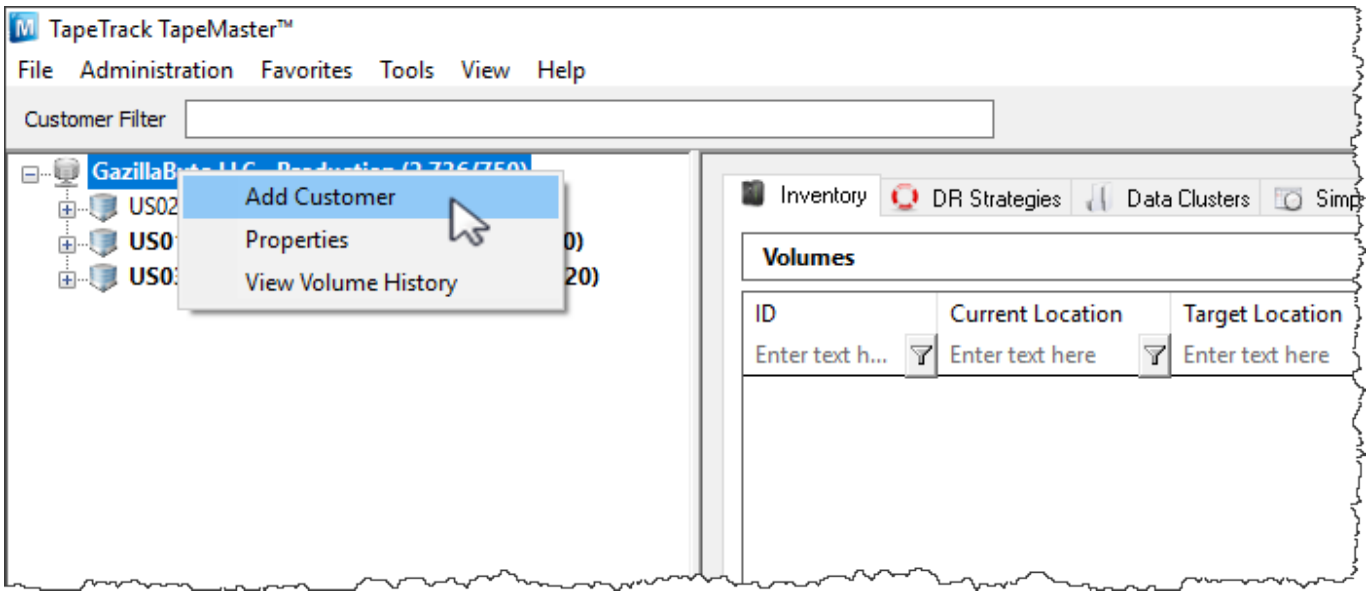
Adding and Deleting Customers

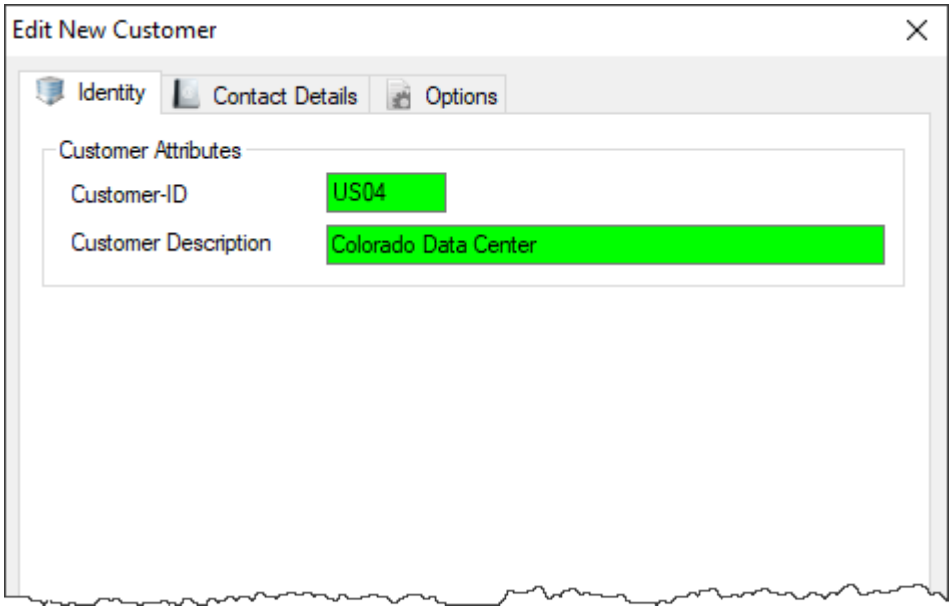
A Customer is an owner of Volumes. This page details how to Add or Delete Customers.

