


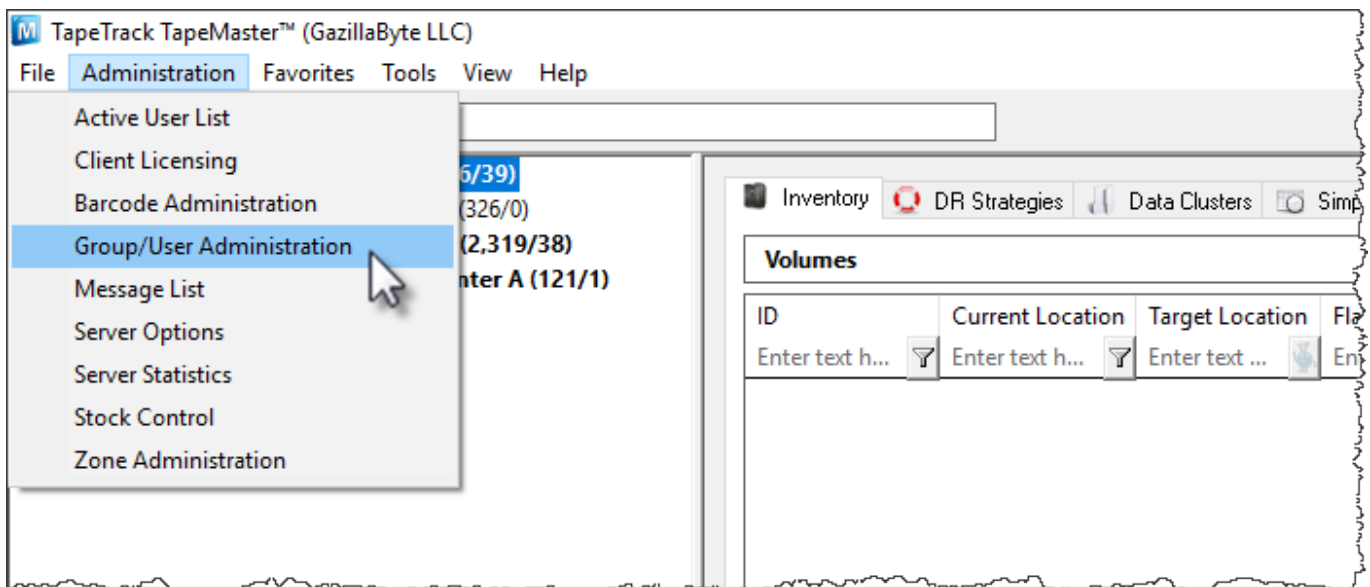
# Overview

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.

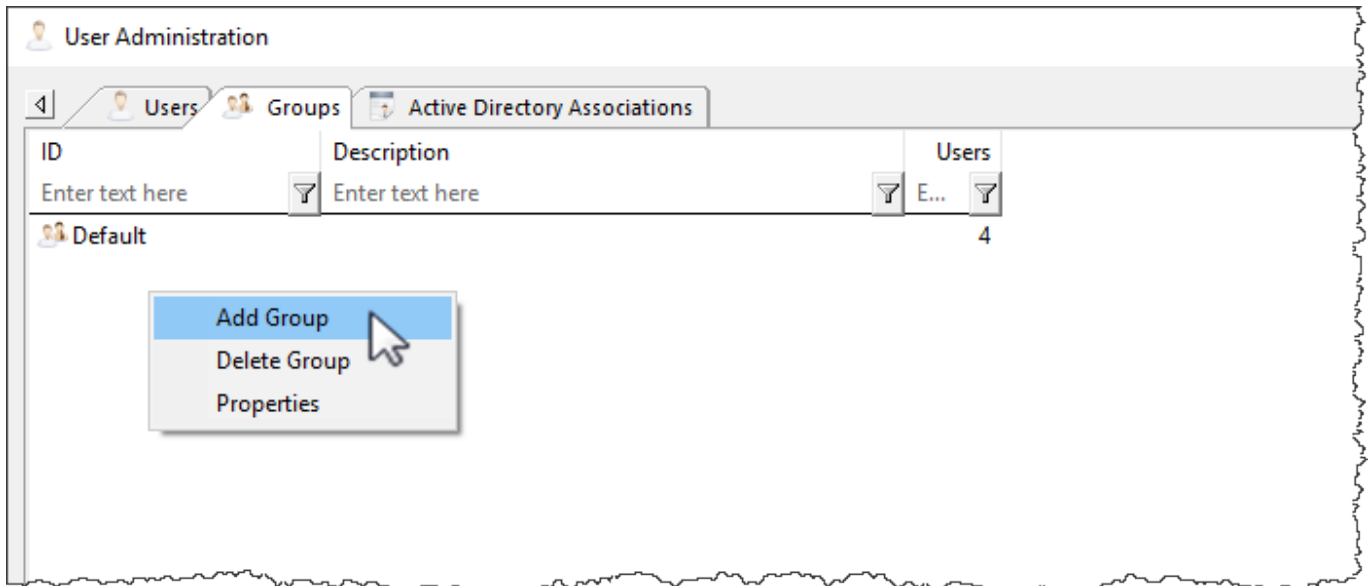
## Creating A Group

 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.



