

## Setting up Multiple User mode in the Meta Imaging Series Administrator

### Overview

- Meta Administrator application is located in the Meta Imaging Series folder on your desktop
- For detailed instructions on using Meta Administrator specific functions see articles #T20091 and T20092
- All Meta Administrator tasks must be completed before attempting to configure any devices within MetaMorph

ARTICLE #  
T20093

PRODUCTS  
MetaMorph®  
MetaFluor®  
MetaVue®

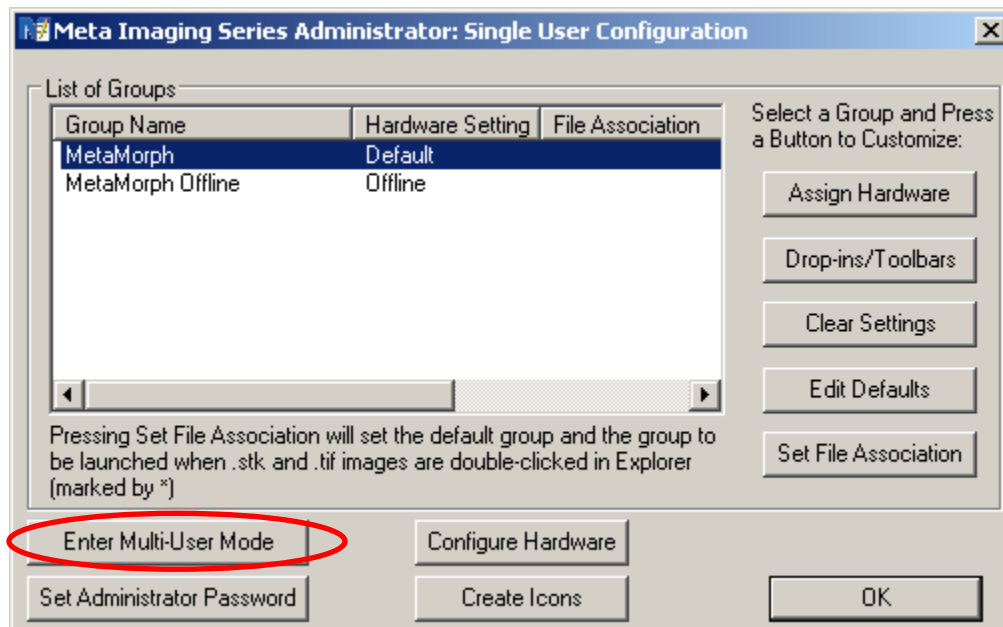
CREATED  
04-Sept-2008

LAST UPDATED  
10-Sept-2008

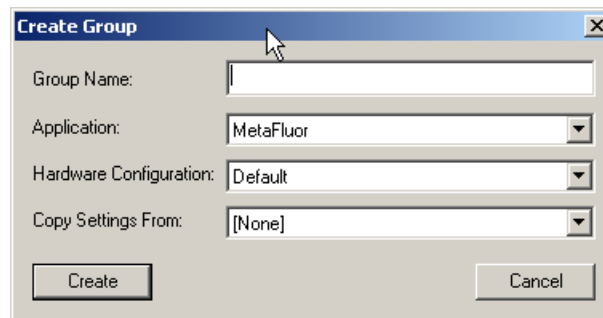
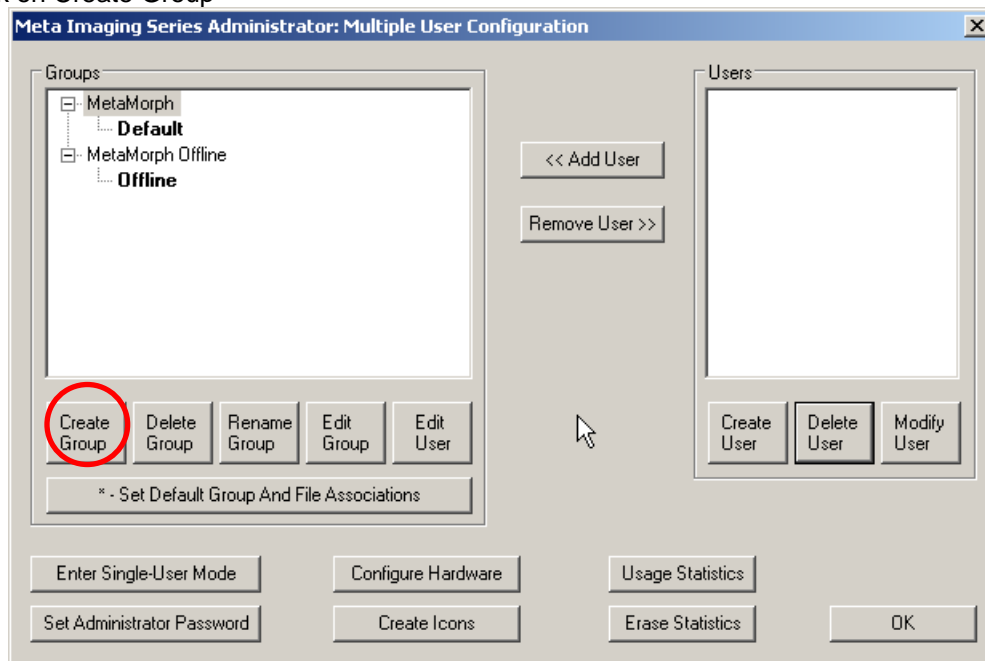
### Instructions