Add Customer

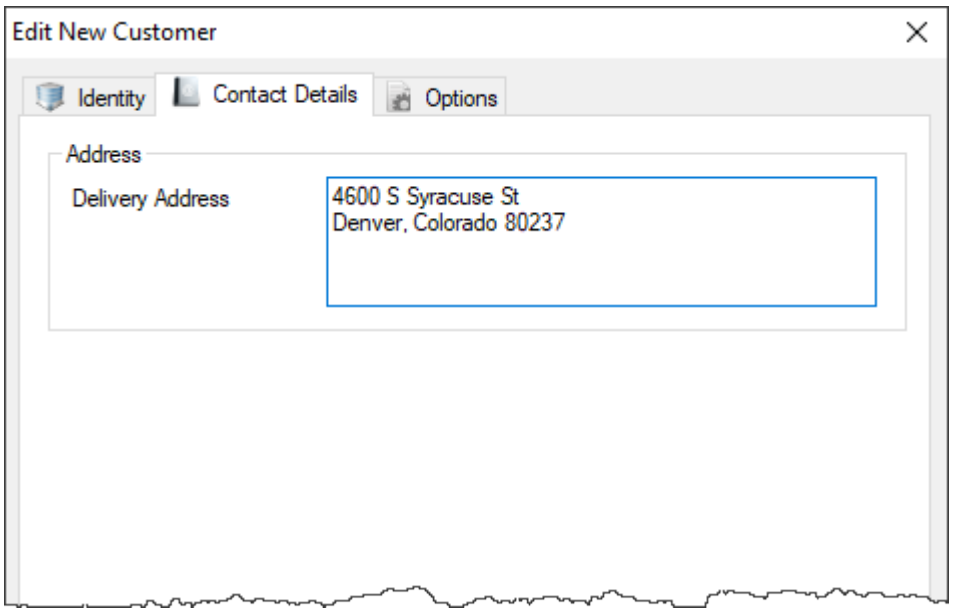
To add a Customer, right-click on the Server Node of the Customer Tree and select “Add Customer”.



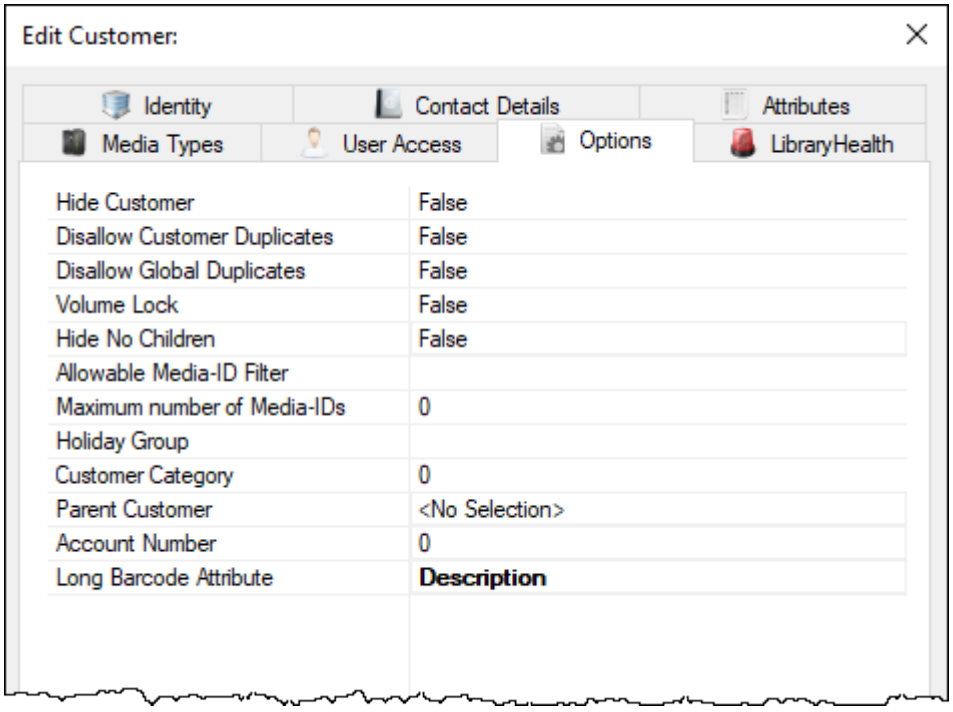
This will launch a modified version of the Customer Properties Window. The first tab on the Add Customer window is the Identity tab. The Identity tab requires the input of a Customer-ID and a Customer Description. You can add up to four characters as the Customer-ID and up to forty characters for the Customer Description.



