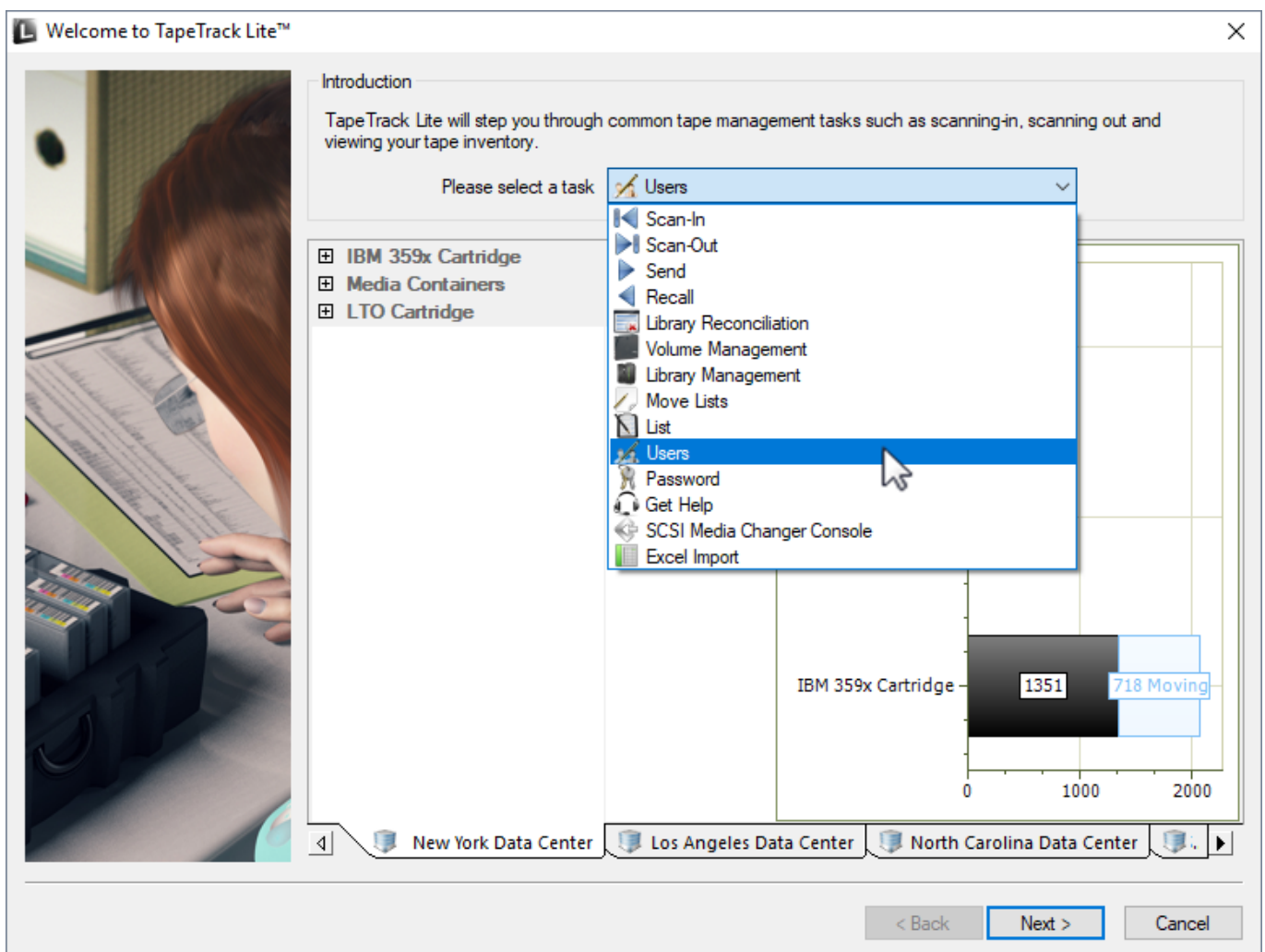


# Users

The Users task allows users to manage other user accounts in your group with an equal or lower priority access level than that of their own. Each user is assigned a role number or level of priority access from 0 to 7 (high to low). A user at level two can manage users with a role of 2 to 7, tapemaster super user account and users with a role of 0 can manage all user accounts

## Select Users

Select Users from the **Task Menu** and click Next to continue.



