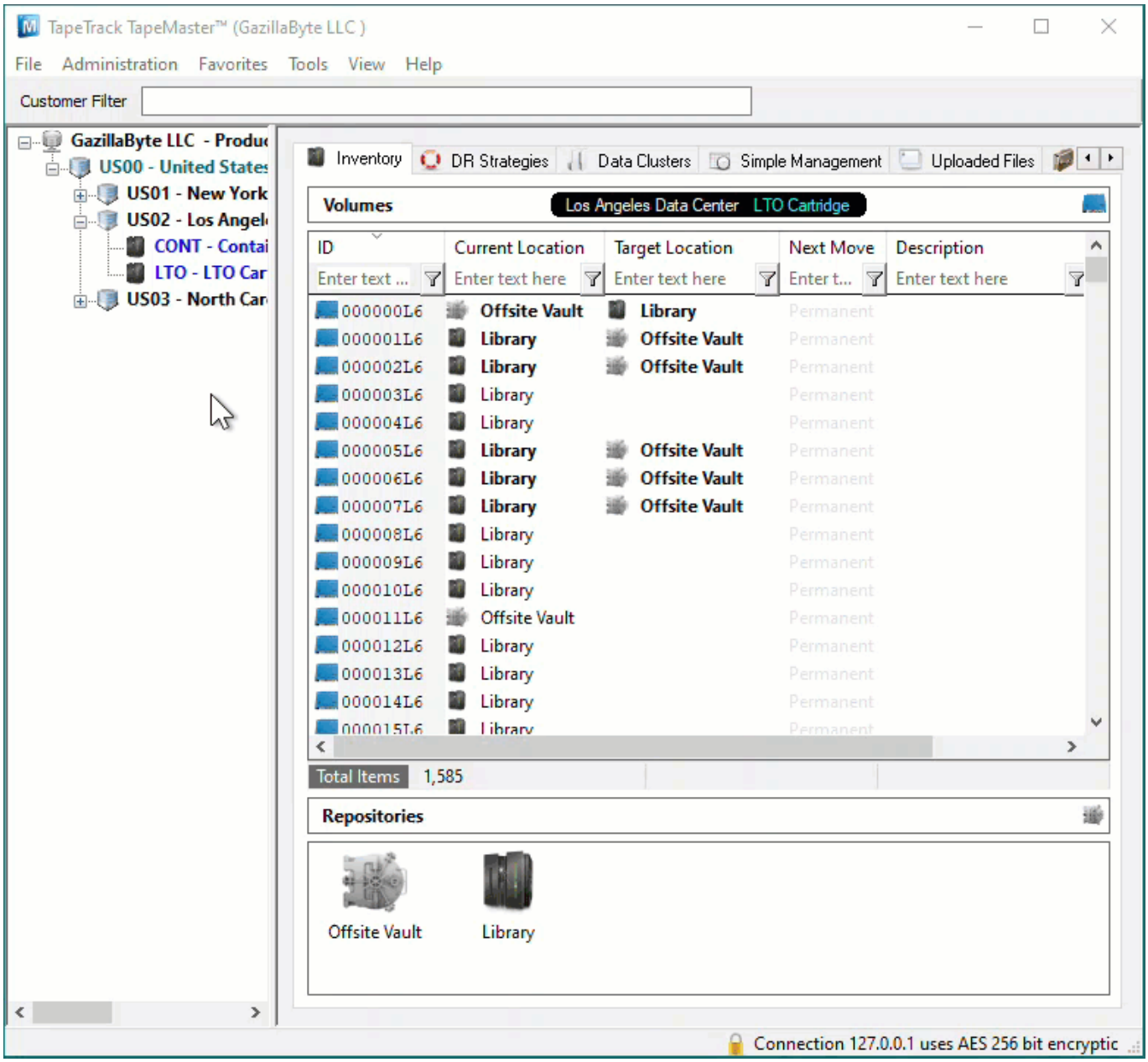