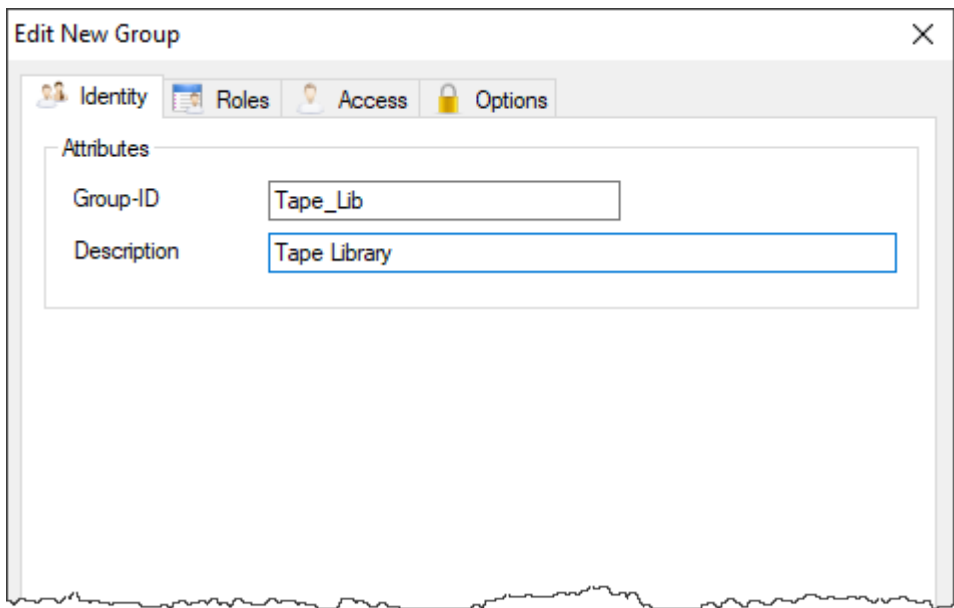
Select the Groups tab and right click in the main window and select Add Group.



## Edit New Group


### Identity

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



### Roles

Set positional role description required (optional) for hierarchy of users within the group. Roles rank from highest (0) to lowest (7)

 Roles do not alter permissions of a User in the TapeMaster product, however, roles can be used in TapeTrack Lite to view Users and modify their information. Users of a lower



Role-ID Number (0, 1 or 2) can view and modify Passwords for Users of a higher Role-ID Number using the **User Management** Task in **TapeTrack Lite**.

The screenshot shows the 'Edit New Group' dialog box with the 'Roles' tab selected. It contains a table of roles and a descriptive note.

Role ID	Role Description
0	Supervisor
1	Librarian
2	
3	
4	
5	
6	
7	

You can define up to 8 Roles. Each role should report into the Role above. Roles 0, 1 and 2 will be able to update User profiles that are of a lower level.

## Access

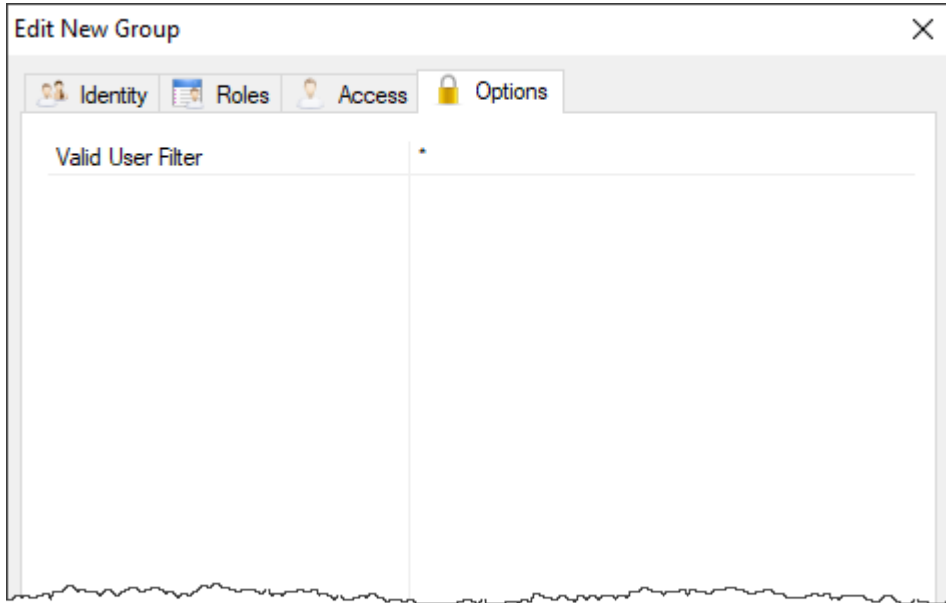
The screenshot shows the 'Edit New Group' dialog box with the 'Access' tab selected. It displays access settings for a customer and a list of access predictions.

Customer-ID	Access
US*	Read,Write,Alter

**Access Prediction**

Customer	Description	Access
US01	New York Data Center	Read,Write,Alter
US02	Los Angeles Data Center	Read,Write,Alter
US03	North Carolina Data Center A	Read,Write,Alter

## Options



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