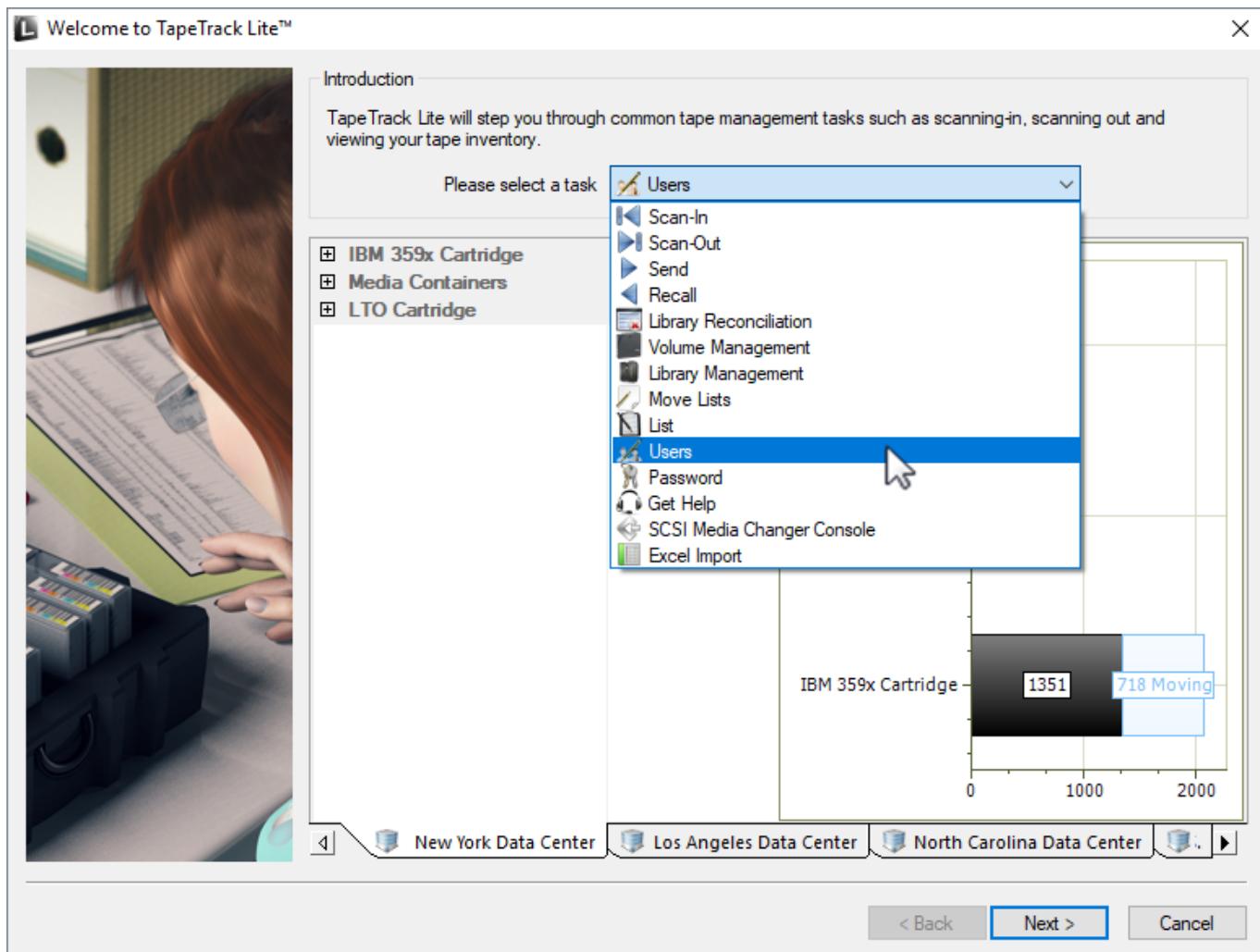


Users

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

