

# 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. 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.

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