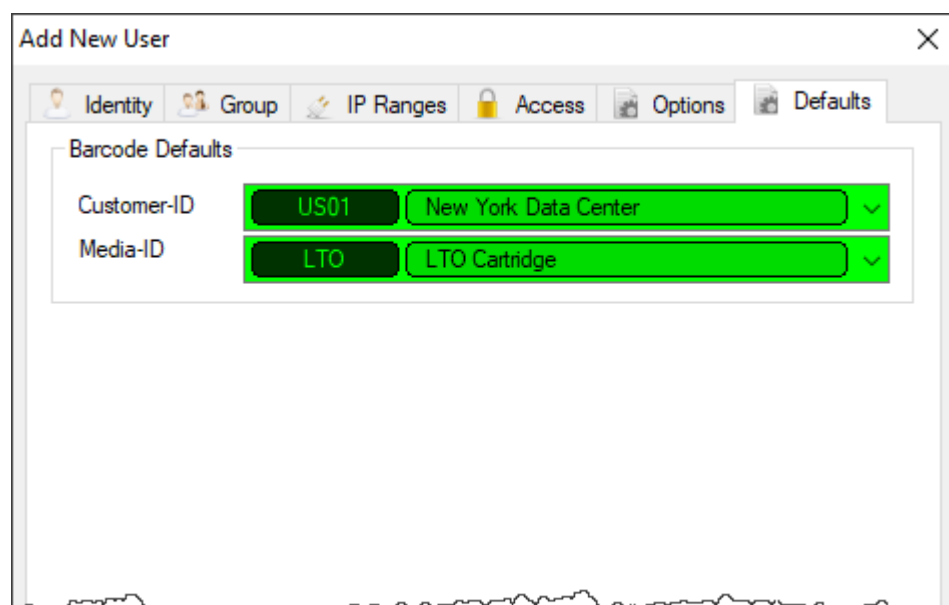
Default settings give access to TapeMaster, Lite and Sync.

Details

- Allows inclusion of user email, which may be used instead of username to log into TapeTrack directly (ie not using Active Directory).

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.



The screenshot shows a window titled "Add New User" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with tabs for Identity, Group, IP Ranges, Access, Options, and Defaults. The Defaults tab is selected. Under the "Barcode Defaults" section, there are two rows. The first row is for "Customer-ID" and shows a dropdown menu with "US01" selected and another dropdown menu with "New York Data Center" selected. The second row is for "Media-ID" and shows a dropdown menu with "LTO" selected and another dropdown menu with "LTO Cartridge" selected.

Once all information is correct and complete click Save to create new user. Repeat instructions above to add more user-ID's or click the X at the top right corner to close the **User Administration** window.

[Troubleshooting: Add user errors](#)

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