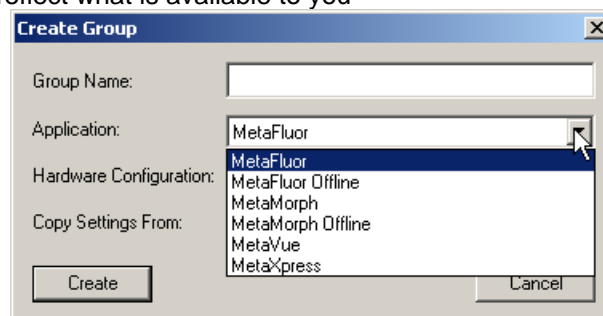
1. Open the Meta Imaging Series Administrator. Click on Enter Multi-User Mode.



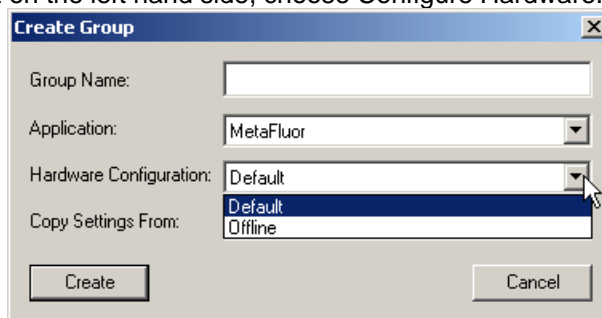
2. Click on Create Group



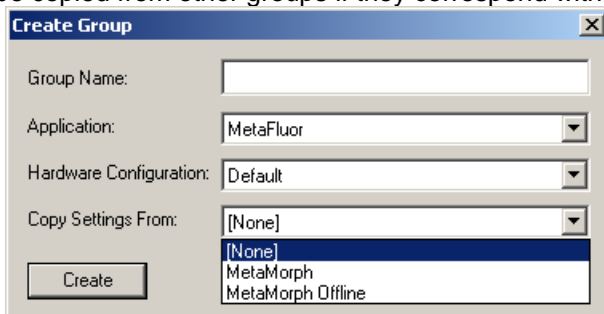
3. Choose which Application the group will utilize  
 a. The list will reflect what is available to you



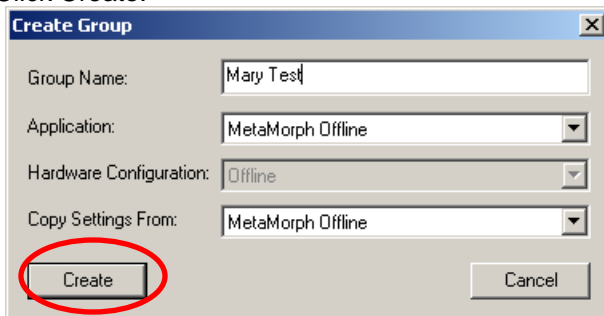
4. Choose the setting for the group
  - a. For detailed hardware configuration instructions, press F1 on your keyboard.
  - b. From the list on the left hand side, choose Configure Hardware.