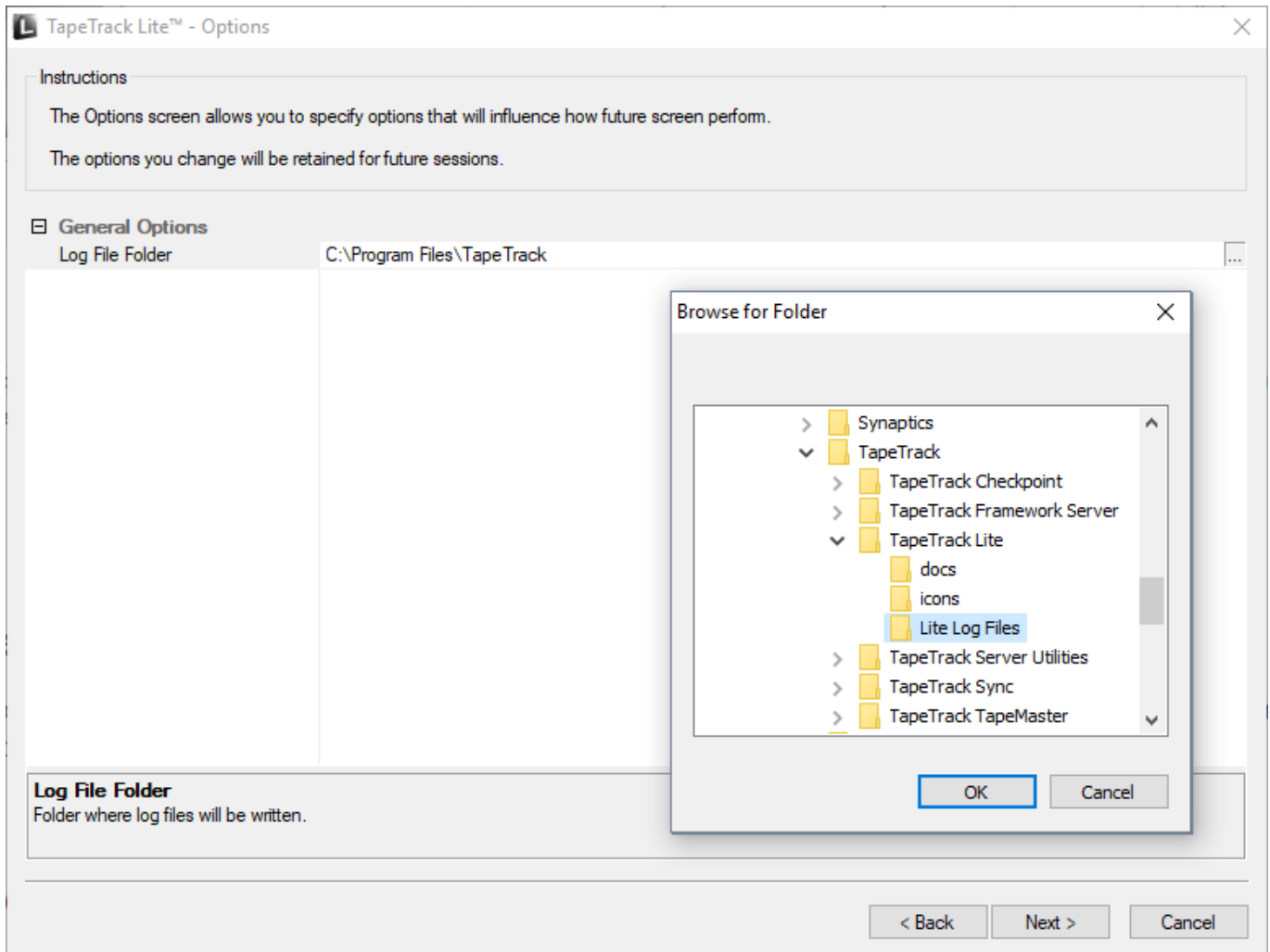
Users option is hidden by default. Edit [TMSLite.cfg](#) file, change Users to false and restart TapeTrack Lite.

