Adding A New User

Prerequisites

- Active User-ID with tapemaster rights
- TapeMaster access



If assigning `tapemaster rights` to the new User you must login as the `tapemaster` User-ID

Creating New User-ID

In TapeMaster open the Group/User Administration window via the main menu `Administration` → `Group/User Administration`.

Right-click in the white space on the User Administration screen and select Add.

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.
  - **Role**: Hierarchical role of the User.
- **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. Only the User-ID tapemaster can add tapemaster rights to another user.

    - **Allow access inheritance**: Allows User to inherit another User's access rights using variable TMSSUSERINHERIT with Command Line Utility Programs
    - **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 to logon.
- **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**: Allows inclusion of user email, which may be used instead of username to log into TapeTrack directly (ie not using Active Directory)
    - **Description**: Add description to User-ID.
- **Defaults**
    - **Customer-ID**: Sets Customer-ID for User in Scan-In window. Once Customer-ID is set, Media-ID field will be displayed.
    - **Media-ID**: Sets Media-ID for User in Scan-In window.
- **One-Time-Password**
    - **Enabled**: Enables the use of 2FA or One time password for login.
    - **Activated**: Shows if 2FA or One time password is activated. Activated only displays if Enabled is set to True.



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

technote, user, tapemaster, lite

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

Permanent link:
https://docs.tapetrack.com/technote/add_user?rev=1753840133

Last update: **2025/07/30 01:48**