

# Overview

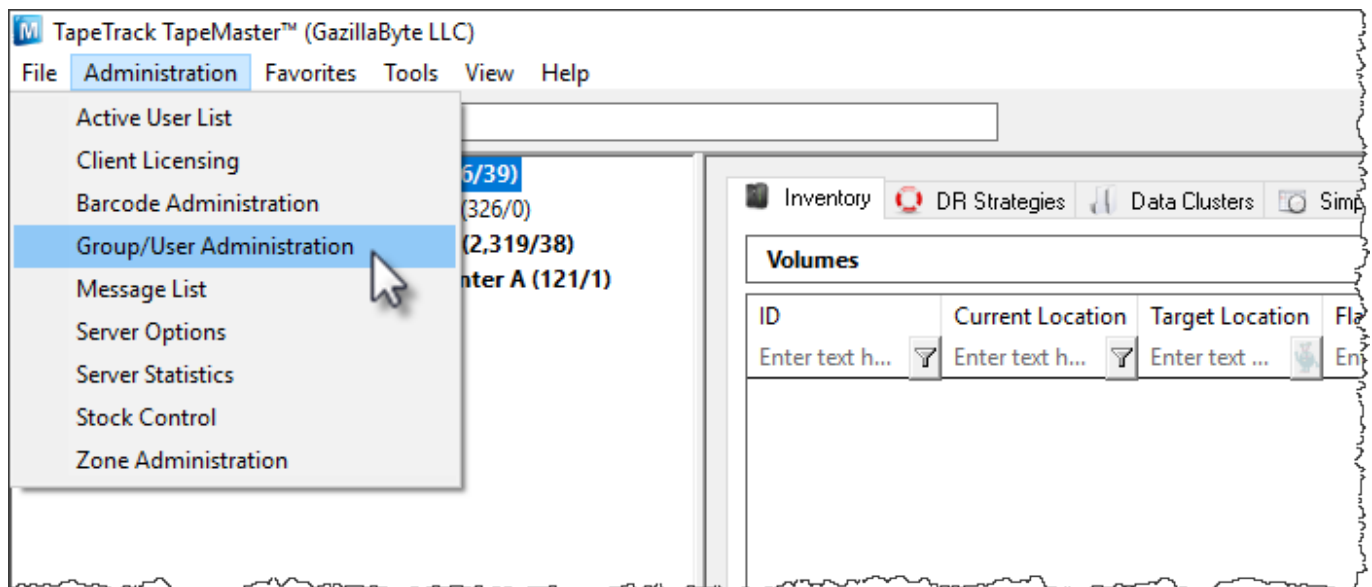
Groups are used to assign access privileges to a collection of users without the need to assign them to each user on an individual basis. This also makes it efficient to manage access changes to the entire group/s without the need to know what users belong to which group.

