# Adding and Deleting Customers

A Customer is an owner of Volumes. This page details how to Add or Delete Customers.

## Add Customer

To add a Customer, right-click on the Server Node of the Customer Tree and select “Add Customer”.

This will launch a modified version of the Customer Properties Window. The first tab on the Add Customer window is the Identity tab. The Identity tab requires the input of a Customer ID and a Customer Description. Both of these items must follow the syntax rules.

The Contact Details tab provides a location for contact details for that customer.

The Options tab can be utilized to set specific details about a customer. These details are accessible at any point by right-clicking the customer and selecting Properties. For details on these options, see the Customer Properties Window.

Once you click “Save”, TapeMaster will open a window asking if you'd like to add some media to this customer. If selected yes, then TapeMaster will display the `Add Media Types for new Customer` window. Create relevant Media Type by changing the `Create` option from `False` to `True`

Click `OK` to continue.

The next prompt will be to add the relevant repositories.

## Delete Customer

To delete a customer, right-click on the Customer in the Customer Tree and select Delete Customer.

Note: A customer may only be deleted when it does not contain Media Types, Repositories, or Volumes.

From:
https://docs.tapetrack.com/ - **TapeTrack Documentation**

Permanent link:
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Last update: **2025/01/21 22:07**