## Options

This will open the **Options** window. If required you can set the location for the log files to be written to, or leave the default.

To change the default directory, click in the field to the right of the Log File Folder and click on the (...) button and select directory.

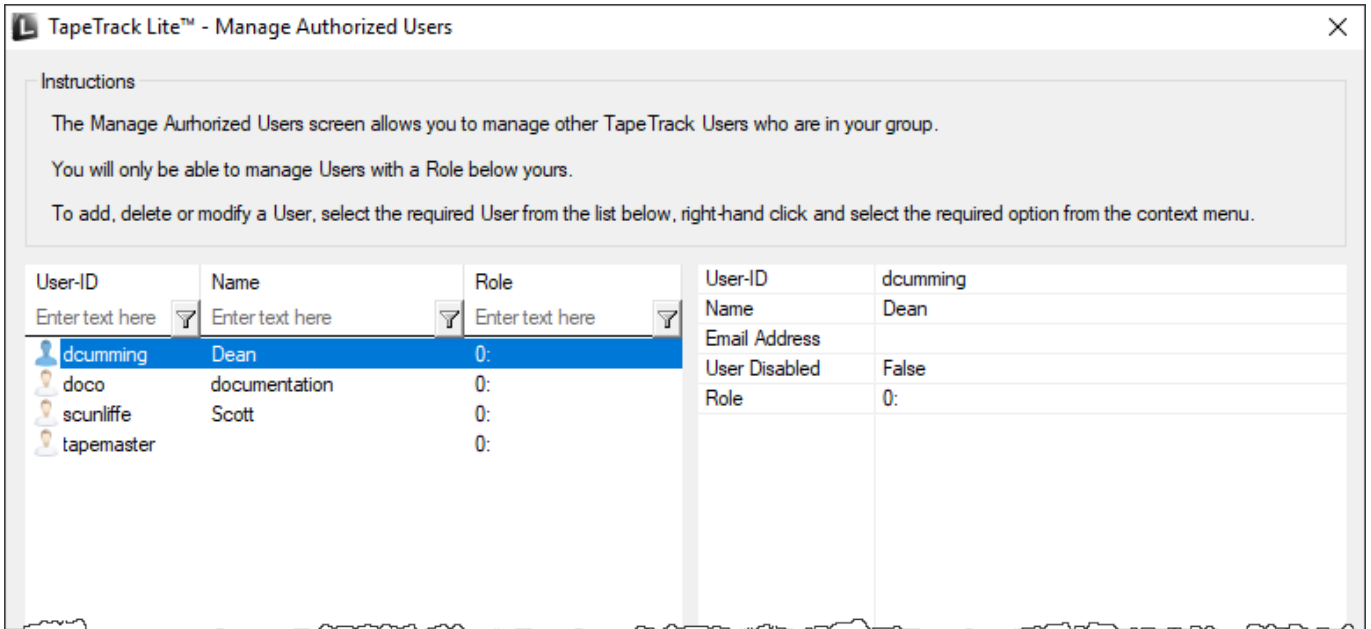
Click **Next** to continue.



