## **User Administration**

2025/04/05 11:32

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**

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

From: https://rtfm.tapetrack.com/ - **TapeTrack Documentation** 

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Last update: 2025/01/21 22:07