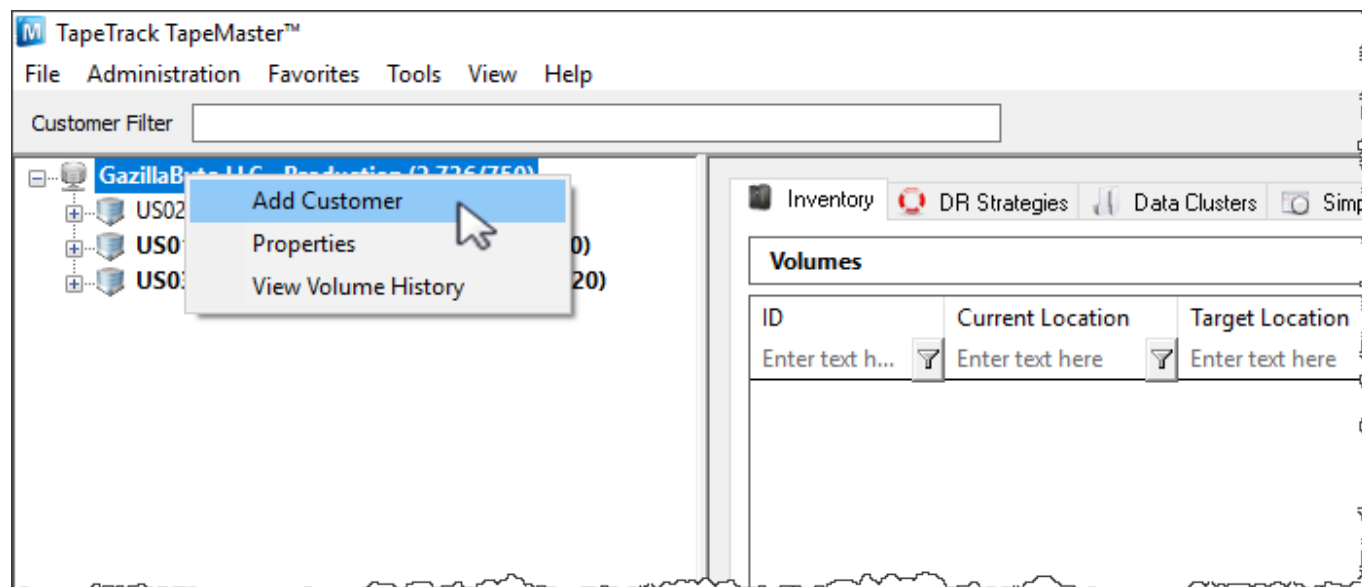


# Adding and Maintaining Customers

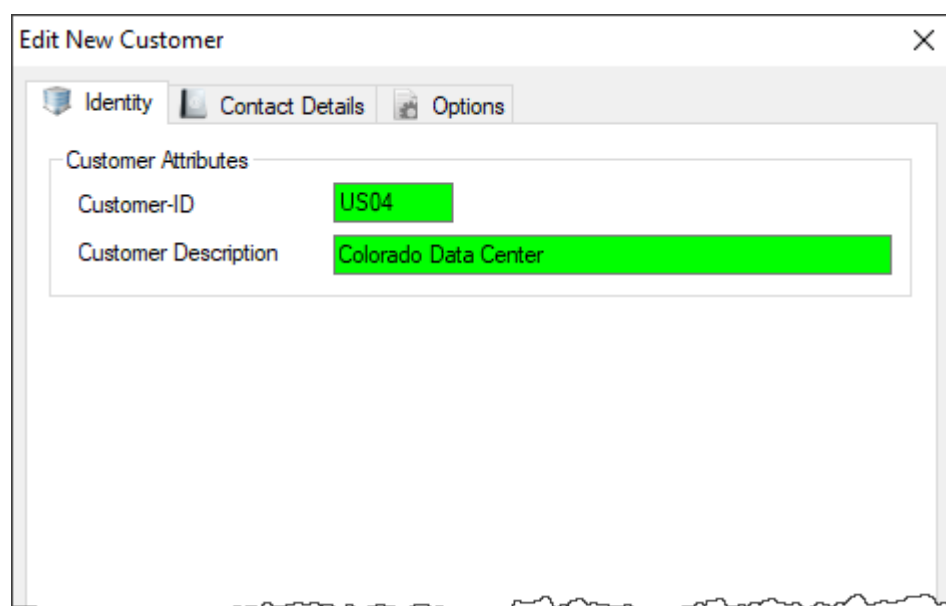
A Customer is an owner of Volumes. This page details how to Add or Delete Customers.

## 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 screenshot shows the 'Edit New Customer' dialog box with the 'Identity' tab selected. The 'Address' section contains a text box for the 'Delivery Address' with the value '4600 S Syracuse St Denver, Colorado 80237'.

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.

