

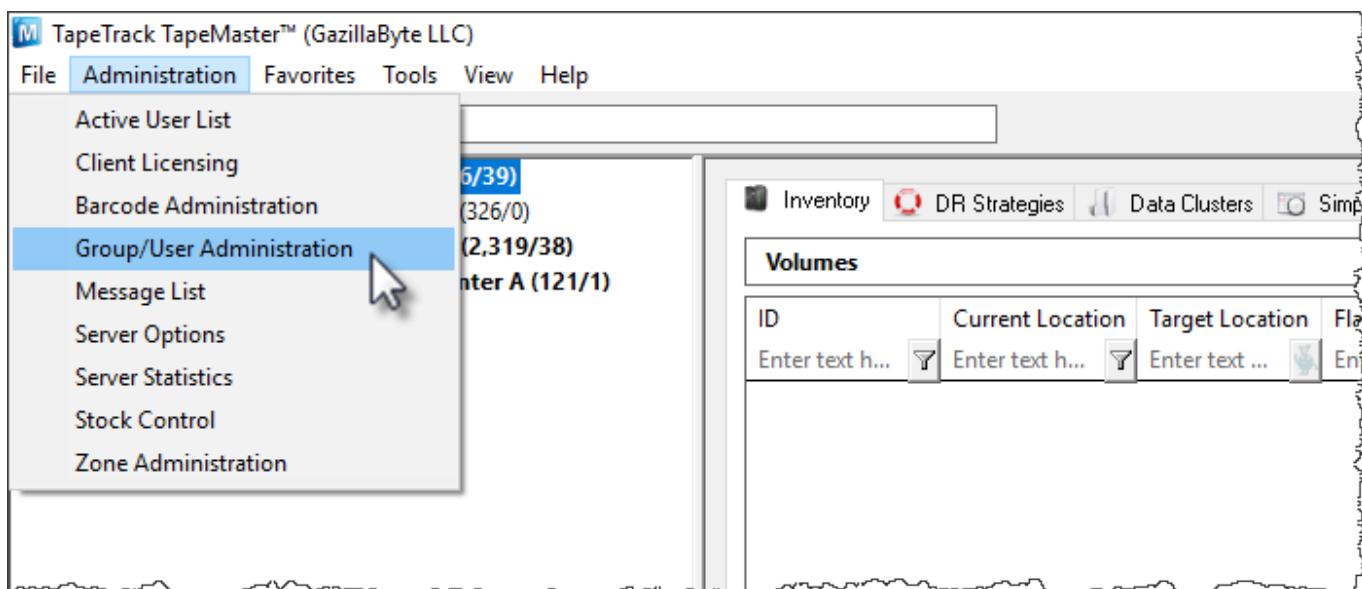
Adding and Updating User Information

To be able to login to a TapeTrack Framework Server, you must have a [User-ID](#) and password.

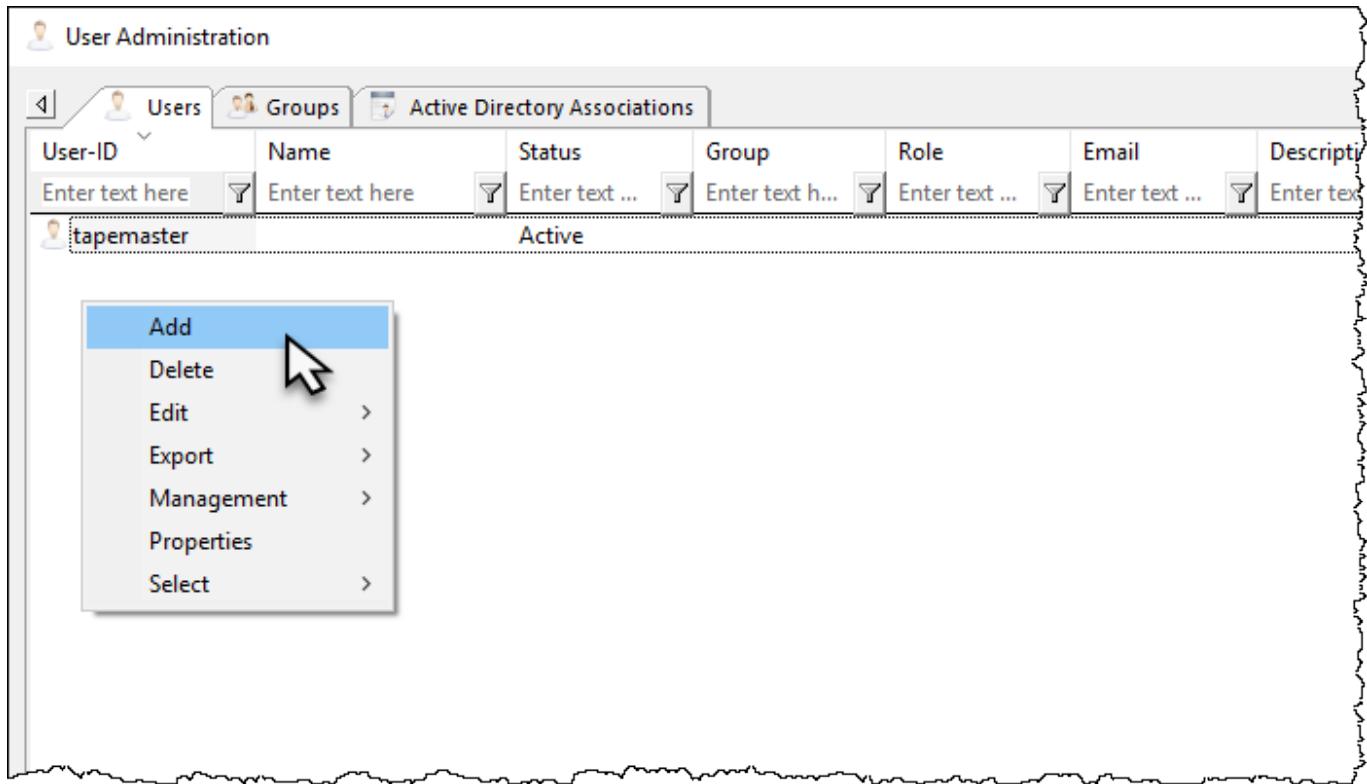
This section describes how to add a new User-ID and set attributes for that User-ID.

