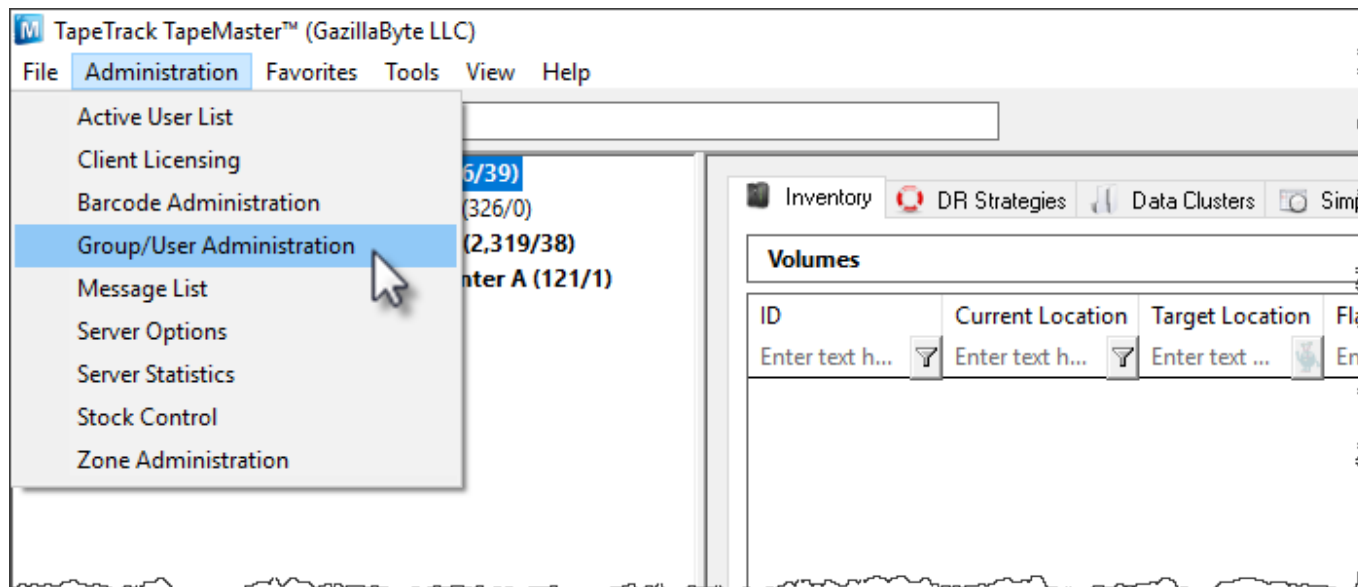


# User Administration

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

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



A User's name, Password, e-mail, and description can be edited by left-clicking in the corresponding fields in the User Administration window.



Passwords will update but will not display.

image

## Right-Click Operations

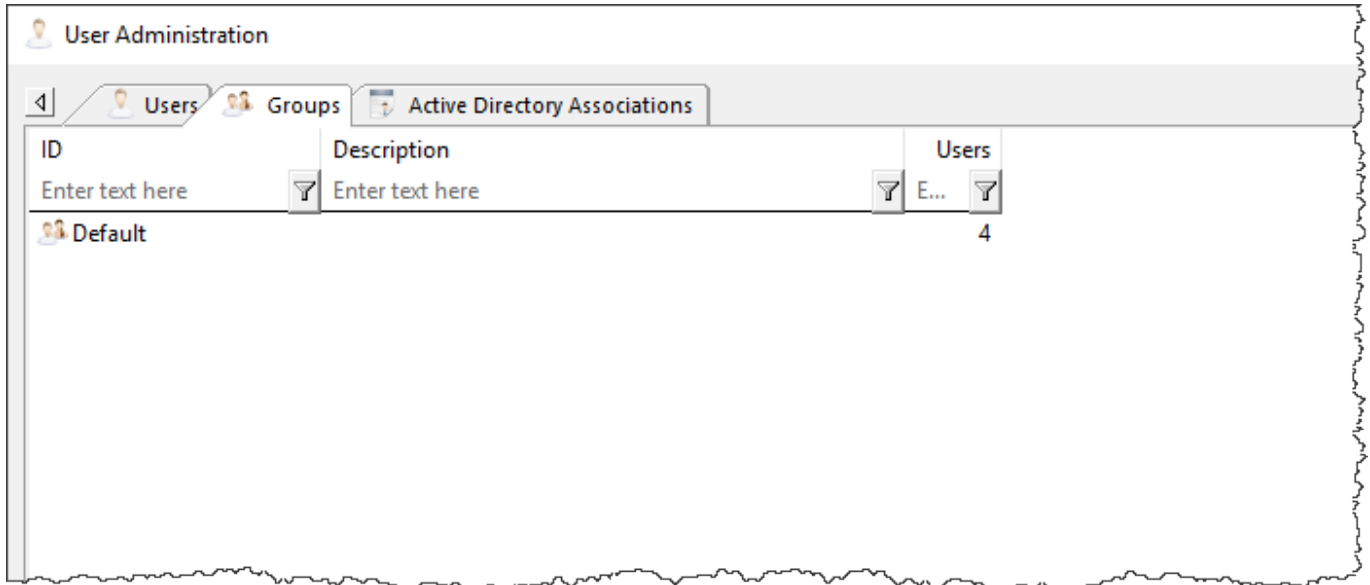
Right-clicking in the User Administration window provides several options for User Management. These include:

- **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.



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