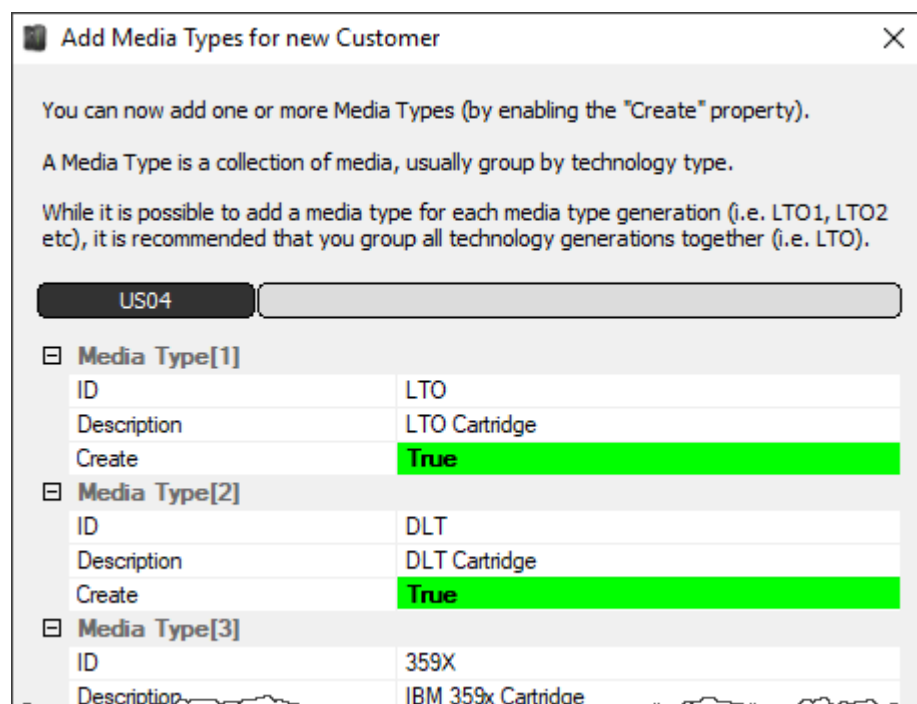
The screenshot shows the 'Edit Customer' dialog box with the 'Options' tab selected. The 'LibraryHealth' section is active, displaying a list of settings for the customer.

Hide Customer	False
Disallow Customer Duplicates	False
Disallow Global Duplicates	False
Volume Lock	False
Hide No Children	False
Allowable Media-ID Filter	
Maximum number of Media-IDs	0
Holiday Group	
Customer Category	0
Parent Customer	<No Selection>
Account Number	0
Long Barcode Attribute	<b>Description</b>

- **Hide Customer** when set to true removes the customer from view in the customer tree.
- **Disallow Customer Duplicates** stops the duplication of **volume ID's** across the customer media types.
- **Disallow 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 Category** 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.



**Add Media Types for new Customer**

You can now add one or more Media Types (by enabling the "Create" property).

A Media Type is a collection of media, usually group by technology type.

While it is possible to add a media type for each media type generation (i.e. LTO1, LTO2 etc), it is recommended that you group all technology generations together (i.e. LTO).

US04

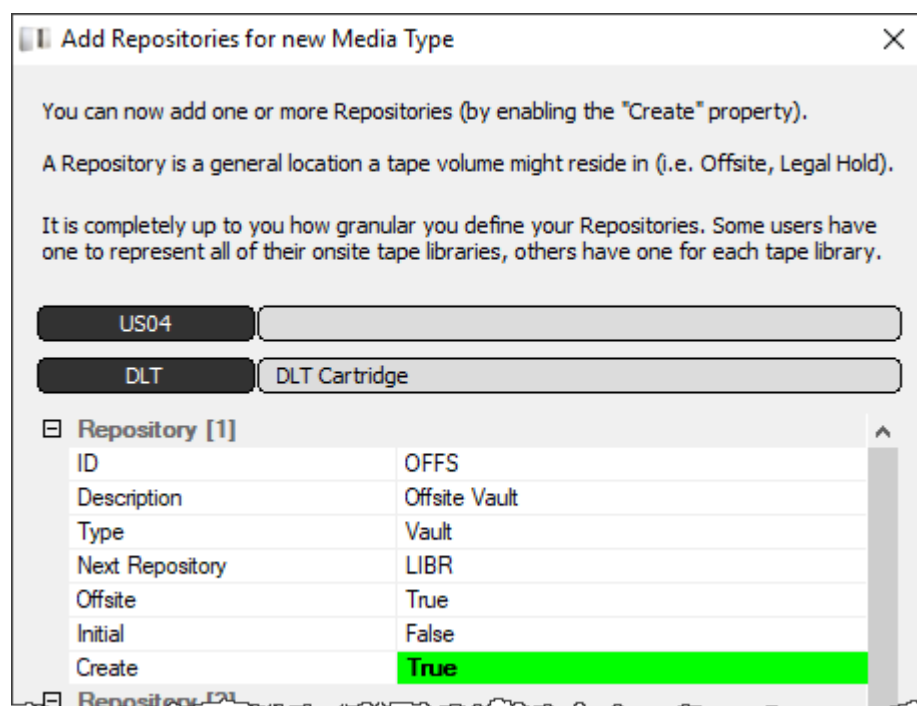
Media Type[1]	
ID	LTO
Description	LTO Cartridge
Create	<b>True</b>

Media Type[2]	
ID	DLT
Description	DLT Cartridge
Create	<b>True</b>

Media Type[3]	
ID	359X
Description	IBM 359x Cartridge

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.



