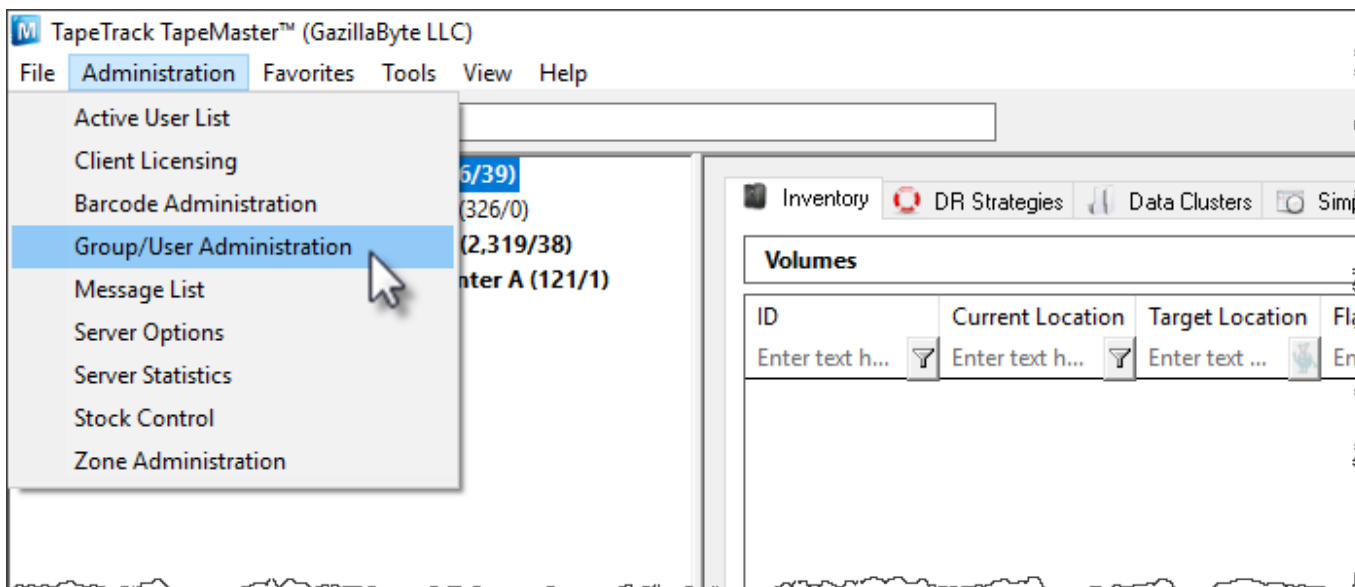


# Overview

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

## User Administration

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

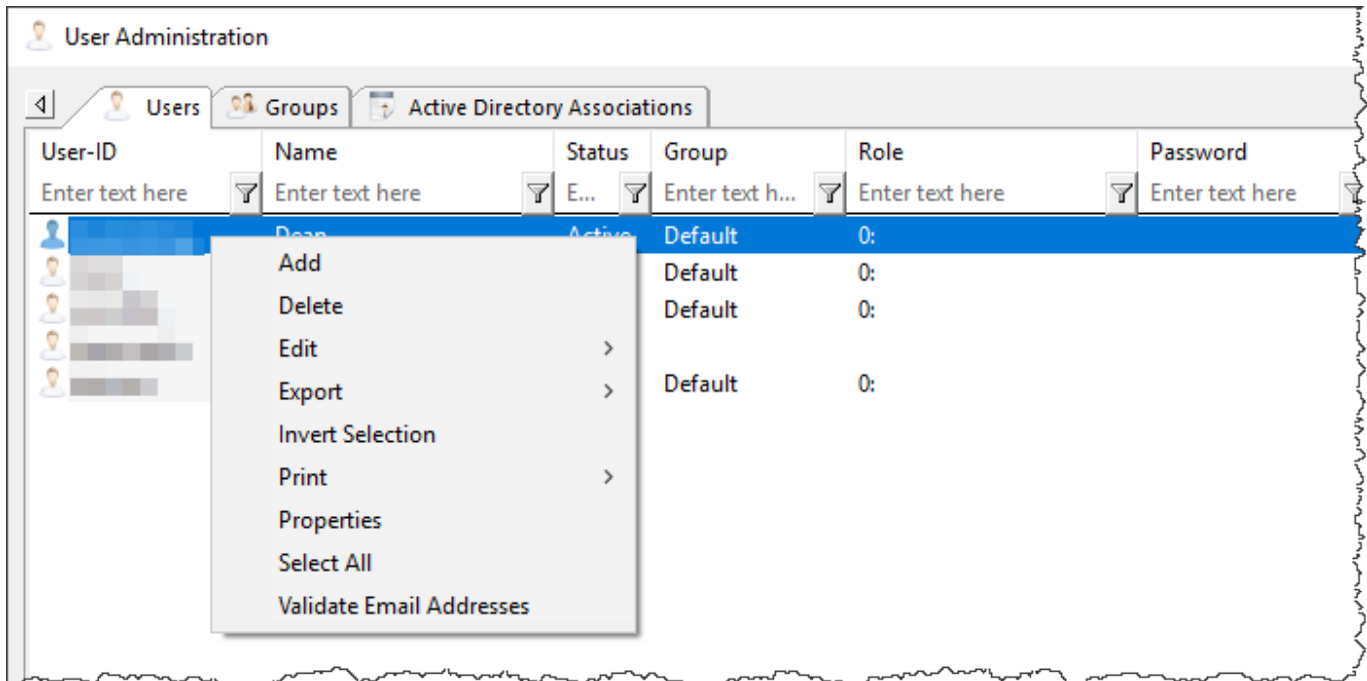


A User's name, Password (will update but will not display), e-mail, and description can be edited by left-clicking in the corresponding fields in the User Administration window.

## Right-Click Operations

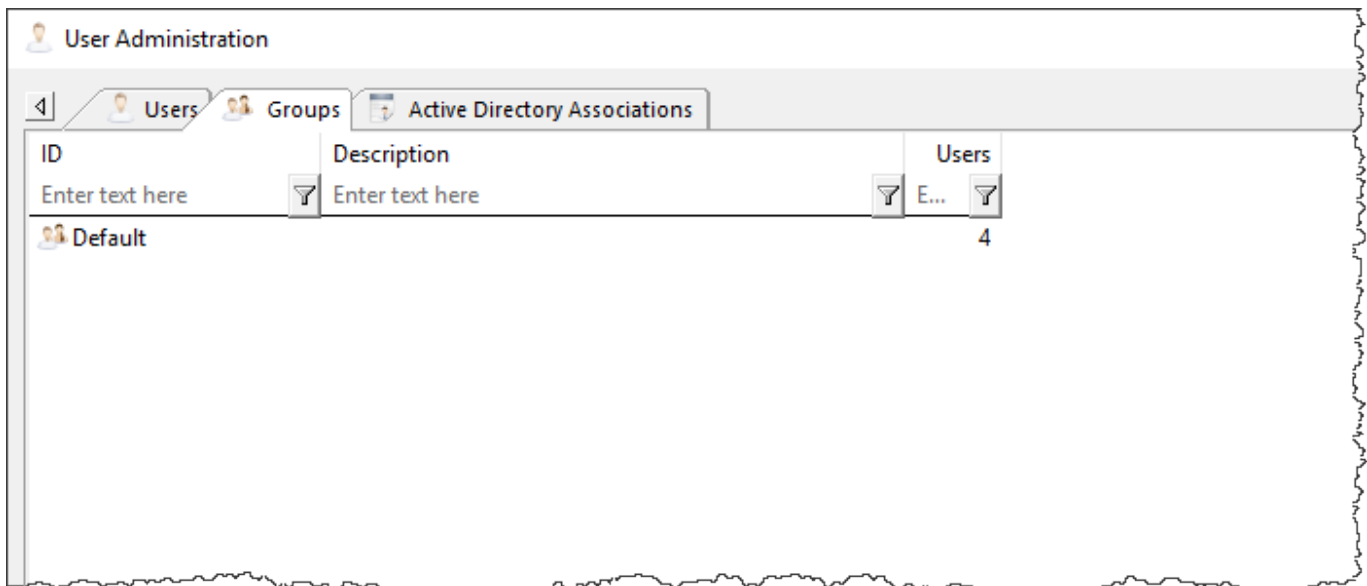
Right-clicking in the User Administration window provides several options for User Management. These include:

- **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 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**

Permanent link: [https://rtfm.tapetrack.com/master/admin\\_groupuser?rev=1502805993](https://rtfm.tapetrack.com/master/admin_groupuser?rev=1502805993)

Last update: **2025/01/21 22:07**