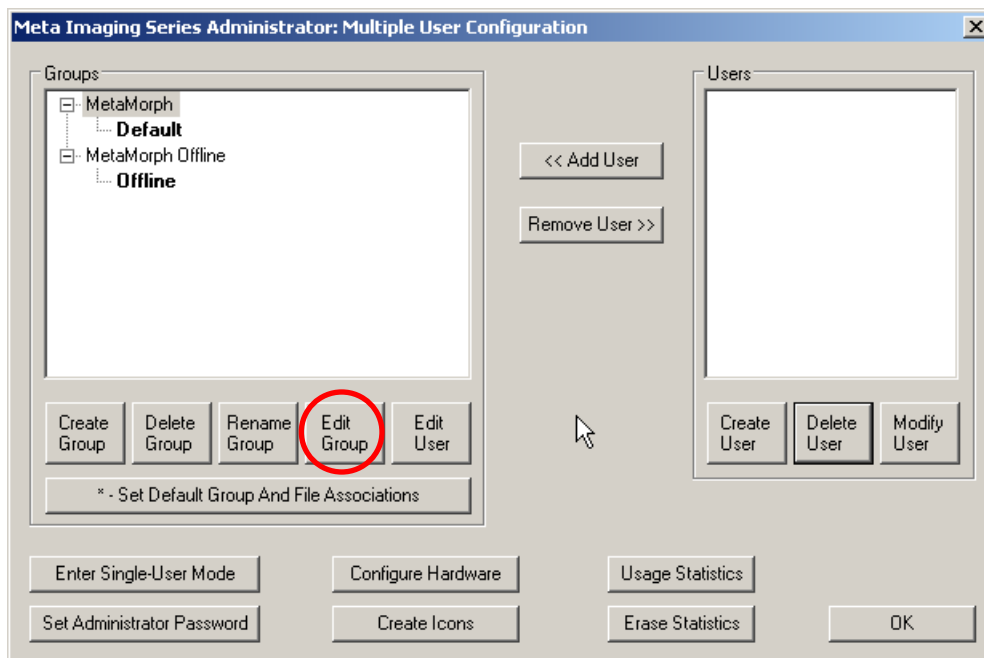
5. User settings can be copied from other groups if they correspond with what the new group needs.



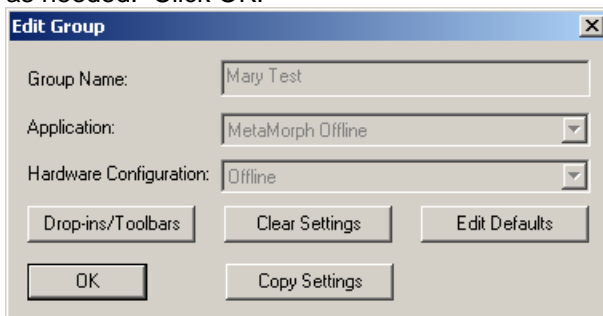
6. Name the group. Click Create.



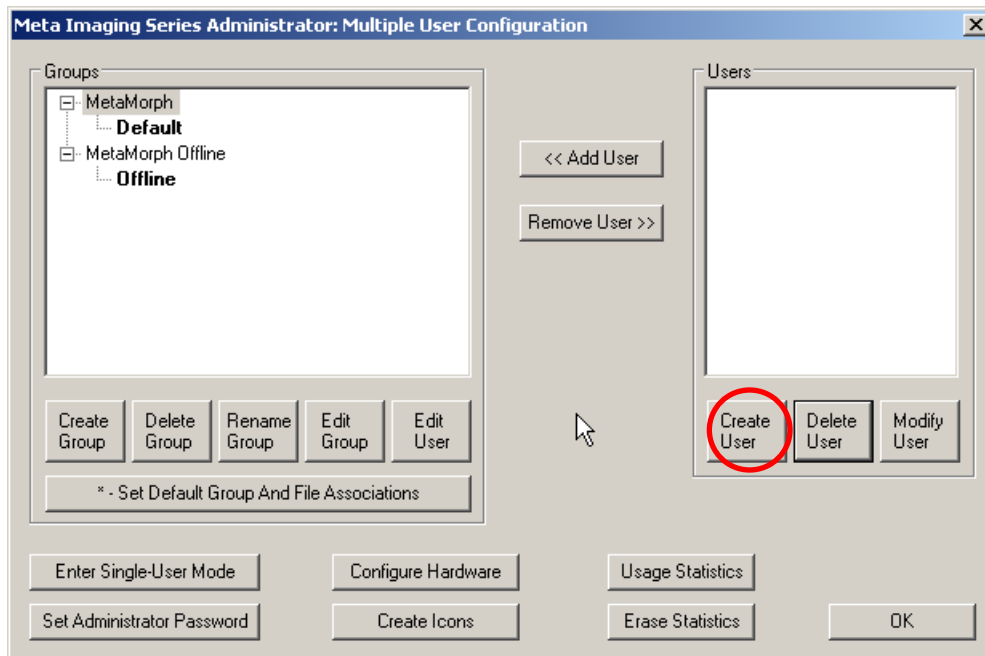
7. If the settings needs are unknown at the time of creation, they can be edited later to fit the group. Click on Edit Group in the Meta Administrator dialog box.