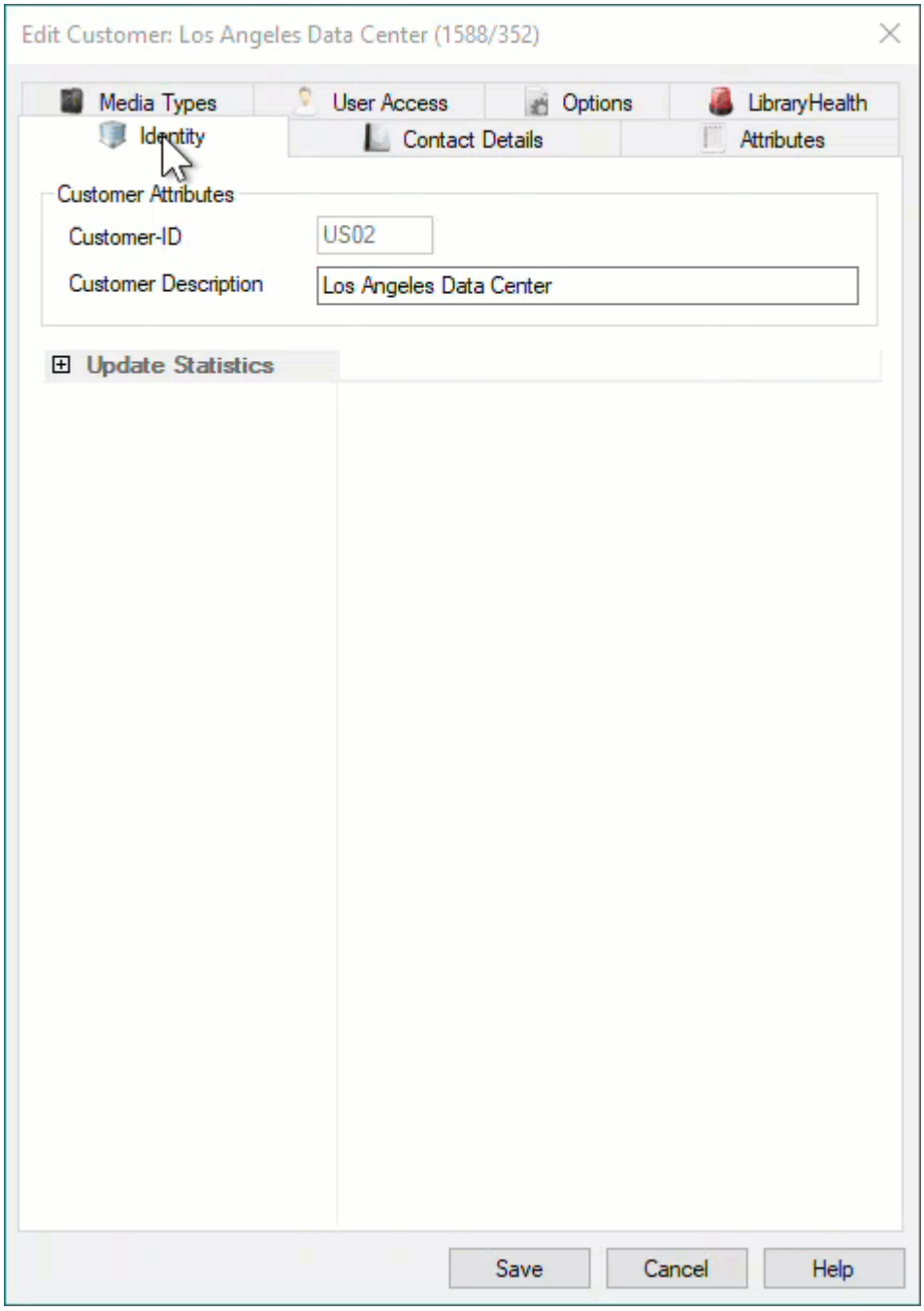
# Hiding Customers