## Altering User's Attributes

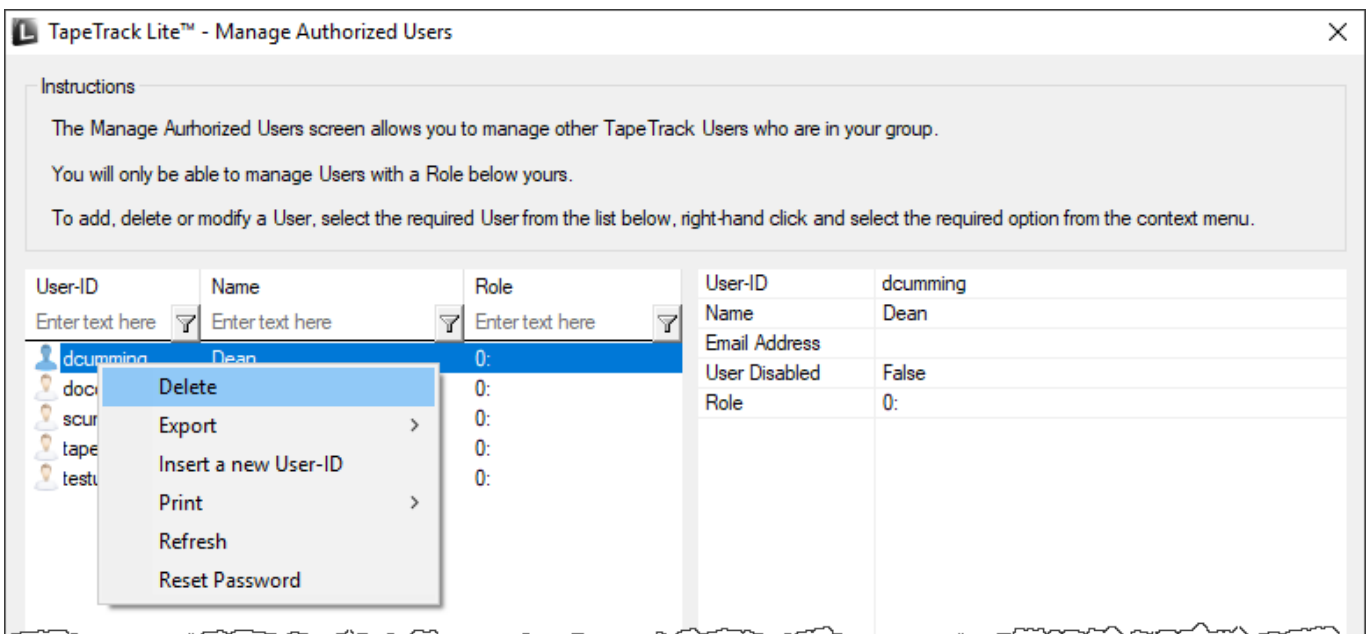
To alter a user's Attributes, left-click a User-ID

- **Change name:** Click on the field to the right of **Name** and insert new name.
- **Alter role:** Click on the field to the right of **Role** and select new role from drop-down box.
- **Email Address:** Click on the field to the right of **Email Address** and insert or alter email address.
- **User Disabled:** Click on the field to the right of **User Disabled** to enable or disable user login.