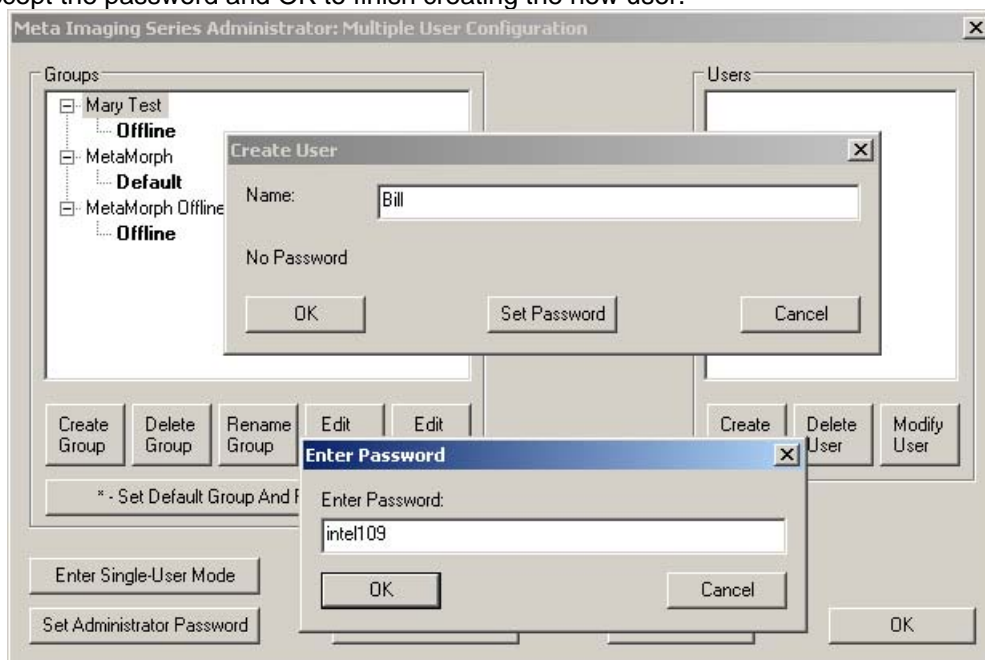
8. Adjust the settings as needed. Click OK.



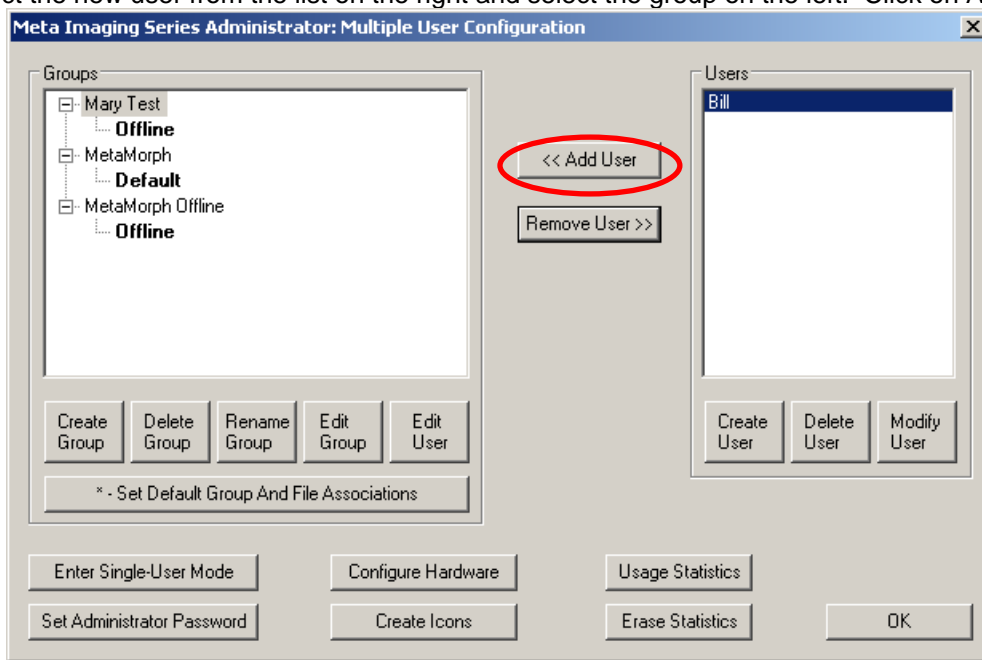
9. To add users to a group, you must first create the users. Click on Create User in the Meta Administrator dialog box.