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 three tabs:

- [Identity](#)
- [IP Ranges](#)
- [Access](#)

Identity

Add New User

Identity		IP Ranges	Access
<ul style="list-style-type: none"> <input type="checkbox"/> Identity <input type="checkbox"/> ID <input type="checkbox"/> Name <input type="checkbox"/> Group <input type="checkbox"/> ID <input type="checkbox"/> 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		
<ul style="list-style-type: none"> <input type="checkbox"/> Client Access <input type="checkbox"/> TapeMaster <input type="checkbox"/> Lite <input type="checkbox"/> Checkpoint <input type="checkbox"/> Sync 			
<ul style="list-style-type: none"> <input type="checkbox"/> Details <input type="checkbox"/> Email Address <input type="checkbox"/> Description 			
<ul style="list-style-type: none"> <input type="checkbox"/> Defaults <input type="checkbox"/> Customer-ID <No Selection> 			
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>			

The Identity tab provides fields to update the:

- **Identity**
 - **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.
- **Group**
 - **Group ID**: Select group to assign user to from the drop-down list or [add new group](#).
- **Options**
 - **Administrative rights**: When set to True the User will have Administration Rights with Server Administrator privileges or the ability to Add/Delete Customers and 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.
- **Certify:** Assigns the ability to [generate certificates](#).
- **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.

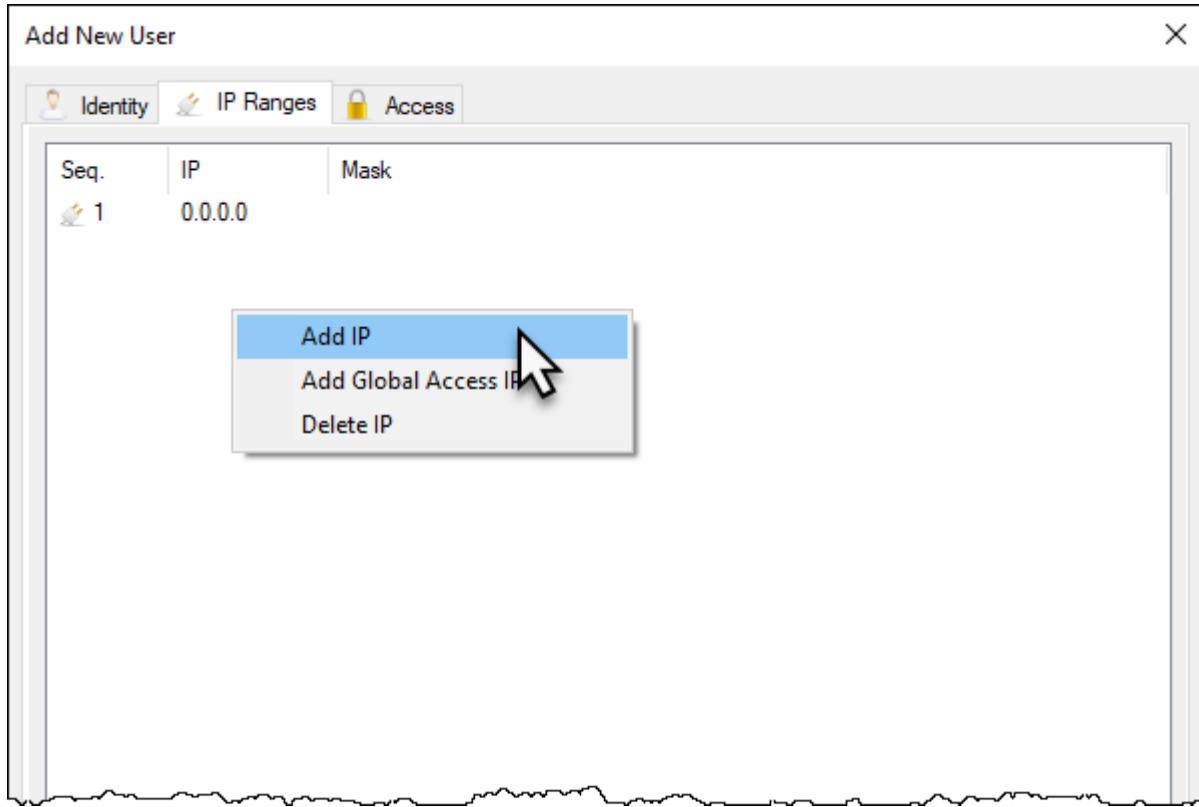
- **Client Access**
 - **TapeMaster:** Authorizes User-ID access to TapeMaster
 - **Lite:** Authorizes User-ID access to Lite
 - **Checkpoint:** Authorizes User-ID access to Checkpoint
 - **Sync:** Authorizes User-ID access to Sync software.
- **Details**
 - **Email Address:** Allows inclusion of user email, which may be used instead of username to log into TapeTrack directly (ie not using Active Directory)
 - **Description:** Add description to User-ID.
- **Defaults**
 - **Customer-ID:** Sets Customer-ID for User in Scan-In window. Once Customer-ID is set, Media-ID field will be displayed.
 - **Media-ID:** Sets Media-ID for User in Scan-In window.



