Adding A New User

Prerequisites

- Active User-ID with tapemaster rights
- TapeMaster access



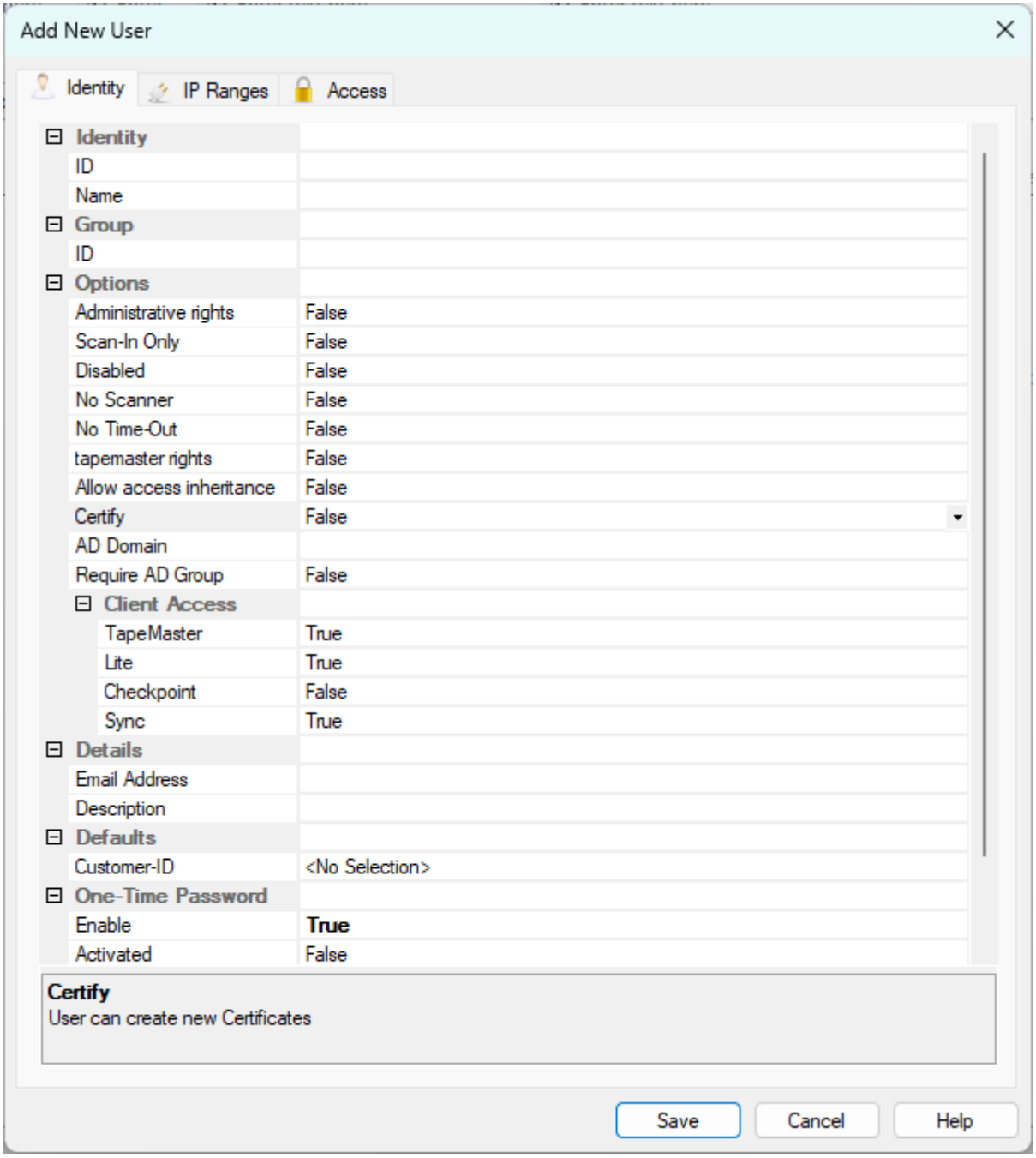
If assigning `tapemaster rights` to the new User you must login as the `tapemaster` User-ID

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



Set the users identity fields



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

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.