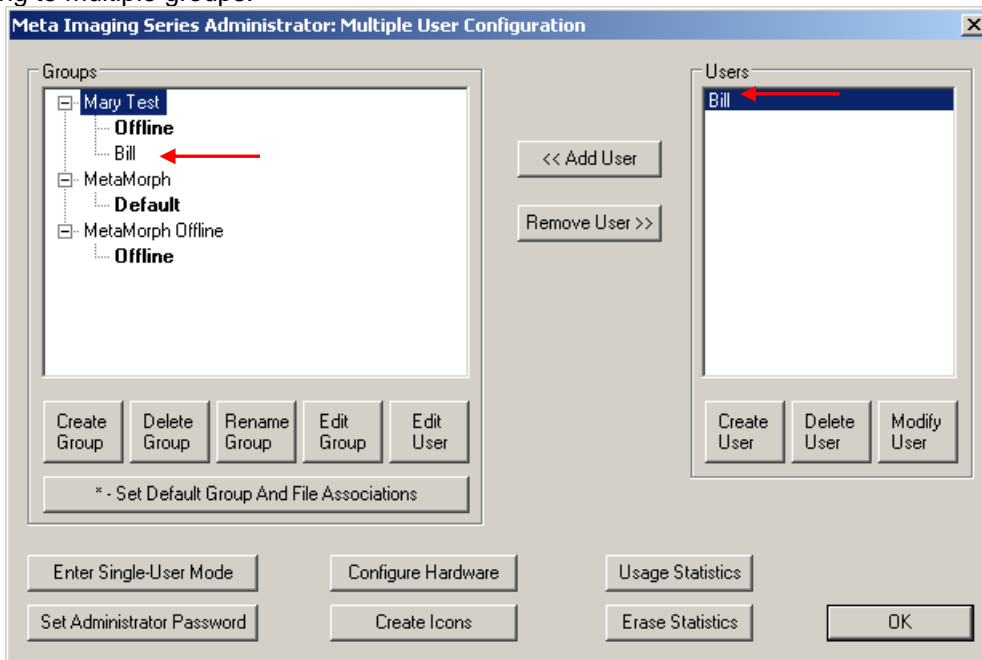
10. Type in the name. Click on Set Password and enter the new users password. Click on OK to accept the password and OK to finish creating the new user.