If using windows Active Domain to log into TapeTrack, the username must match your AD username

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 and select from the menu.

Global Access (0.0.0.0) will allow access from any IP.

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 New User

Identity IP Ranges Access

Customer-ID	US*
Access	
Read	True
Write	True
Alter	True
Catalog	True

Customer-ID	Access
US*	Read Write Alter Catalog

Add

Access Prediction

Customer	Description	Access
US01		Read Write Alter Catalog
US02		Read Write Alter Catalog

Total Items 2

Save Cancel Help

- **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 to the selected Customer.
- **Alter:** Allows the User to Add and Delete Media and Volumes to the selected Customer.
- **Catalog:** Allows User to access Catalog information on the selected Customer.

Click Add.

Options

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

feature.

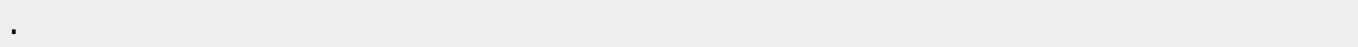
- **Administrative rights:** When set to True the User will have Administration Rights with Server Administrator privileges or the ability to Add/Delete Customers and Add/Delete Media Types.
- **Scan-In Only:** When set to True the User will only be able to Scan tapes into the system.
- **Disabled:** 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.
- **Certify:** Assigns the ability to [generate certificates](#).
- **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.

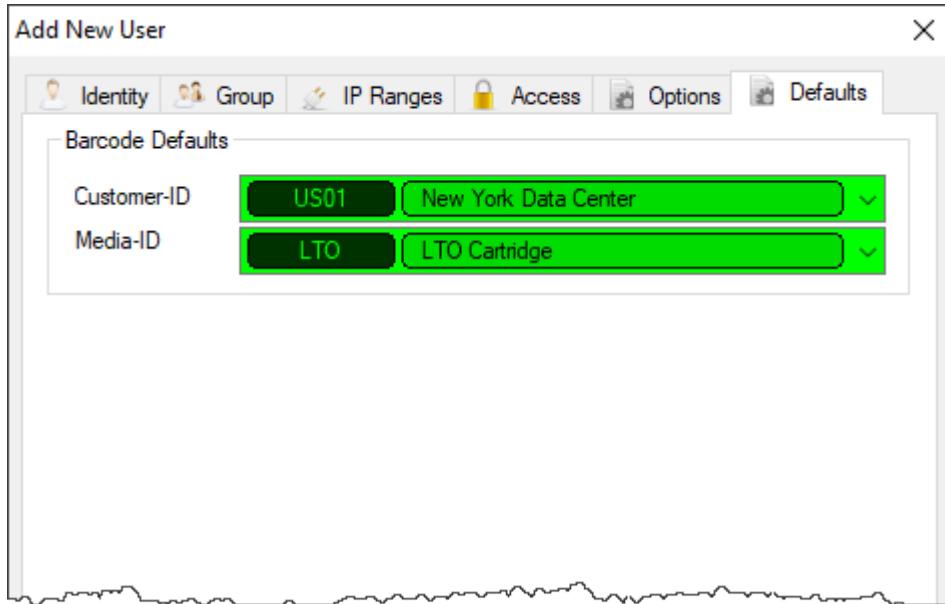
Default settings give access to TapeMaster, Lite and Sync.

Details



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 is correct and complete click Save to create new user. Repeat instructions above to add more user-ID's or click the X at the top right corner to close the **User Administration** window.

Troubleshooting: Add user errors

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<https://rtfm.tapetrack.com/> - TapeTrack Documentation



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