

# 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 vertical list of categories: 'IBM 359x Cartridge', 'Media Containers', and 'LTO Cartridge'. The main area contains an 'Introduction' section with a text box and a 'Please select a task' dropdown menu. The 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', 'Password', 'Get Help', 'SCSI Media Changer Console', and 'Excel Import'. The 'Users' option is highlighted with a mouse cursor. Below the menu, there is a bar chart for 'IBM 359x Cartridge' with two bars: a black bar labeled '1351' and a blue bar labeled '718 Moving'. At the bottom, there are navigation buttons: '< Back', 'Next >', and 'Cancel'.



Users option is hidden by default. Edit TMSLite.cfg file and change 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.

==== 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:

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