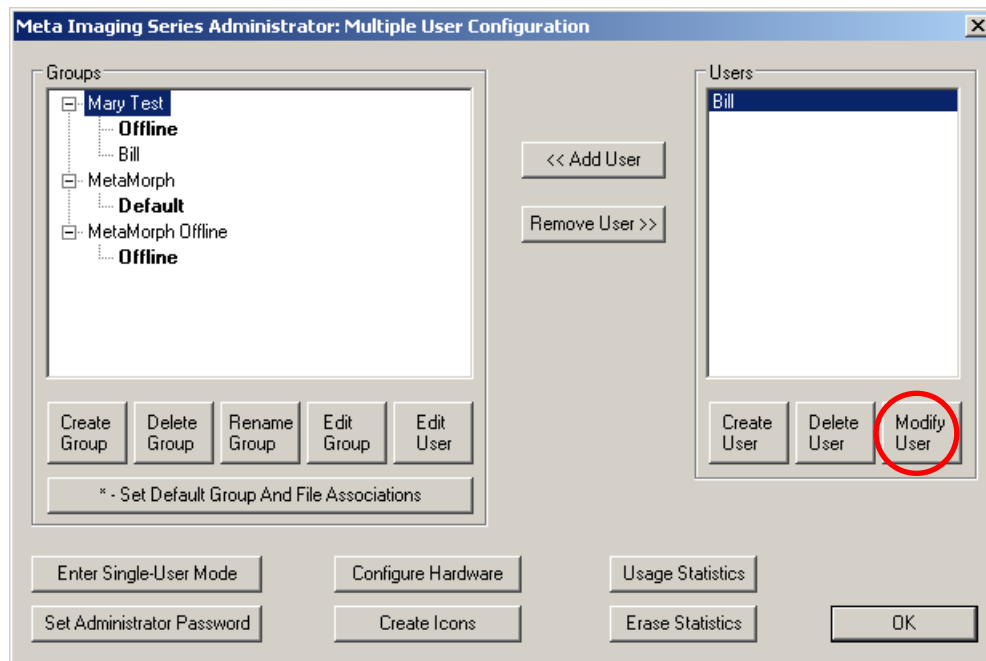
11. Select the new user from the list on the right and select the group on the left. Click on Add User.



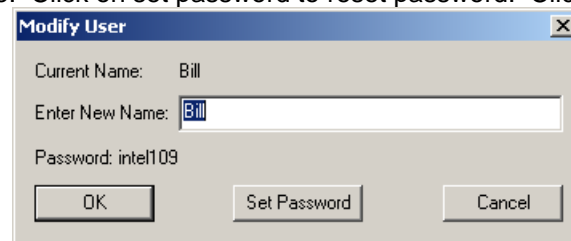
12. Notice that the users name is now in the new group and still in the users list. Each user can belong to multiple groups.



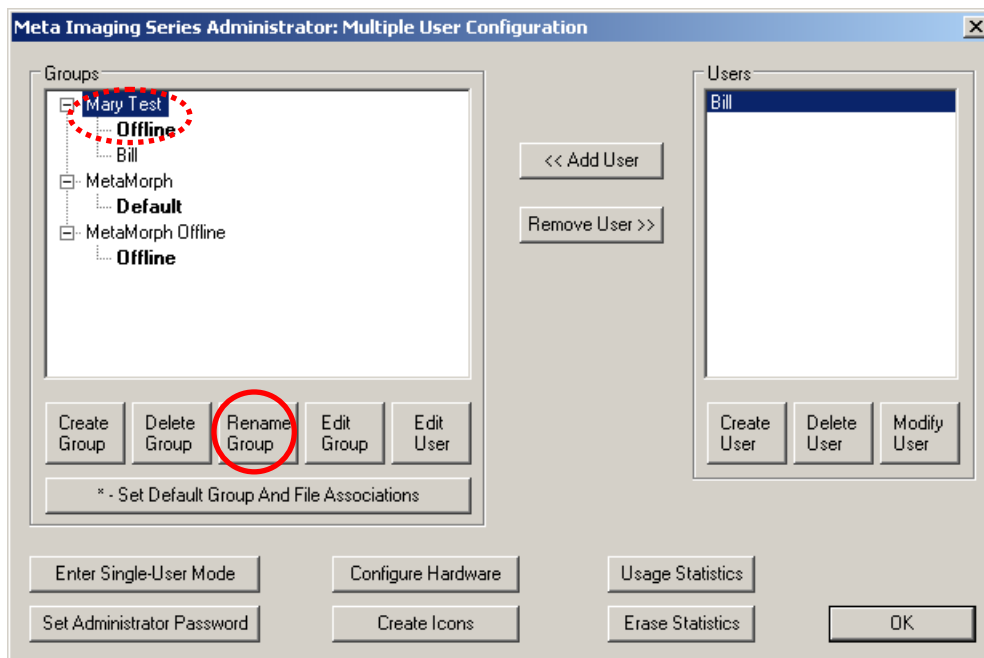
13. To change a users name or password, click on Modify User



