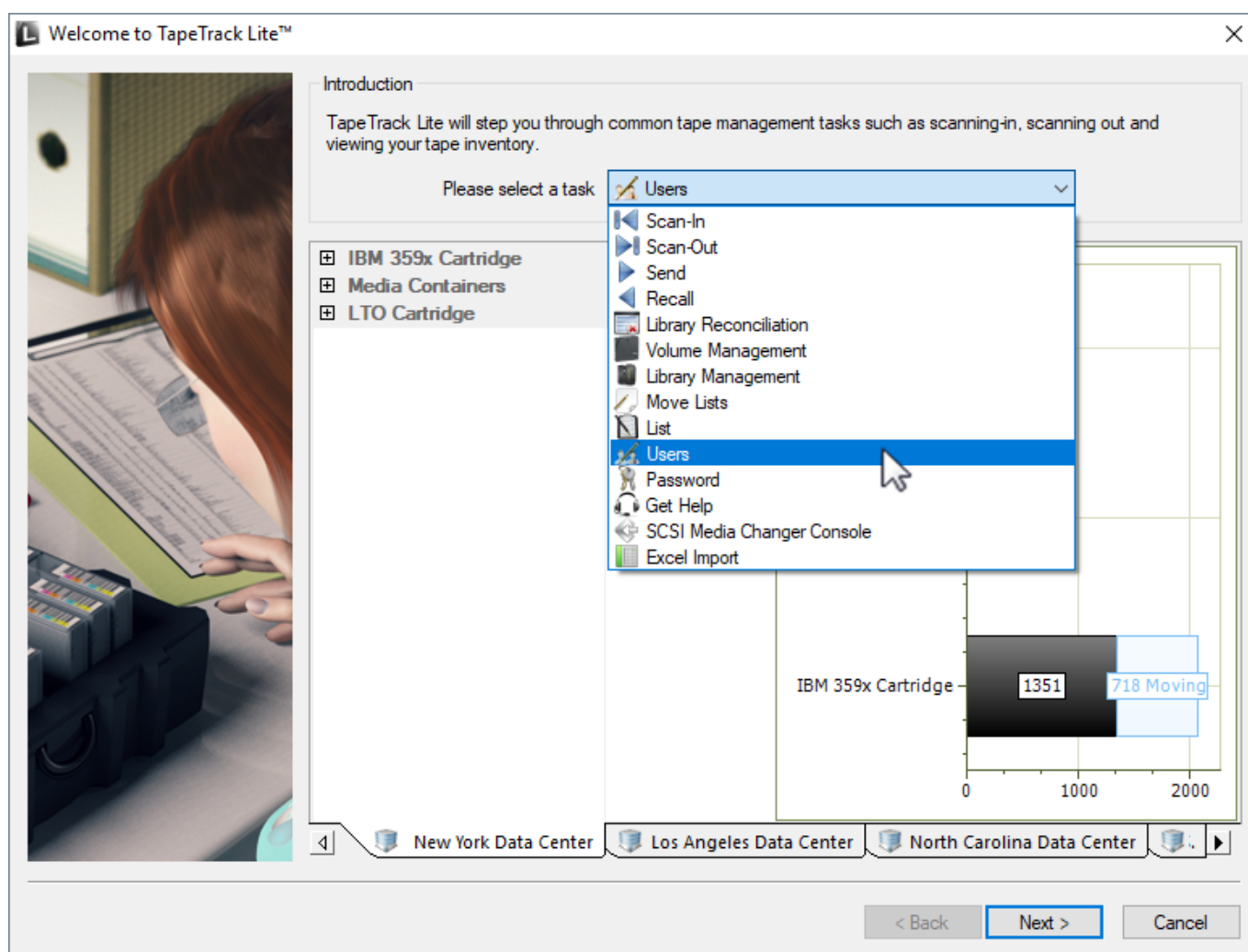


# Users

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

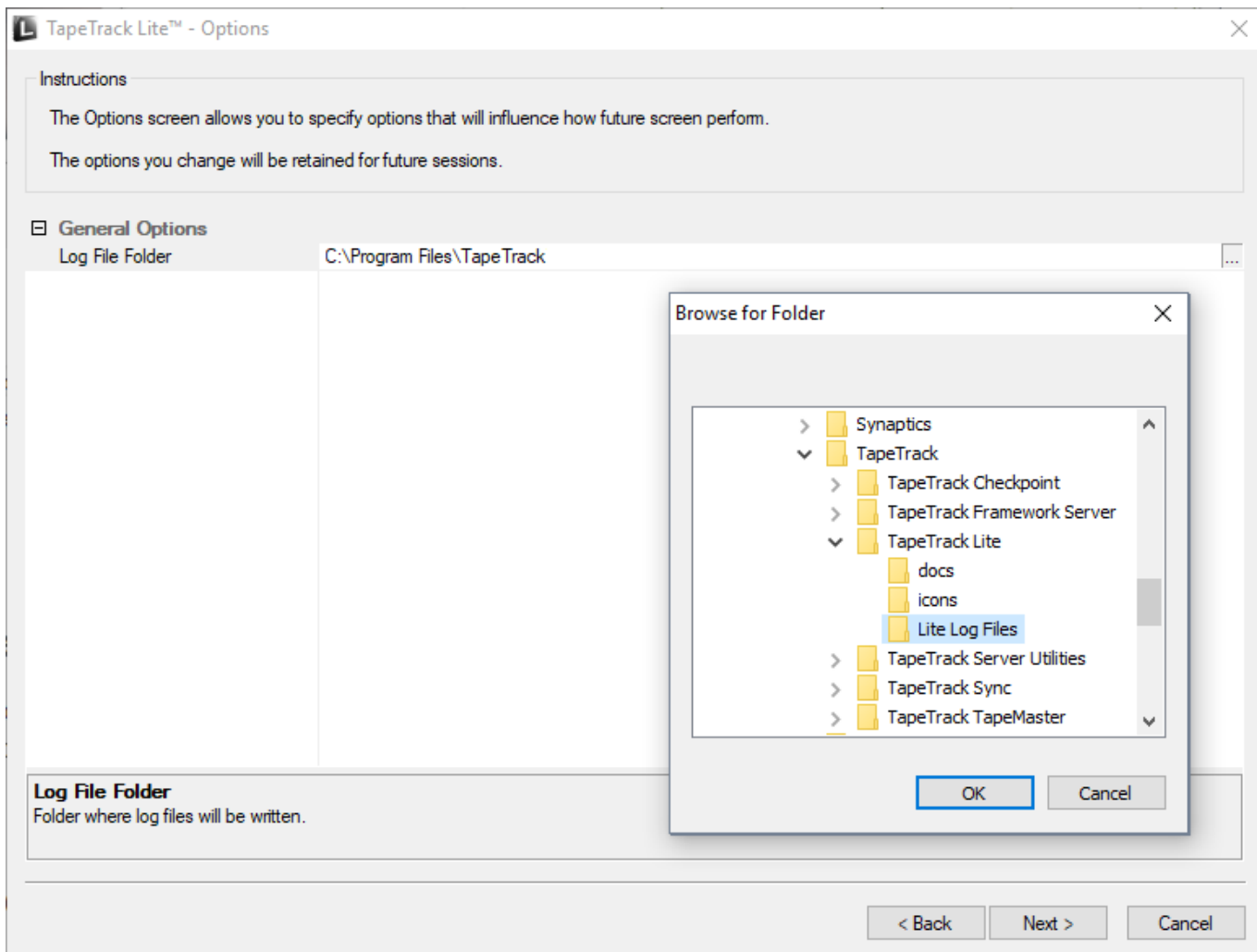
Once you have logged into TapeTrack Lite, select "Users" from the Library Management Tasks drop-down menu.



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 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

**TapeTrack Lite™ - Manage Authorized Users**

**Instructions**

The Manage Authorized Users screen allows you to manage other TapeTrack Users who are in your group.

You will only be able to manage Users with a Role below yours.

To add, delete or modify a User, select the required User from the list below, right-hand click and select the required option from the context menu.

User-ID	Name	Role
dcumming	Dean	0:
doco	documentation	0:
scunliffe	Scott	0:
tapemaster		0:

User-ID	dcumming
Name	Dean
Email Address	
User Disabled	False
Role	0:

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

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scunliffe	Scott	0:
tapemaster		0:

User-ID	dcumming
Name	Dean
Email Address	
User Disabled	False
Role	0:

## 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



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