

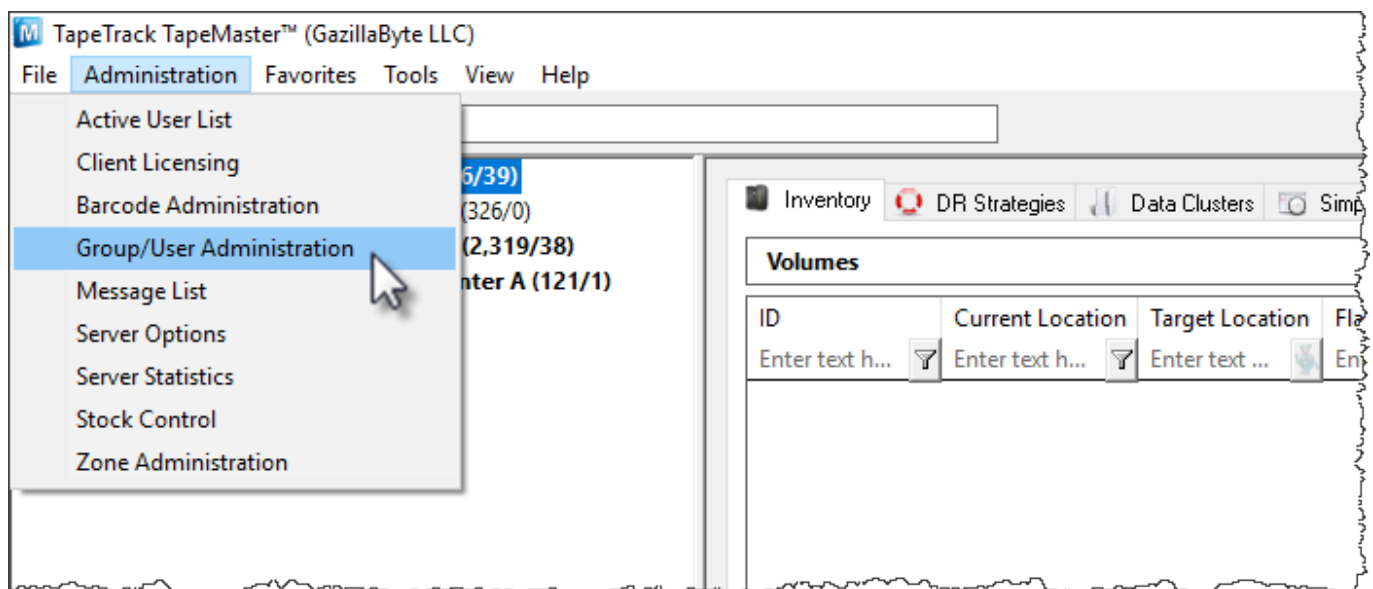
Adding and Updating User Information

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.



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 - ID and 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
✕

Identity

IP Ranges

Access

| | |
|--------------------------|----------------|
| Identity | |
| ID | |
| Name | |
| Group | |
| ID | |
| 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 |
| Details | |
| Email Address | |
| Description | |
| Defaults | |
| Customer-ID | <No Selection> |

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.



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.

The screenshot shows the 'Add New User' dialog box with the 'Access' tab selected. The dialog has three tabs: 'Identity', 'IP Ranges', and 'Access'. The 'Access' tab is active and contains a table of configuration options. Below the table is a large empty text area. At the bottom of the dialog are 'Save', 'Cancel', and 'Help' buttons.

| Identity | |
|--------------------------|----------------|
| ID | |
| Name | |
| Group | |
| ID | |
| 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 |
| Details | |
| Email Address | |
| Description | |
| Defaults | |
| Customer-ID | <No Selection> |

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.



- Customer ID: Enter the Customer-ID for the Customer that the User should have access to.
 - US01 will give access to US01 only
 - US* will give access to all customers starting with US
 - * will give access to all customers
- 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 selected Customer ID.
- 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
✕

Identity
 Group
 IP Ranges
 Access
 Options
 Defaults

[-] 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 |

[-] Client Access

| | |
|------------|-------|
| TapeMaster | True |
| Lite | True |
| Checkpoint | False |
| Sync | True |

[-] Details

| | |
|---------------|--|
| Email Address | |
| Description | |

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's 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

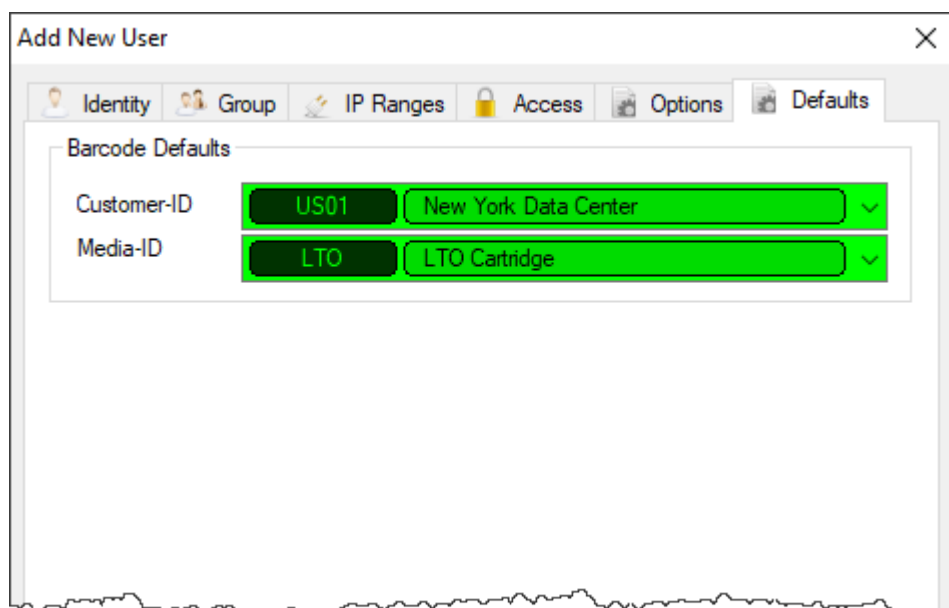
- When any of the Client Access are set to True, it allows the User to have access to the TapeTrack software that is selected.

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.



Once all information click Save to create new user

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