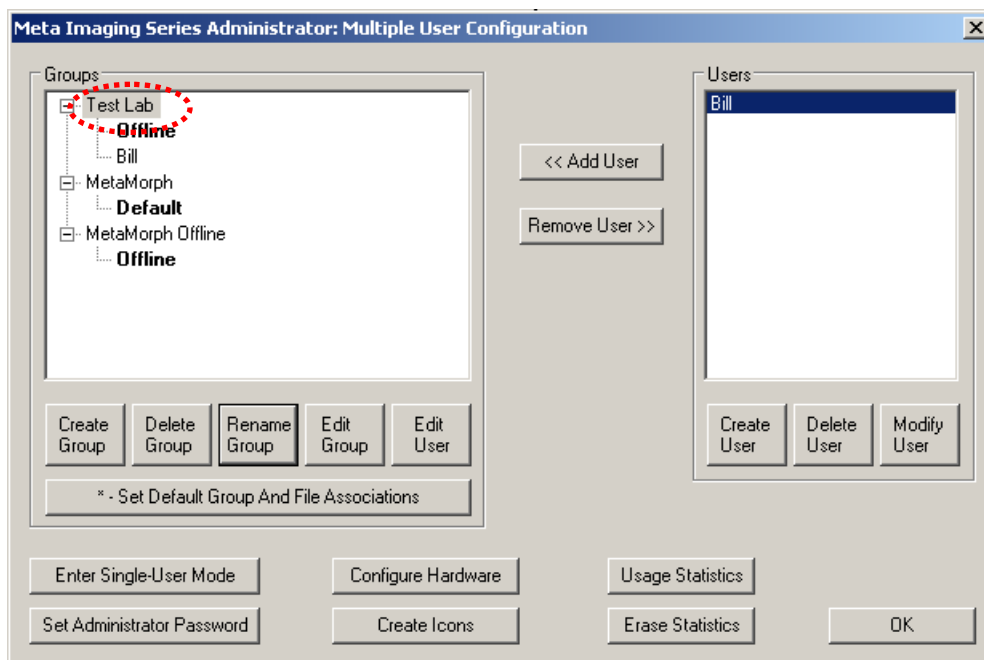
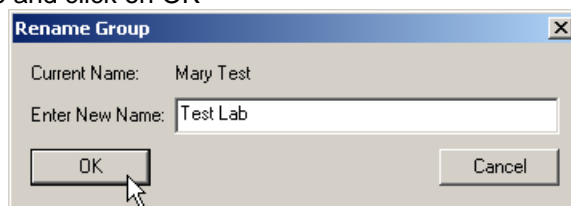
14. Enter the new name. Click on set password to reset password. Click on OK.



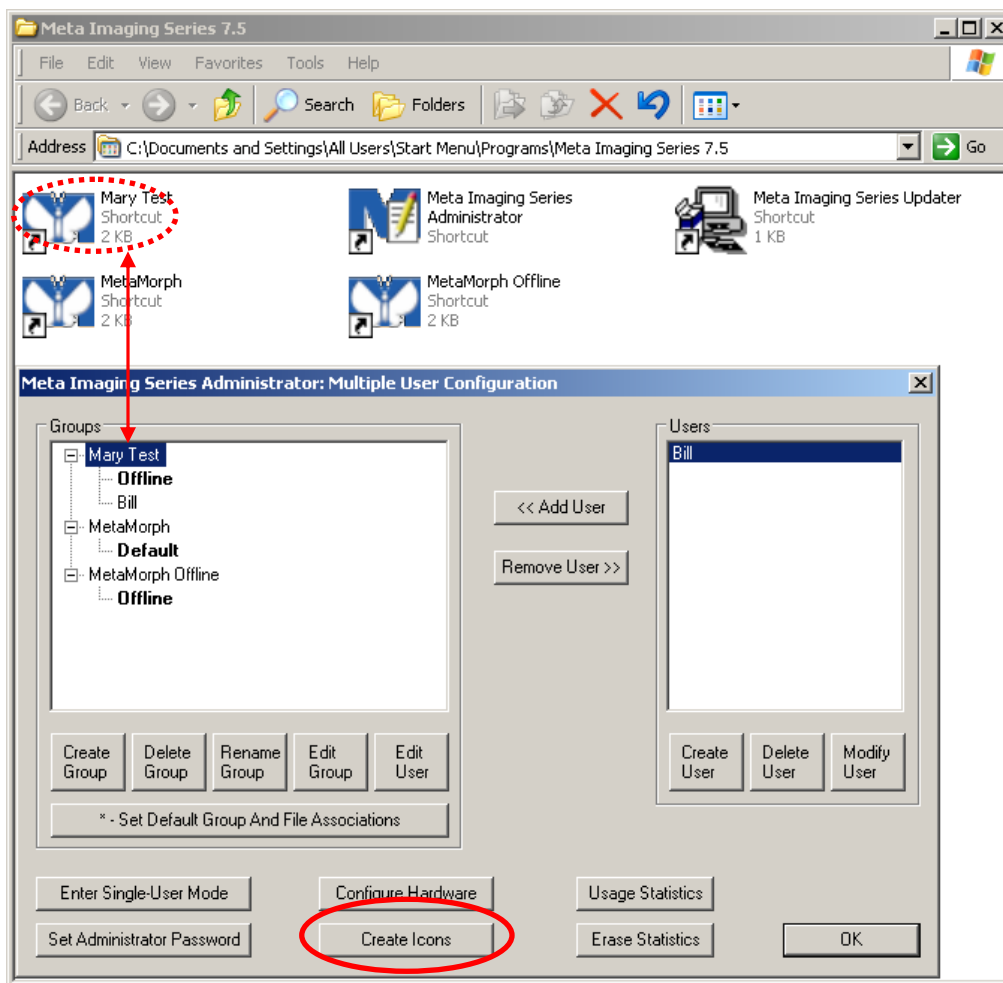
15. To change a group name, select the group and click on Rename Group.



