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Users

FTSpooler **Users** manages user's level of access in FTSpooler, as well as username and password. There are two user types: an administrator and a normal user.



Administrator has the fixed username *Admin* which cannot be changed or deleted. *Admin* has full control, access and view of all the activities and records in FTSpooler.

A normal user has control of their queues and archive records. Making changes to certain settings, such as modifying template queue properties, or uploading a new **Data Folder**, or updating the settings of FTSpooler **Setup** which may impact other normal users, requires the normal user to key in *Admin*'s password to process the change. Entry of the correct password enables the normal user as Admin until their session ends. (The preferred alternative is to ask *Admin* to make the changes).



A normal user can be restricted further by ticking **The user cannot maintain queues**.



To assign queues to users, please see [Change ownership of queues](#).

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