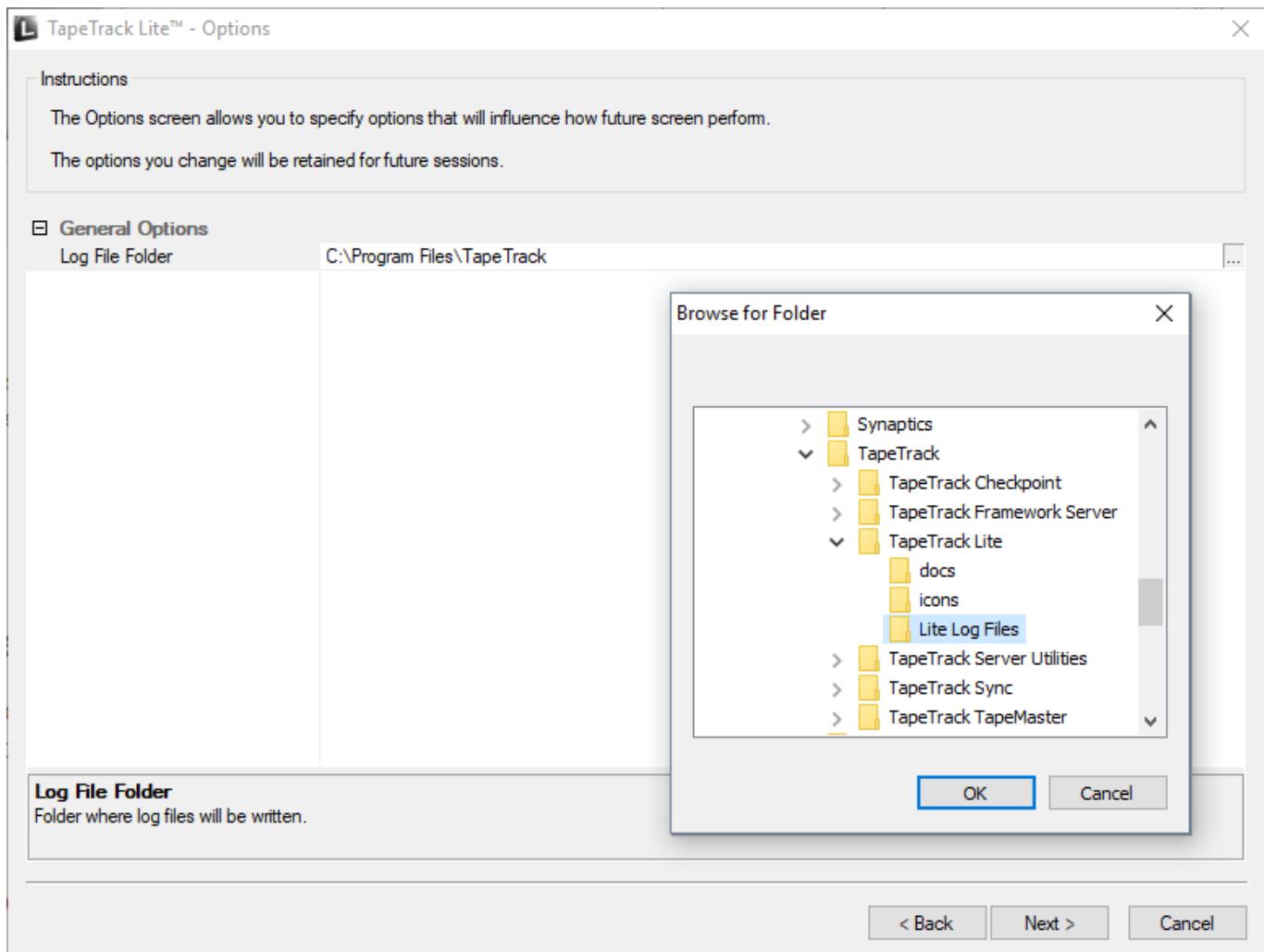
Once logged into TapeTrack Lite, select Users from the Library Management Task's drop-down menu.