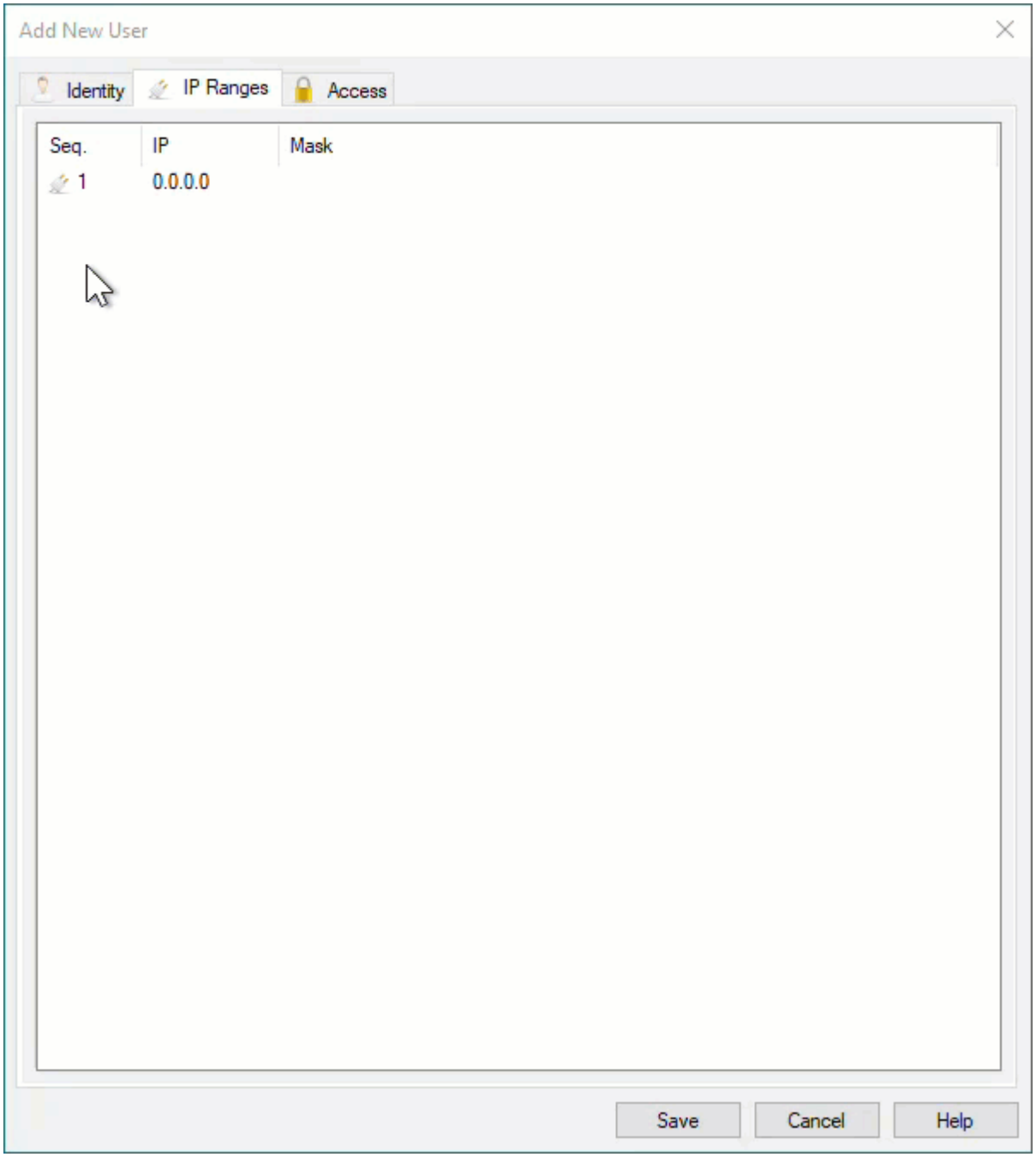
If using windows Active Domain to log into TapeTrack, the username must match your AD username

IP Ranges

The `IP Ranges` tab sets restrictions on which IP addresses a User can access the TapeTrack Server from.

