

# User Administration

✘ The User Administration is the main maintenance terminal for managing Users. A User's name, Password, e-mail, and description can be edited by left-clicking in the corresponding fields in the User Administration window. Note: Passwords will update but will not display. ✘

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

[Adding a new Group](#)

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