Right-click a User-ID to select

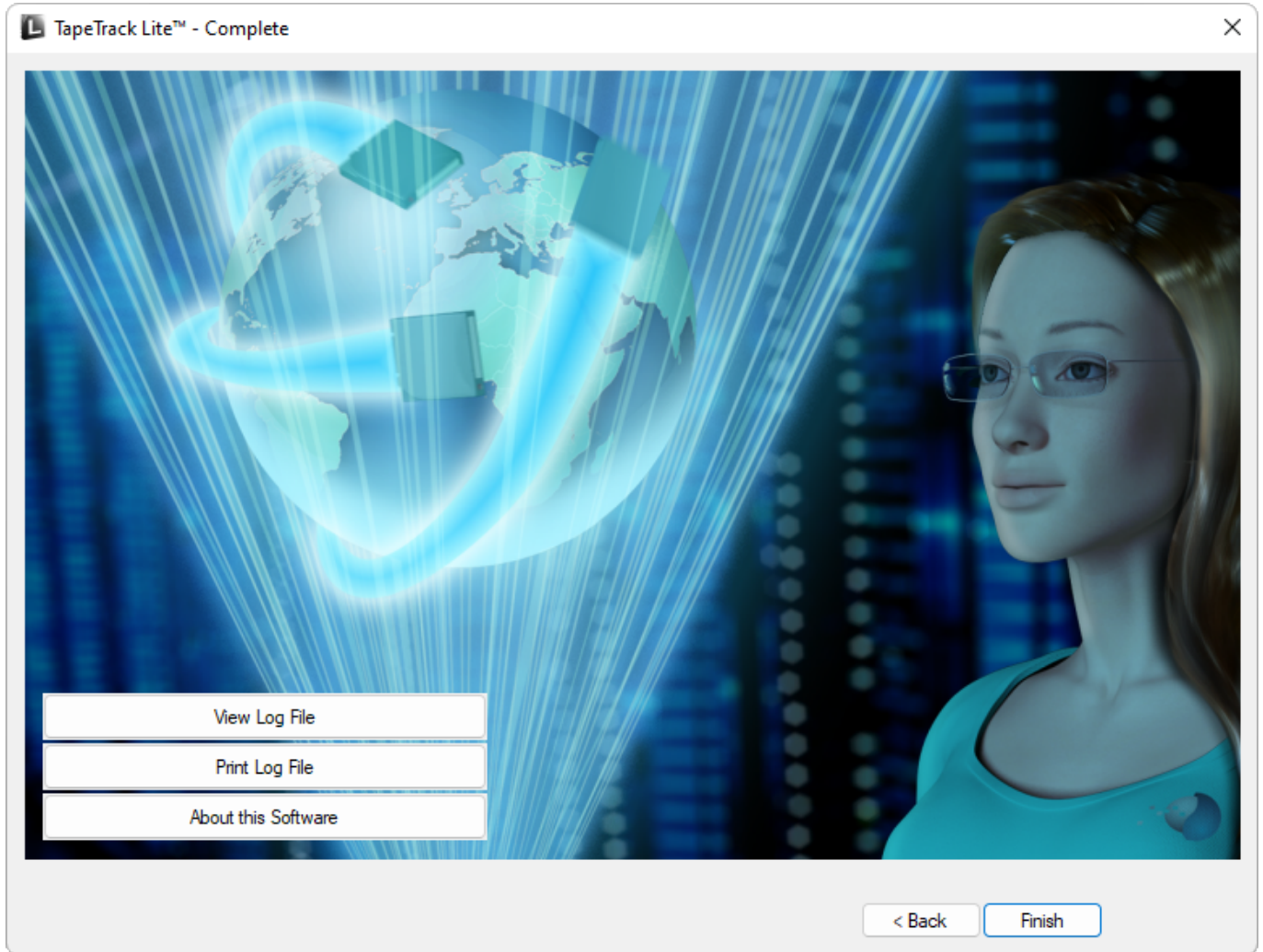
- **Delete:** Delete the selected user/s.
- **Export:** Export selected user/s information to an XML document.
- **Insert a New User-ID:** Disabled at this level.
- **Print:** Prints the selected or all of the users showing User-ID, User Name and Assigned Role Number.
- **Refresh:** Refreshes the page to display the most up to date information from the Server. Pressing F5 will do the same.
- **Reset Password:** Enables users to change or reset the password for any users with a role number equal or greater than their own.



## Complete

This will bring up the **Complete** window, from here you can:

- Click View Log File to view the log.
- Click Print Log File to print out the log file for further reference.
- Click About this Software to view product and support (email, phone & website) information.
- Click Back to return to start menu and select another task.
- Click Finish, Cancel or X to exit TapeTrack Lite.



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