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

Options

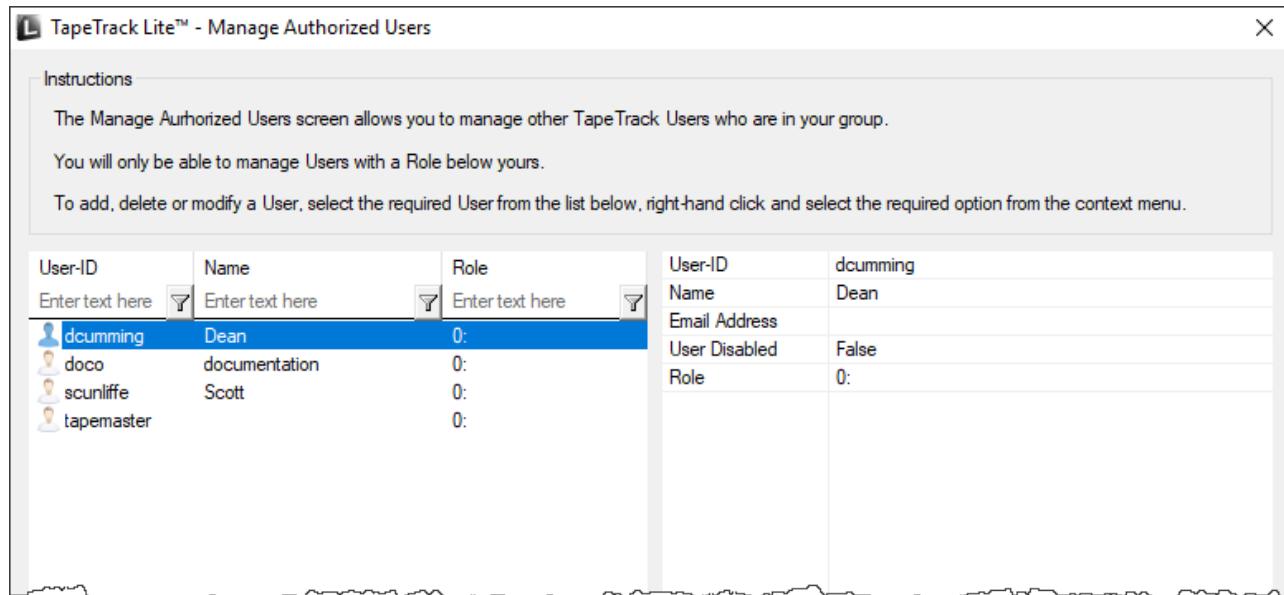
This will open the Options window. If required you can set the location for the log files to be written to, or leave the default. To change the default directory, click in the right of the Log File Folder and click on the button and select directory.



Altering User's attributes

To alter a user's attributes, left-click a user ID

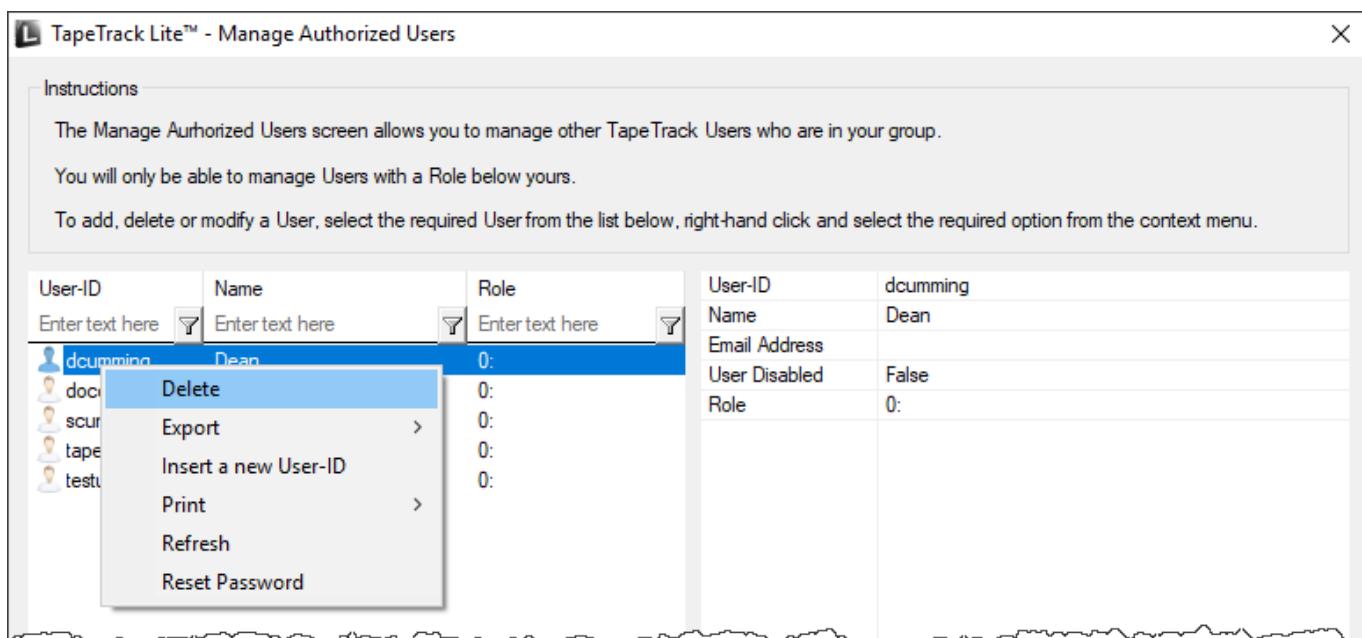
- **Change name:** Click on the field to the right of **Name** and insert new name.
- **Alter role:** Click on the field to the right of **Role** and select new role from drop-down box.
- **Email Address:** Click on the field to the right of **Email Address*** and **insert or alter email address.** *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



