

# 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

Once you have logged into TapeTrack Lite, select "Users" from the Library Management Tasks drop-down menu.

The screenshot shows the 'Welcome to TapeTrack Lite™' window. On the left, there is a photo of a person looking at a document. The main area contains an 'Introduction' section with the text: 'TapeTrack Lite will step you through common tape management tasks such as scanning-in, scanning out and viewing your tape inventory.' Below this, a 'Please select a task' dropdown menu is open, showing a list of tasks: Scan-In, Scan-Out, Send, Recall, Library Reconciliation, Volume Management, Library Management, Move Lists, List, **Users** (highlighted), Password, Get Help, SCSI Media Changer Console, and Excel Import. To the left of the menu, there are expandable sections for 'IBM 359x Cartridge', 'Media Containers', and 'LTO Cartridge'. Below the menu, a bar chart shows 'IBM 359x Cartridge' with a value of 1351 and a '718 Moving' status. At the bottom, there are navigation buttons: '< Back', 'Next >', and 'Cancel'. The status bar at the bottom indicates 'New York Data Center', 'Los Angeles Data Center', and 'North Carolina Data Center'.



Users option is hidden by default. Edit TMSLite.cfg file and change `{ filter="*Users*"; hidden=true; }` to `true` 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 right of the Log File Folder and click on the button and select directory. [image](#) ==== Altering User's attributes ==== To alter a user's attributes, left click a user ID \* **Change name**: click on name and insert new name \*



**Alter role:** click on role and select new role from drop down box \* **Email Address:** Insert or alter email address \* **User Disabled:** Enable or disable user login *image* 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 *image* ===== Complete ===== This will bring up the Complete window, from here you can \* Click Finish, Cancel or X to exit TapeTrack Lite \* Click Back to return to start menu and select another task \* Click View Log File to view the log \* Click Print Log File to print out log file for further reference \* Click About This Software to view product and support (email, phone & website) information

From:

<https://rtfm.tapetrack.com/> - **TapeTrack Documentation**

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Last update: **2025/01/21 22:07**