## Creating A Group

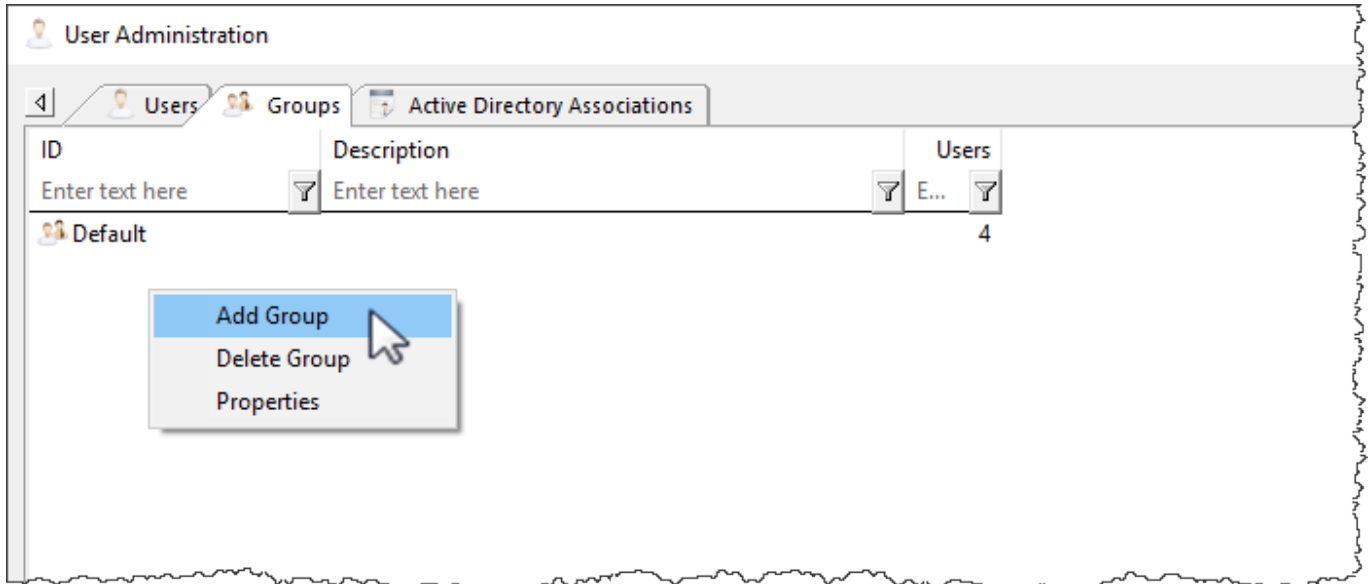


if creating a new group from the [Add a New User](#) window skip to [Edit New Group](#)

On the Administration drop down menu in TapeTrack TapeMaster select Group/User Administration.



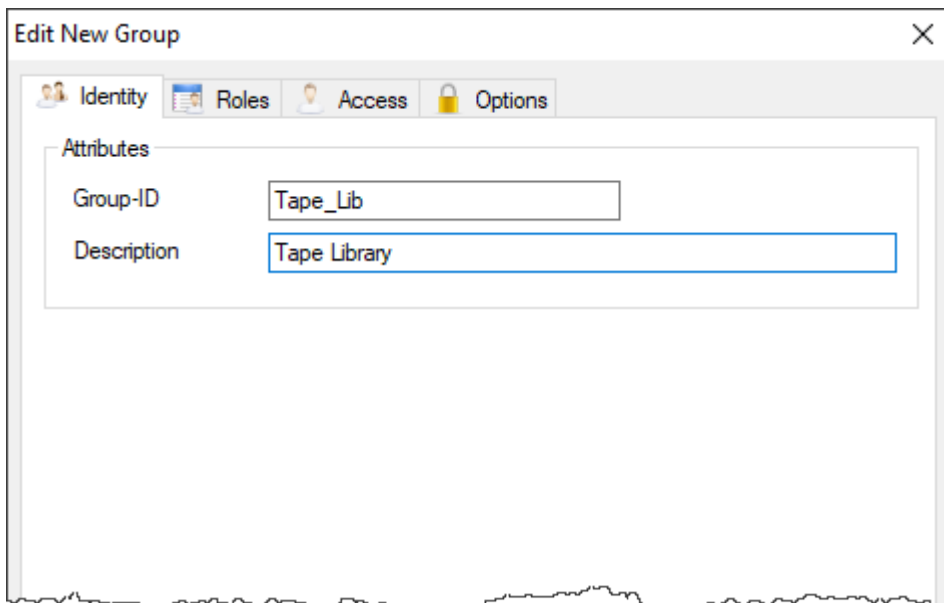
Select the Groups tab and right click in the main window and select Add Group.



## Edit New Group

### Identity

in the Identity tab enter a unique group ID (max 10 alphanumeric characters) and a group description.



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Permanent link: [https://rtfm.tapetrack.com/master/create\\_group?rev=1502292530](https://rtfm.tapetrack.com/master/create_group?rev=1502292530)

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