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FTSpooler Setup



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**.



A screenshot of a 'User' dialog box. The dialog has a title bar with a question mark icon and a close button. It contains three text input fields: 'Name:' with the text 'User A', 'Password:' with six dots, and 'Confirm password:' with six dots. To the right of these fields are 'OK' and 'Cancel' buttons. At the bottom, there is a checked checkbox followed by the text 'The user cannot maintain queues'.

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

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