The screenshot shows the 'Manage Authorized Users' screen. On the left, a table lists users with columns for User-ID, Name, and Role. The user 'dcumming' is selected, showing details on the right: User-ID (dcumming), Name (Dean), Email Address, User Disabled (False), and Role (0:). The table data is as follows:

User-ID	Name	Role
Enter text here	Enter text here	Enter text here
dcumming	Dean	0:
doco	documentation	0:
scunliffe	Scott	0:
tapemaster		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 than their own.**



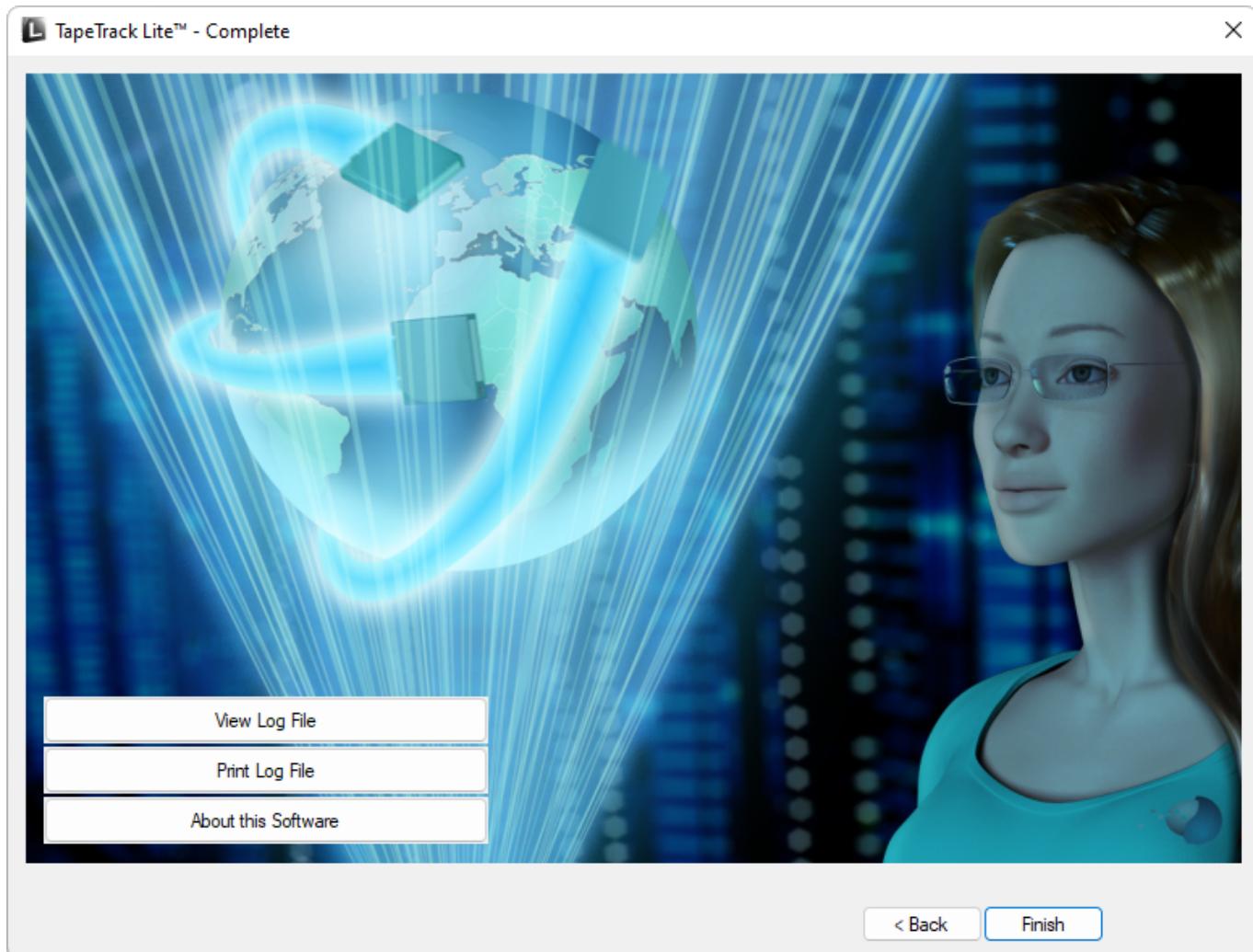
The screenshot shows the 'Manage Authorized Users' screen with the user 'dcumming' selected. A context menu is open, showing options: Delete, Export, Insert a new User-ID, Print, Refresh, and Reset Password. The 'Delete' option is highlighted. The table data is the same as in the previous screenshot.

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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