If setting IP's, ensure Users have a static IP address so they are not denied access if trying to access

from a dynamic address such as using a remote or home connection.

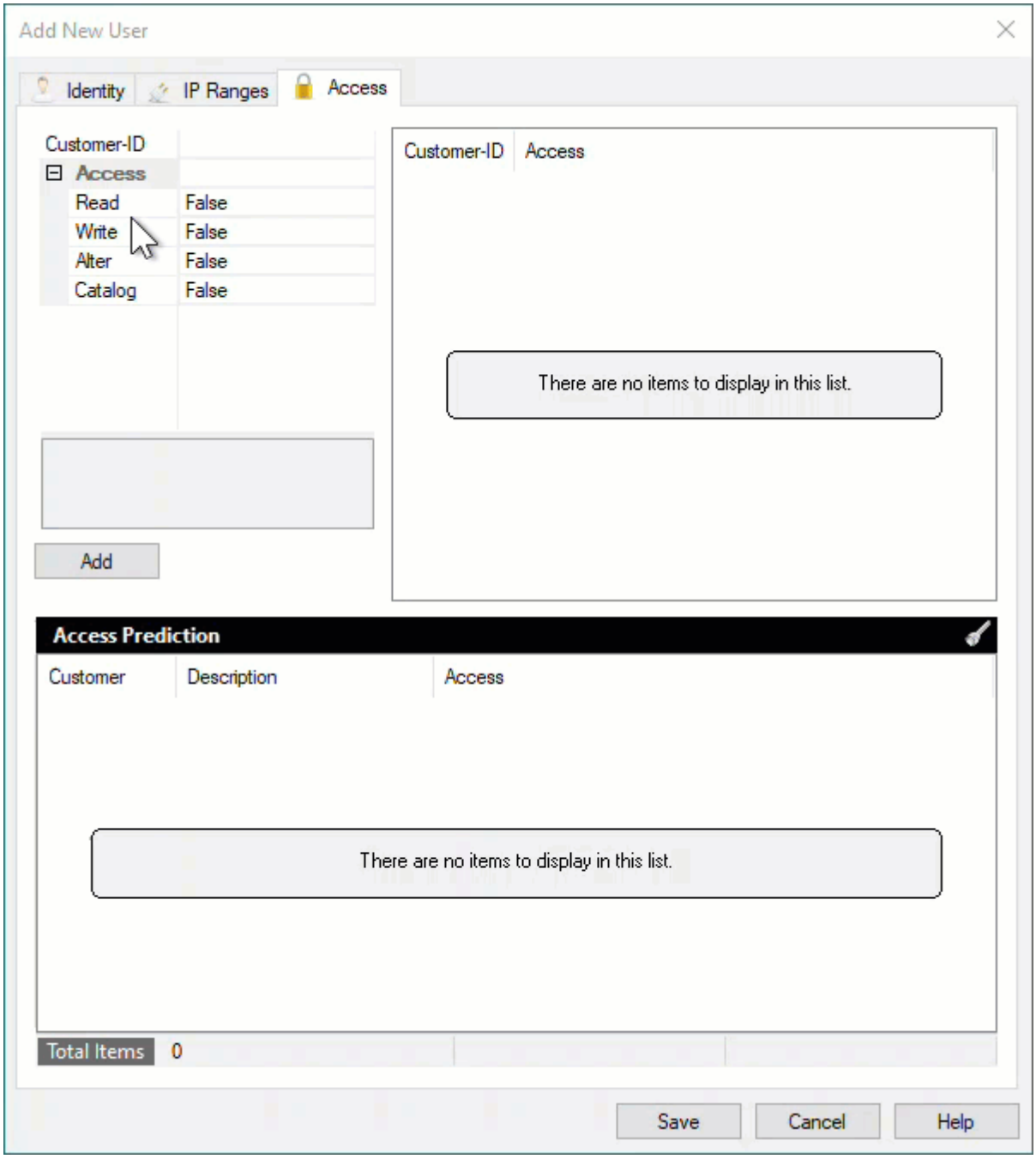


To add or delete, right-click the window and select from the menu.

Global Access (0.0.0.0) will allow access from any IP, this value will need to be removed if added a restricted IP list as all values in the list are valid.

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 to the selected Customer.
- **Alter**: Allows the User to Add and Delete Media and Volumes to the selected Customer.