**Add Repositories for new Media Type**

You can now add one or more Repositories (by enabling the "Create" property).

A Repository is a general location a tape volume might reside in (i.e. Offsite, Legal Hold).

It is completely up to you how granular you define your Repositories. Some users have one to represent all of their onsite tape libraries, others have one for each tape library.

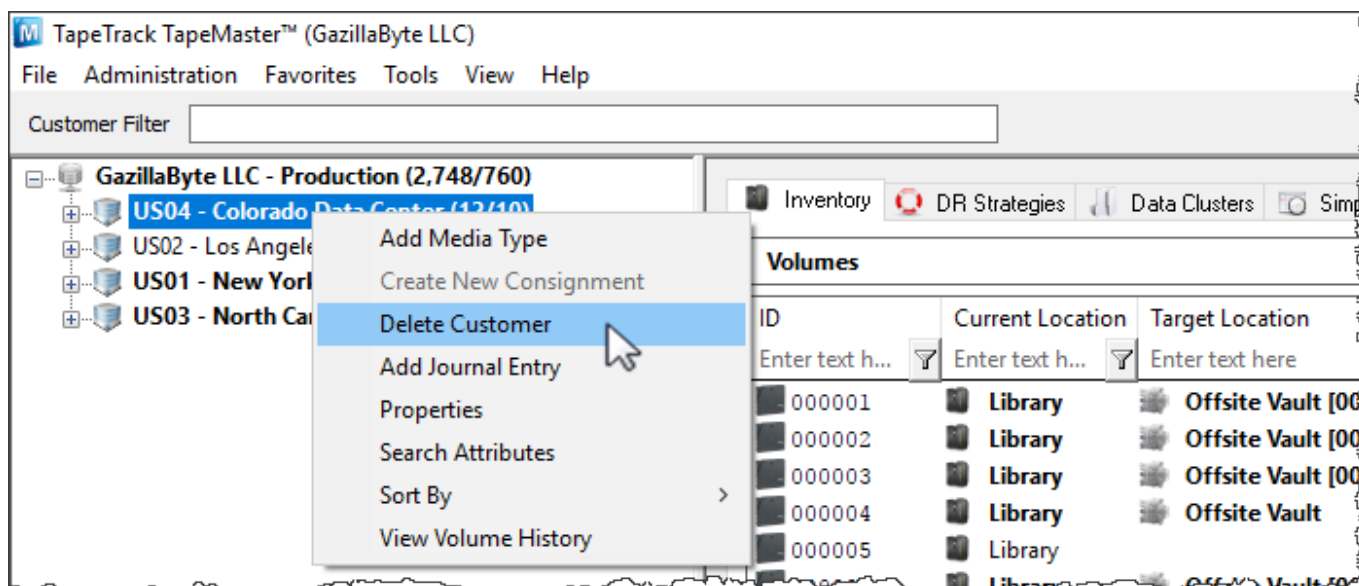
US04

DLT DLT Cartridge

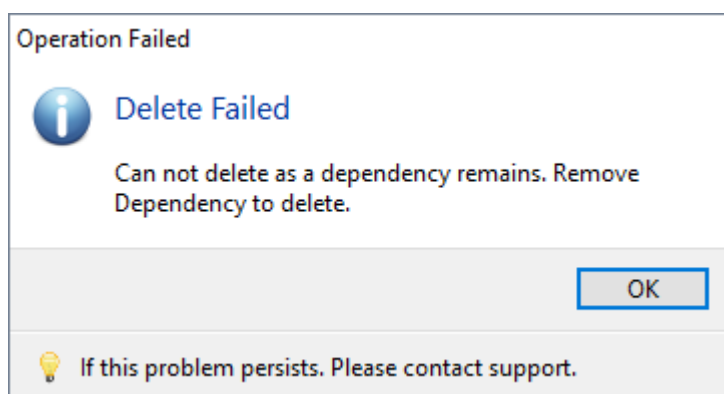
Repository [1]	
ID	OFFS
Description	Offsite Vault
Type	Vault
Next Repository	LIBR
Offsite	True
Initial	False
Create	<b>True</b>

## Delete Customer

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



A customer may only be deleted when it does not contain [Media Types](#), [Repositories](#), or [Volumes](#).



If you receive this error, delete all [volumes](#), then all [repositories](#) and all media types before deleting customer.

You can also delete customers (without the need to remove [volumes](#), [repositories](#) and media types first) by using the Customer Delete plugin. From the menu select Tools → Plugins and then Customer Deletion Utility.

Check each [customer](#) you wish to remove and click Delete. Selected and Yes to the warning popup. Exit out of the plugins window and press F5 in the [customer](#) tree to refresh information.

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