16. Enter the new name and click on OK



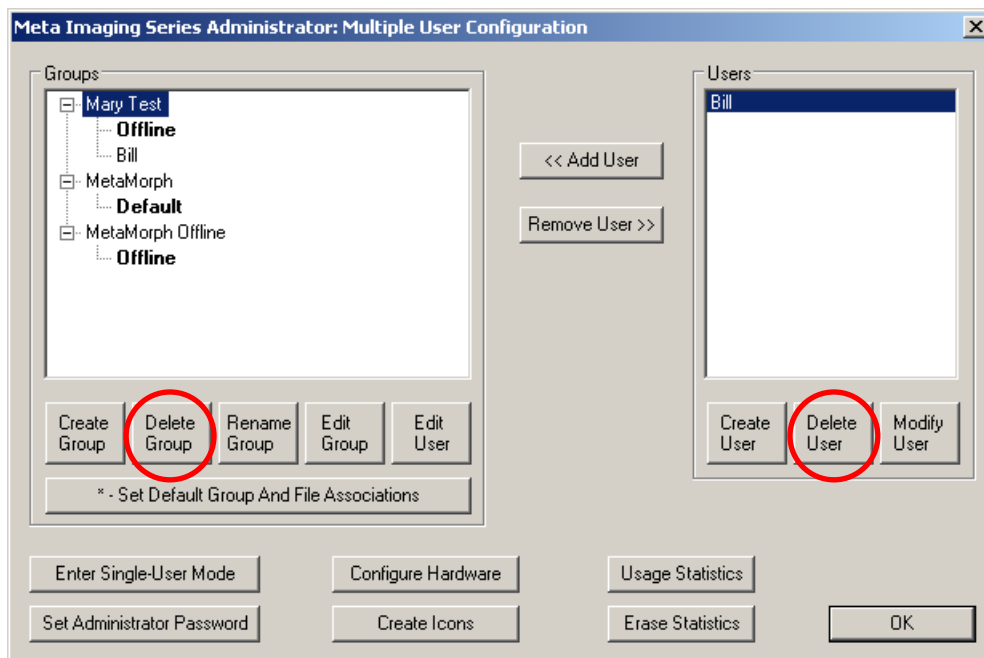
17. Once a group has been created or renamed, click Create Icons. A new MetaMorph icon with the new groups name will appear in the MetaMorph folder. This can be pasted to the desktop for ease of use.



18. To delete either a group or a user, click on Delete Group or Delete User.

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19. The Set Default Group and File Associations button sets the selected group to be the default application used to open Stack (.stk) and TIFF (.tif and .tiff) files in Windows. When a Stack or TIFF file is double-clicked in Windows Explorer or the Windows Desktop, the selected version of MetaMorph will open and display the image.
20. To configure hardware for a non-offline group, select the group and click on Configure Hardware
  - a. Follow instructions in F1 help or various technical notes for specific pieces of hardware.
21. Usage Statistics is for Administrators to monitor how long users are logged into the software.
  - a. Can be erased using the Erase Statistics button.