- **Catalog**: Allows User to access Catalog information on the selected Customer.

For each Customer access, click Add to commit the data. Predicted access rights will then be displayed in the lower window.

Once all data has been entered, click Save to create User.

The randomly generated password for the new user will be displayed in the `Random password Set`

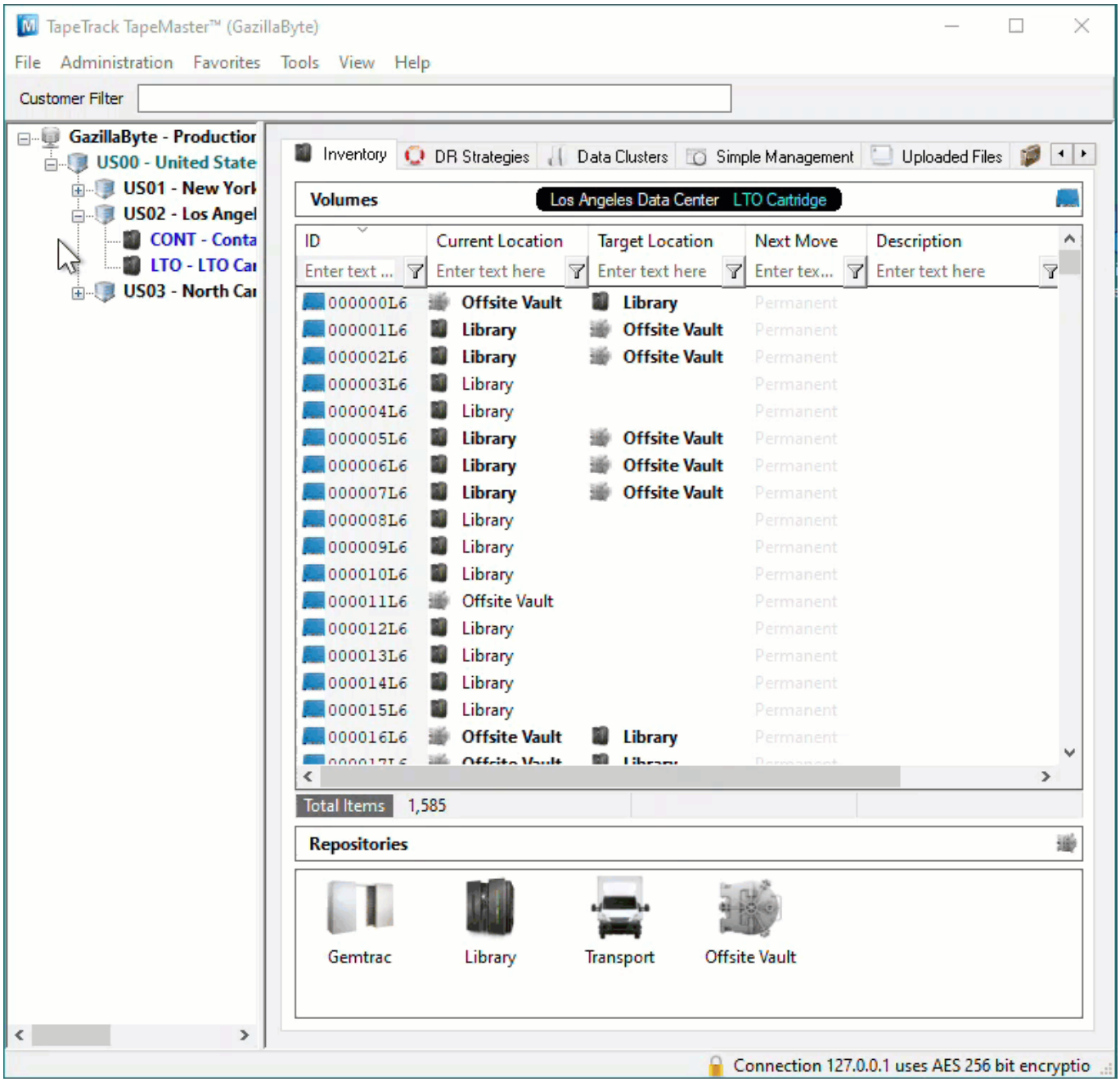
window. This window has three options: * Click the `Copy password` button to copy generated password to your clipboard.

