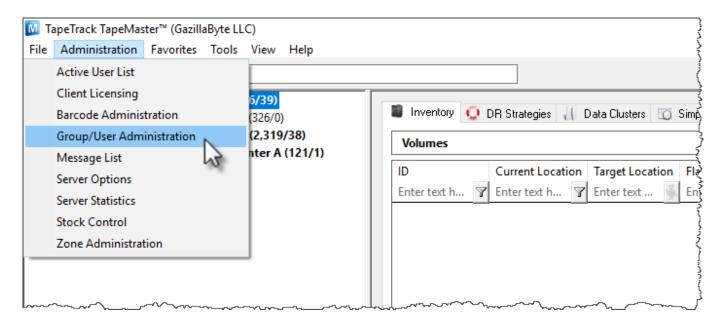
2025/04/04 17:36 1/2 Group/User Administration

## **Group/User Administration**

The Group/User Administration is the main maintenance terminal for managing TapeTrack Users.

To open the Group/User Administration panel, select Administration → Group/User Administration from the menu.

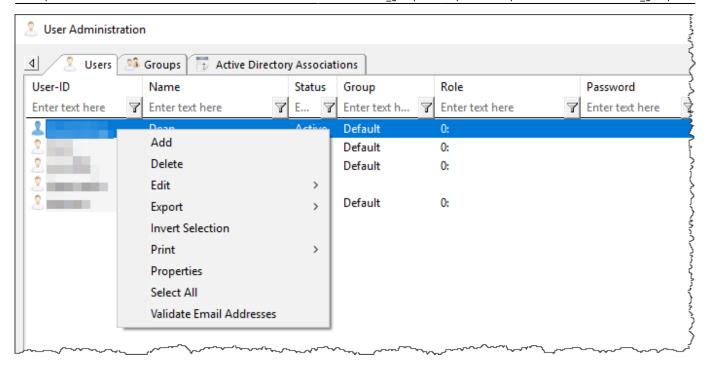


A User's name, Password (will update but will not display), e-mail, and description can be edited by left-clicking in the corresponding fields in the User Administration window.

## **Right-Click Operations**

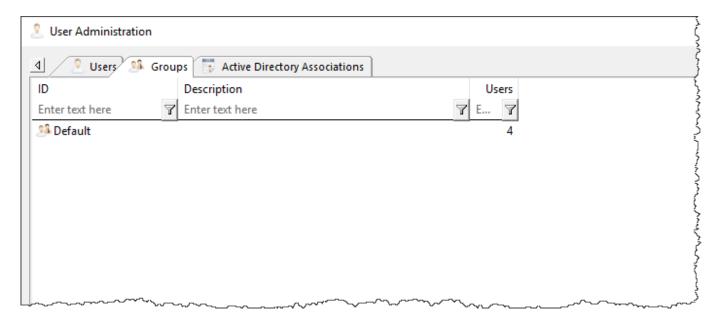
Right-clicking in the User Administration window provides several options for User Management. These include:

- Add: Begins the process to Add a New User.
- **Delete**: Deletes the selected User.
- **Edit**: Allows for the copying and pasting of "Access Attributes" or a User's permissions. This includes reading, writing, or altering permissions for selected Customers, as well as tapemaster rights or Server Administrator rights.
- **Export**: Exports the selected list of Users to an XML document.
- **Invert Selection**: Selects items in the list that are not selected and deselects items that are selected.
- **Print**: Provides options to print a document of the selected Users or of all Users.
- Properties: Launches the Edit User Window.
- Select All: Selects all Users on the List.
- Validate Email Addresses: Checks the MX Record of the e-mail domains for the selected Users.



## **Group Administration**

The Groups Administration tab in the User/Group Administration window in the Administration Menu allows for the creation and maintenance of User Groups.



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