You need tapemaster rights to access the main menu to make any alterations

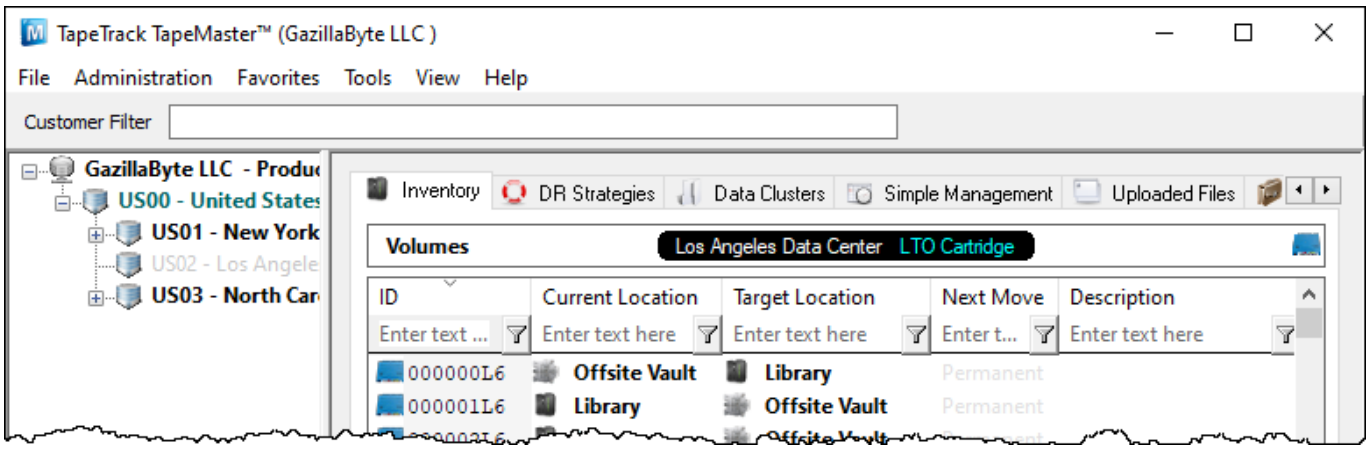
To Hide a Customer, in TapeMaster right click the required Customer-ID and select `Properties`.



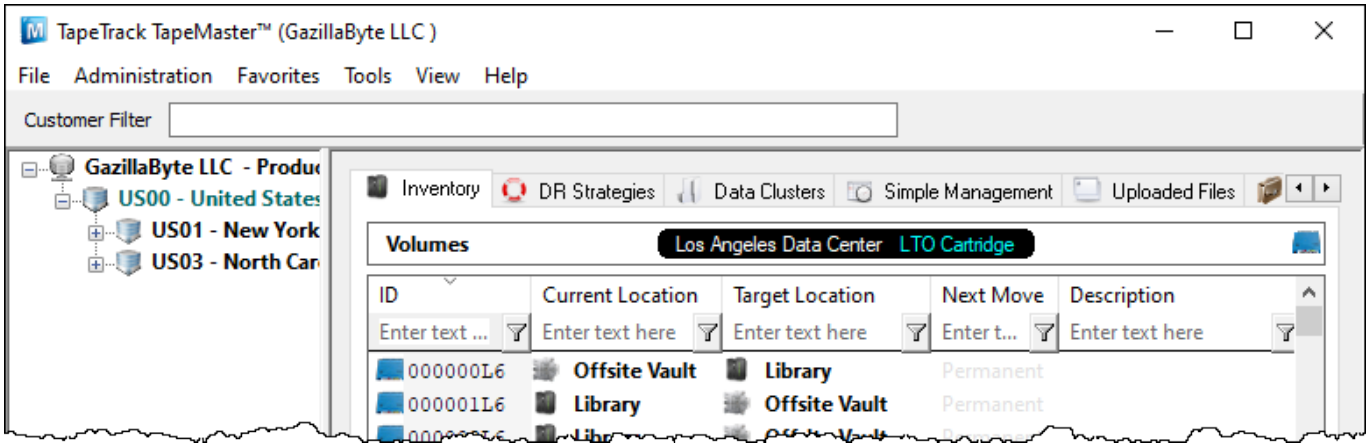

From the `Edit Customer` window select the `Options` tab, set `Hide Customer` option to `True` and click `Save` to update data.




