


# 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.

TapeMaster\_Add\_Customer.png The Contact Details tab provides a location for contact details for that customer.

TapeMaster\_Add\_Customer2.png 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.

TapeMaster\_Add\_Customer3.png Once you click “Save”, TapeMaster will open a prompt asking if you'd like to add some media. If selected yes, then TapeMaster will prompt you to the Add Media Types for new Customer window. Create relevant Media Type by changing the Create option from False to True Delete Customer

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

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

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