- Clicking the `Copy message` button will give you the text " A new TapeTrack User-ID has been created for you to use. You can access this account using the User-ID (Current User) and the password(B@7NpJ%7GR)" copied to your clipboard for convenience when sending a message to the user with login details.
- Clicking the `Email message` button will open up your default email client with the same text as Copy message.

Use one of these options to notify the new user of their login details.

If you want to manually set a password, or are using Active Directory credentials, you can close the `Random password Set` window without needing to record the random password.

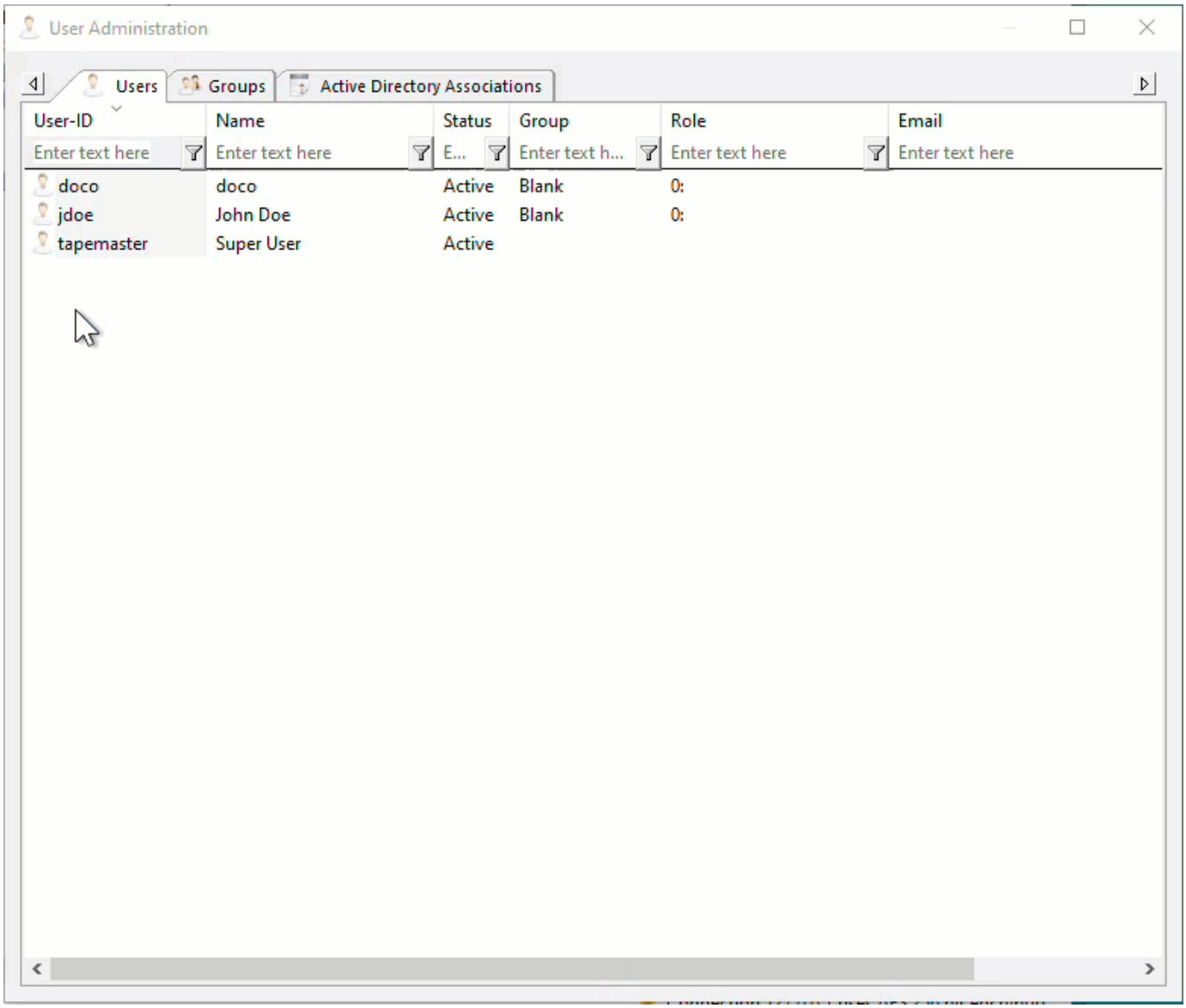
If you are manually setting the password, from the main menu select `Administration` → `Group/User Administration`.