Once hidden, the Customer can be set to either be greyed out and inactive (not clickable)

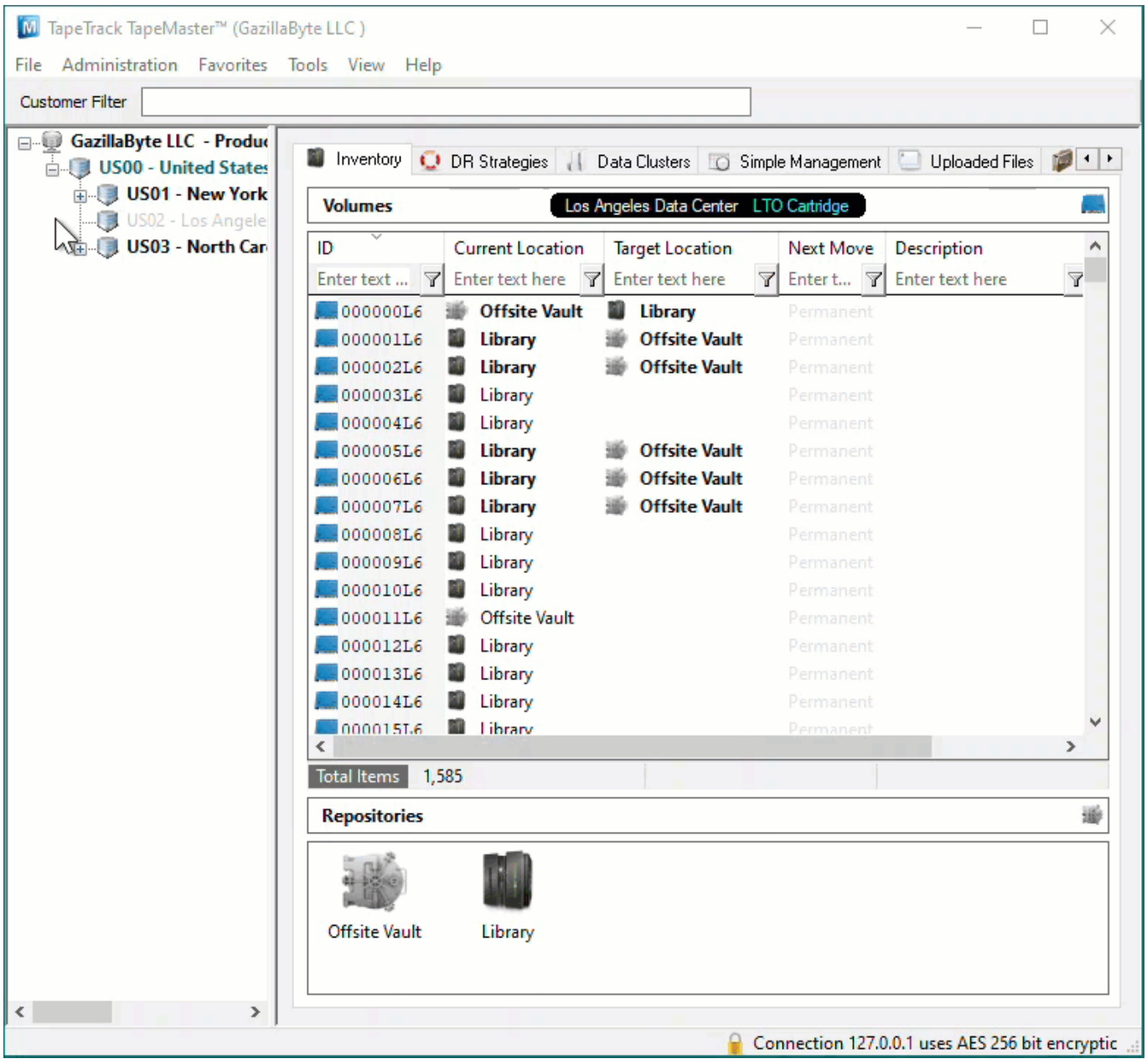



or completely removed from display.