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



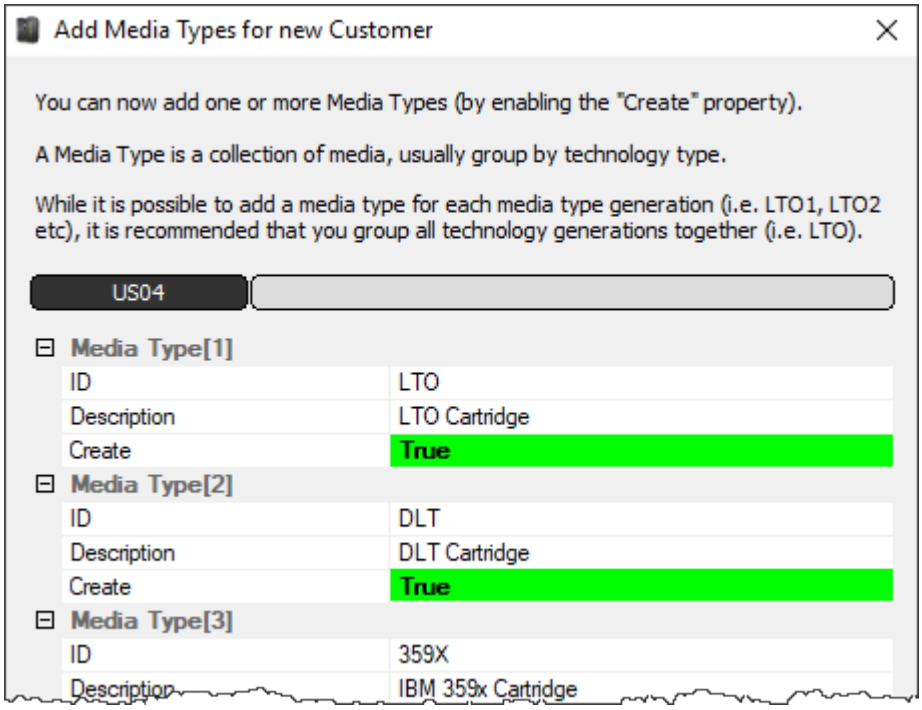
The Options tab can be utilized to set specific details about a customer. These details are accessible at any point by right-clicking the customer and selecting Properties.



- **Hide Customer** when set to true removes the customer from view in the customer tree.
- **Dissallow Customer Duplicates** stops the duplication of volume ID's across the customer media types.
- **Dissallow Global Duplicates** stops the duplication of volume ID's across all customers.
- **Volume Lock** stops any volumes within this customer
- **Hide No Children** stops the display of this customer unless showing children or has media defined.
- **Allowable Media-ID Filter**, if set, restricts the allowable volume ID formats for this customer.
- **Maximum number of Media-ID's** that can be created for this customer ID. 0=No limit.
- **Holiday Group** assigns a group for simple management calculations of holidays to avoid.
- **Customer Catagory** is an arbitrary number that can be set to group Customers for batch processing.
- **Parent Customer** displays the current customer as a child under the selected customer.

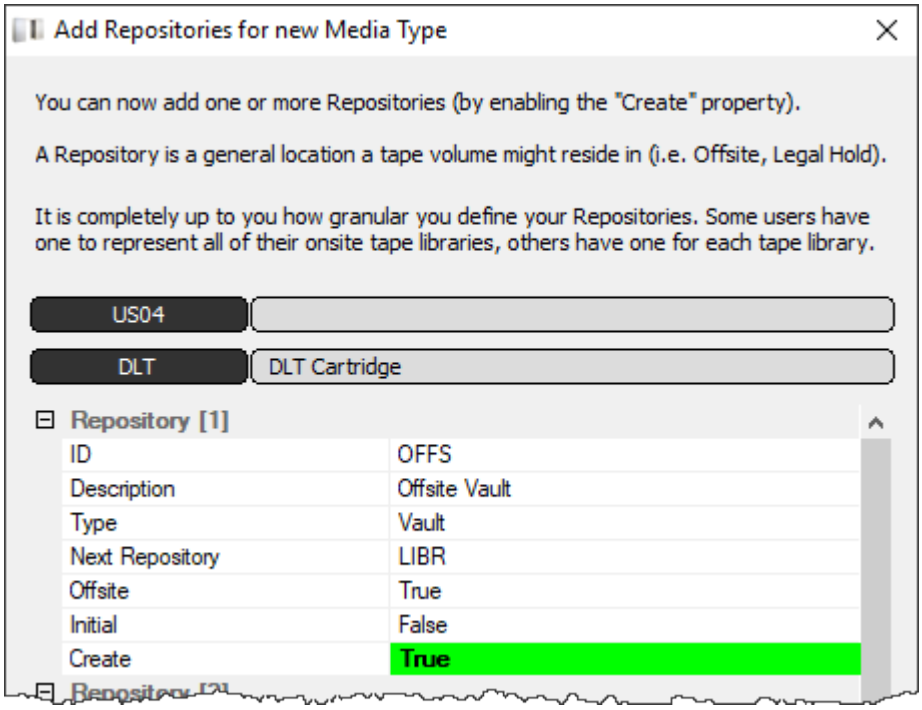
- **Account Number** Iron Mountain (or other 3rd party) account number.

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`. Other fields may be edited to customize your values.



Click `OK` to continue.

The next prompt will be to add the relevant repositories. Create relevant repositories by changing the `Create` option from `False` to `True`. Other fields may be edited to customize your values.



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.

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