# **Adding and Updating User Information**

# **Overview**

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

# **Group/User Administration**

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



To add a new User, right-click in the white space on the User Administration screen and select Add.

2 User Administration						
d 🙎 Users 🧕	Groups 📑 Activ	e Directory Associat	ions			
User-ID 🎽	Name	Status	Group	Role	Email	Descripti
Enter text here	Enter text here	T Enter text	Tenter text h	Tenter text	🝸 Enter text	P Enter tex
2 tapemaster		Active				د د
Add	•					۲ ۲
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To update an existing User, double-click on that User or right-click and select "Properties". The Add New User window will display six tabs:

- Identity
- Group
- IP Ranges
- Access
- Options
- Defaults

## Identity

The Identity tab provides fields to update the User-IDand Name.

- User ID: The User ID will be the user name that the user uses to login to TapeTrack products.
- Name: The name is the User's desired display name.

Add	New User				×
2	Identity 💉 IP Ranges	Access			
Ξ	Identity				
	ID				
	Name				
Ξ	Group				
	ID				
Ξ	Options				
	Administrative rights	False			
	Scan-In Only	False			
	Disabled	False			
	No Scanner	False			
	No Time-Out	False			
	tapemaster rights	False			
	Allow access inheritance	False			
	Certify	False			
	AD Domain				
	Require AD Group	False			
	Client Access				
	TapeMaster	True			
	Lite	True			
	Checkpoint	False			
	Sync	True			
Ξ	Details				
	Email Address				
	Description				
Ξ	Defaults				
	Customer-ID	<no selection=""></no>			
			Save	Cancel	Help

# Group

The Group tab is where a User is added to a group depending on their role.

- Group: Associates the selected User with a Group.
- Role: Sets the Role for the User.

Add New User		×
🙎 Identity 🥂 Gr	roup 💉 IP Ranges 🔒 Access 📓 Options 📓 Defaults	
Group		
Group	TapeLib ~	
Role	0:Administrator ~	
Add New Group	p	
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## **IP Ranges**

The IP Ranges tab sets restrictions on which IP addresses a User can access the TapeTrack Server from. To add or delete, right-click the window. Global Access will allow access from any IP.

Add	New User		Х
2	Identity 🔮 IP Ranges	Access	
Ξ	Identity ID		
F	Name		
	ID		
E	Administrative rights	False	
	Scan-In Only Disabled	False False	-
	No Scanner	False	
	tapemaster rights	False	
	Allow access inheritance Certify	False False	
	AD Domain Require AD Group	False	
	E Client Access		
	TapeMaster Lite	True	
	Checkpoint	False	
E	Details		
	Email Address Description		
Ε	Defaults Customer-ID	<no selection=""></no>	
		Save Cancel Help	

## Access

The Access tab sets permissions for which Customers the selected User can access and how that User can interact with Volumes in the selected Customer.

Add I	Add New User X				
2	ldentity 🔮 IP Ranges	Access			
Ξ	Identity				
_	ID				
	Name				
	Group				
_	ID				
П	Options				
_	Administrative rights	False			
	Scan-In Only	False			
	Disabled	False			
	No Scanner	False			
	No Time-Out	False			
	tapemaster rights	False			
	Allow access inheritance	False			
	Certify	False			
	AD Domain				
	Require AD Group	False			
	E Client Access	1000			
	TapeMaster	True			
	Lite	The			
	Checkpoint	False			
	Sync	The			
	Details				
	Email Address				
	Description				
	Defaults				
	Customer-ID	<no selection=""></no>			
		Save Cancel Help			

- Customer ID: Enter the Customer-ID for the Customer that the User should have access to.
- Read: Allows the User to view but not update Volumes in the above Customer. Must be enabled for the User to be able to view Volumes in the Customer.
- Write: Allows the User to perform basic operations for Volumes in a Customer.
- Alter: Allows the User to Add and Delete Volumes to the selected Customer.

Click Add and then Save.

## **Options**

The Options tab has 3 sections to provide access to additional features of the software.

Add New User ×				
2	Identity 🥂 Group 🔮 IP Ran	ges 🔒 Access 📄 Options 📄 Defaults		
Ξ	Options			
	Administrative rights	True		
	Scan-In Only	False		
	Disabled	False		
	No Scanner	False		
	No Time-Out	False		
	tapemaster rights	True		
	Certify	True		
	AD Domain	your.tapetrack.domain		
	Require AD Group	True		
Ξ	Client Access			
	TapeMaster	True		
	Lite	True		
	Checkpoint	False		
	Sync	True		
Ξ	Details			
	Email Address			
	Description			
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### Options

In the Options section is where you can select True or False to give that User access to that feature.

- Administration Rights: When set to True the User will have Administration Rights with Server Administrator privileges or the ability to Add or Delete Customers and Add or Delete Media Types.
- Scan-In Only: When set to True the User will only be able to Scan tapes into the system.
- Disabled: When set to True the User' access will be in a disabled status, so that they are not able to access any TapeTrack products. This does not delete the User.
- No Scanner: When set to True the Barcode Scanning Window will provide an auto-complete drop-down.
- No Time-Out: By default, all User's are logged out of TapeMaster after ten minutes of inactivity. Setting this to True, the selected User will not time out.
- tapemaster rights: When set to True, it allows the User to gain the same administrative rights as the tapemaster superuser account.

- AD Domain: This is required if the User logs on to TapeTrack with their Active Directory Username and Password.
- Require AD Group: When set to True, the User must use their Active Directory credentials.

### **Client Access**

• When any of the Client Access are set to True, it allows the User to have access to the TapeTrack software that is selected.

#### Details

• Allows inclusion of user email

#### Defaults

The Defaults tab sets a User's default Customer and Media Type for Barcode scanning. These defaults can be changed in the Barcode Scanning Window at any point.

Add New User	$\times$
Identity S Group / IP Ranges Access Options Defaults Barcode Defaults	
Customer-ID     US01     New York Data Center     V       Media-ID     LTO     LTO Cartridge     V	

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