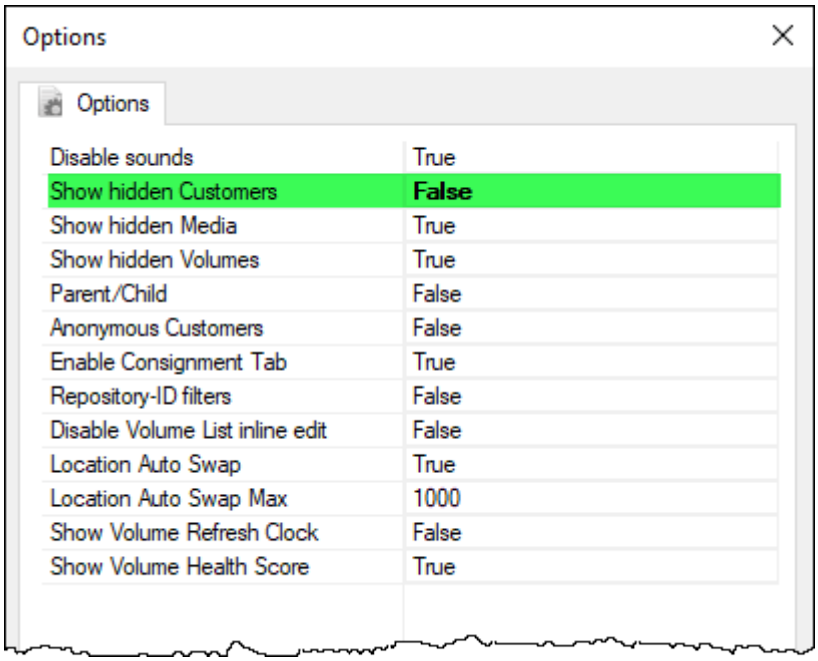

To have the hidden Customer displayed in a greyed out format:

- From the main menu, click `File` > `Preferences`



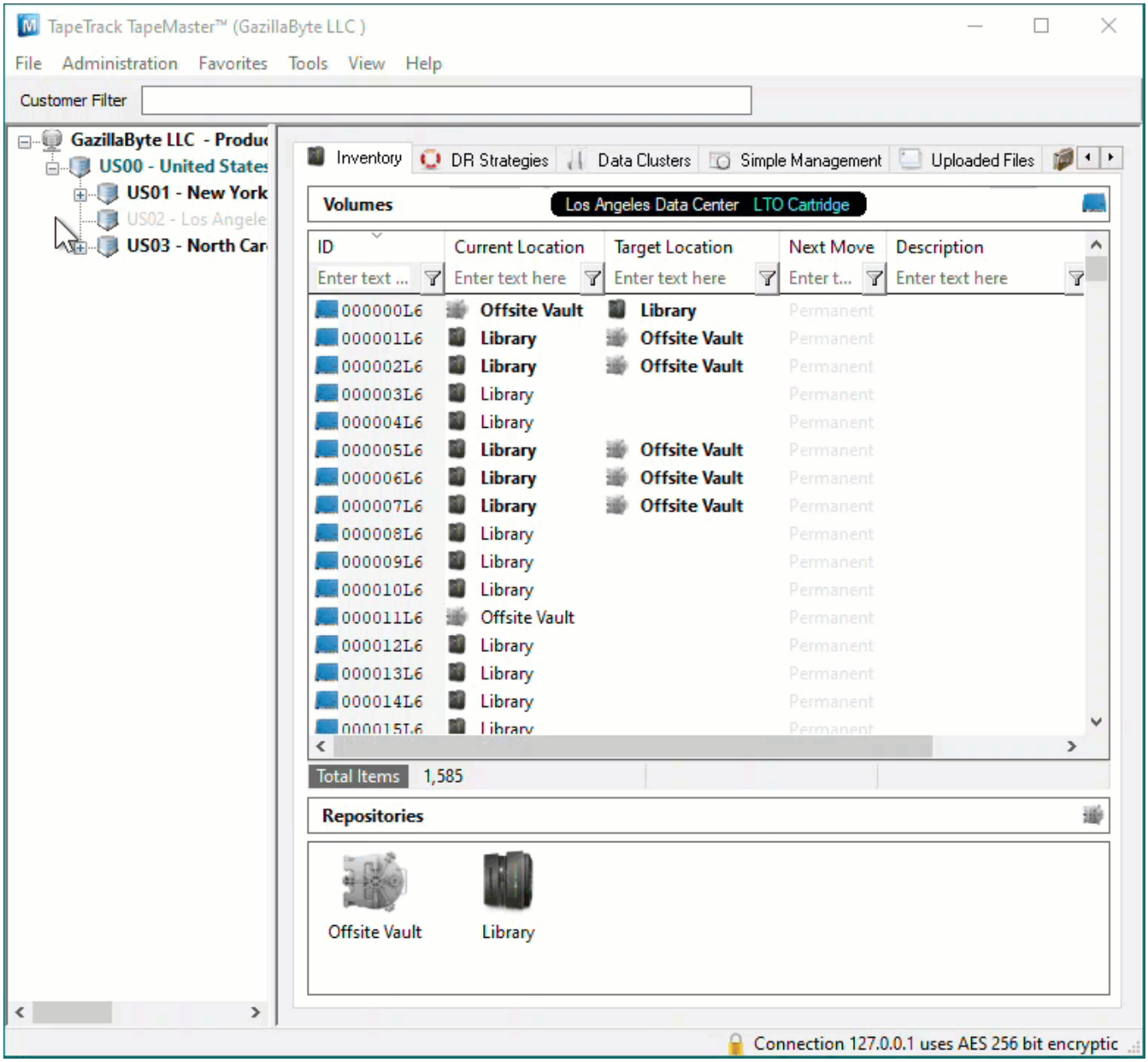

- In the options window, set `Show Hidden Customers` to `True`
- Click `Save` to update data.

- Click anywhere in the Customer Tree to set focus and on your keyboard click F5 to update display.

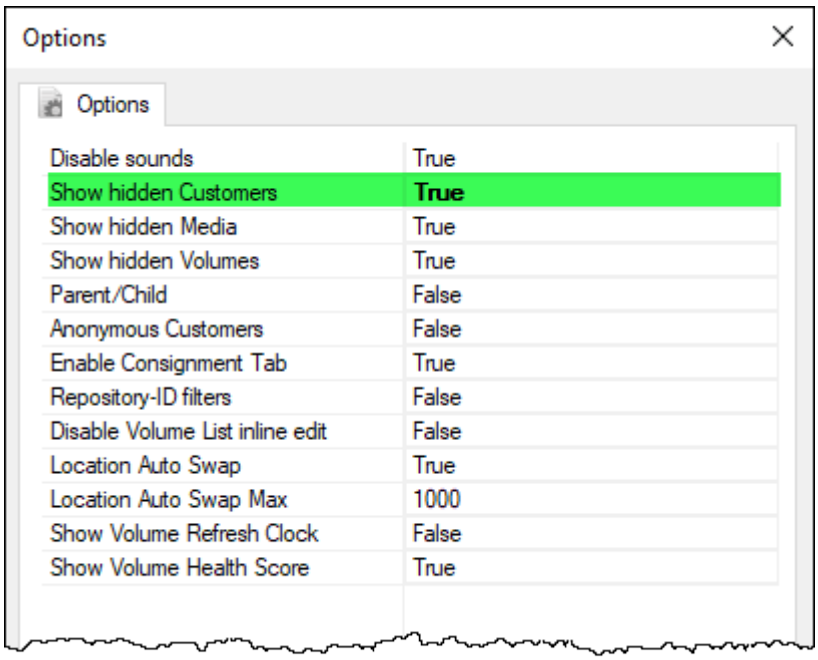



To have the hidden Customer removed from display:

- From the main menu, click `File` > `Preferences`



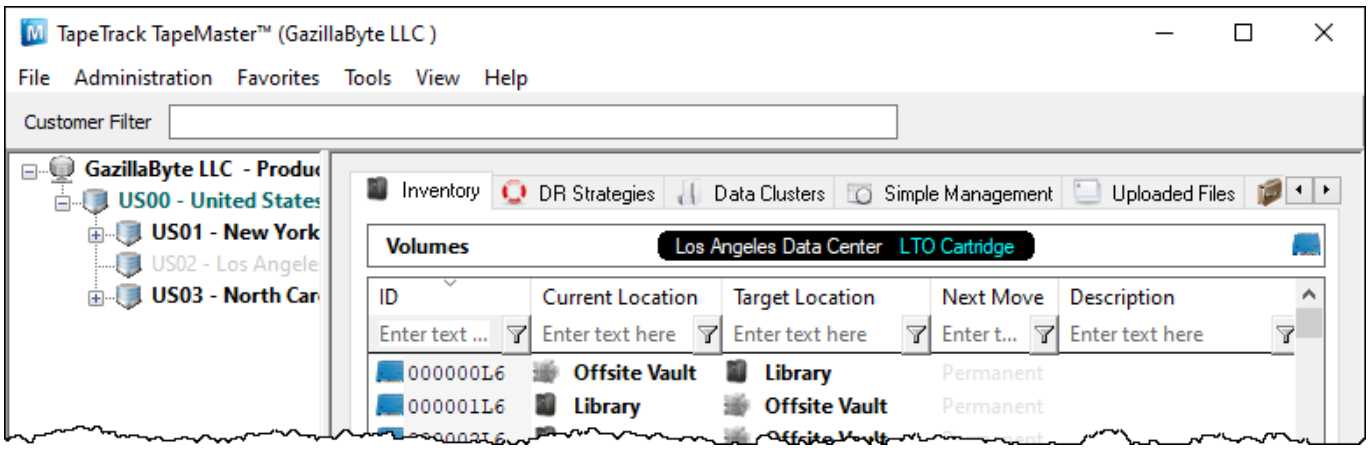

- In the options window, set `Show Hidden Customers` to `False`
- Click `Save` to update data.
- Click anywhere in the Customer Tree to set focus and on your keyboard click F5 to update display.




# Unhiding Customers

Unhiding Customers is essentially the same procedure to hiding Customers but in the reverse order.

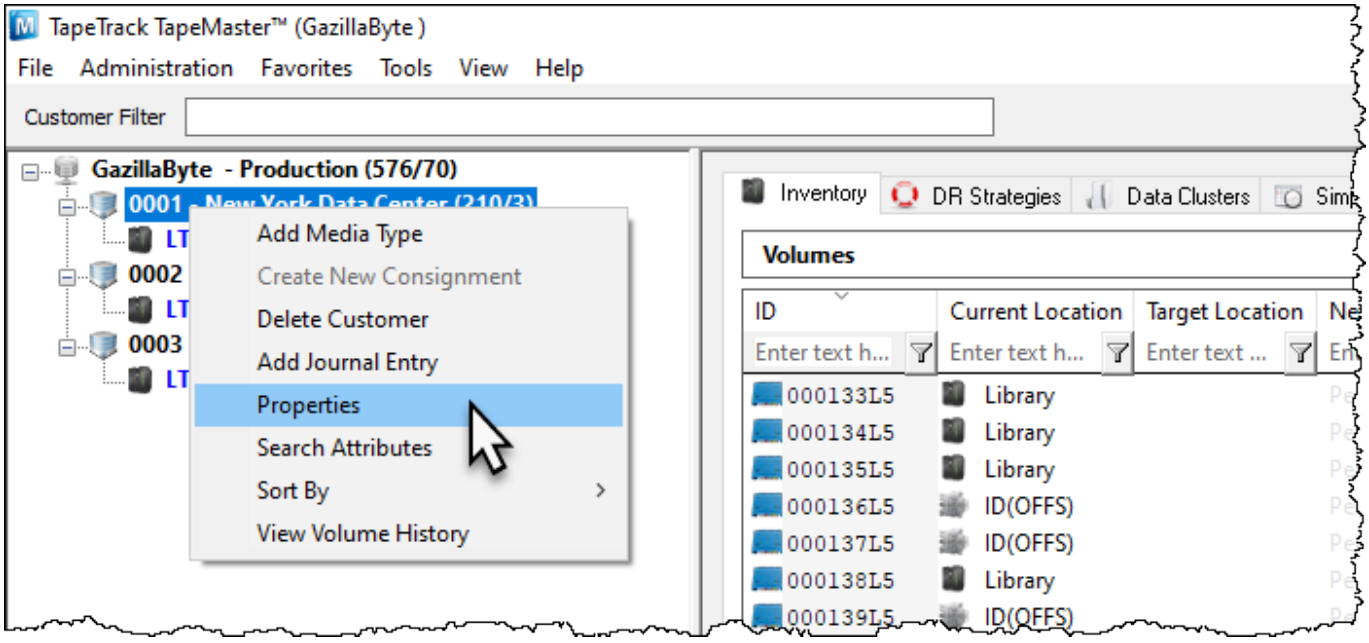
If you can see the hidden Customers but in a greyed out format you can skip this step.