Right click on the required User-ID and select from the popup menu, `Management` → `Reset Password` to open the **Password Change** window.

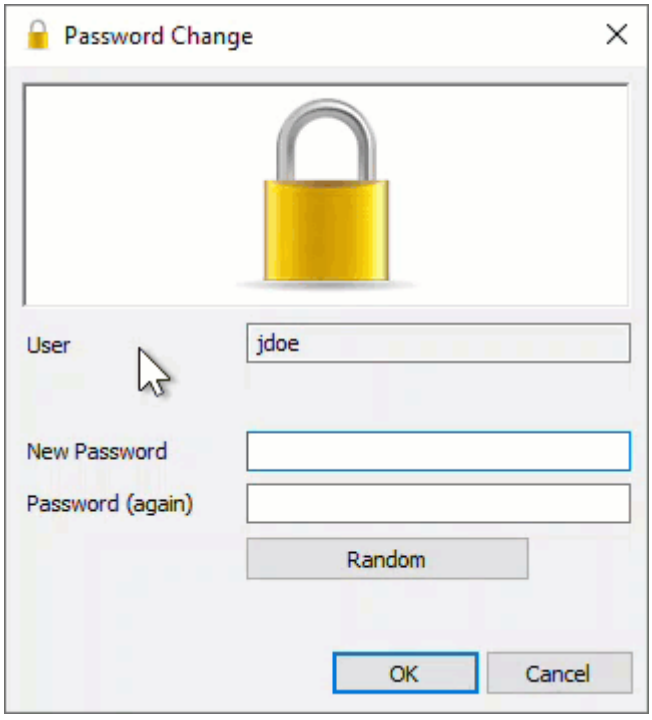


If you don't see the `Management` menu when right clicking on a User-ID, please see Previous releases method for resetting passwords



In the `Password Change` window to set a known password value, insert new password in the `New Password` field.

Type password in the `Password (again)` field to confirm the password value and click `OK` to commit the updated password.



It is best practice to have any user you change the password for to have them change their password the next time they logon to ensure user-ID security.

Troubleshooting: Add user errors

technote, user, tapemaster, lite, password

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