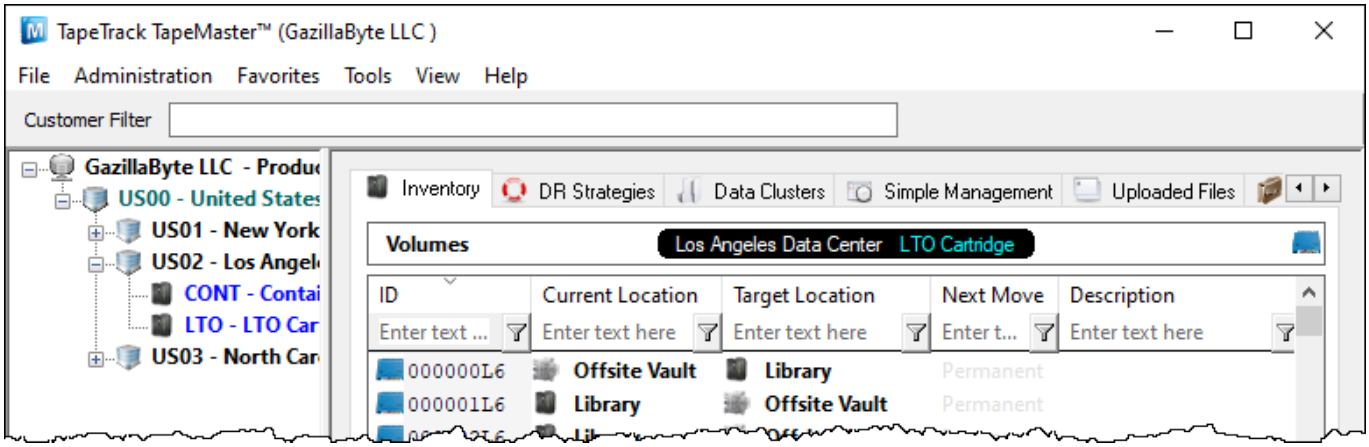

If you can't see the hidden customer, from the Main Menu click `File` > `Preferences` to open the `Options` tab. Set the option `Show Hidden Customers` to `True`. Click `OK` to update the settings.

Any hidden Customers will now show in the Customer Tree as a Greyed out listing.

Right click on the required hidden Customer and select `Properties` to open the `Edit Customer` window. Select the `Options` tab and set the option `Hide Customer` to `False` and click `OK` to update the settings.




The Customer will no longer be hidden.




If you have other hidden Customers that you want removed from view remember to set the Show `hidden Customers` to `False` from the Server `Options` accessed from the Main Menu by clicking `File` > `Preferences`

hidden, media, technote, update doco

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