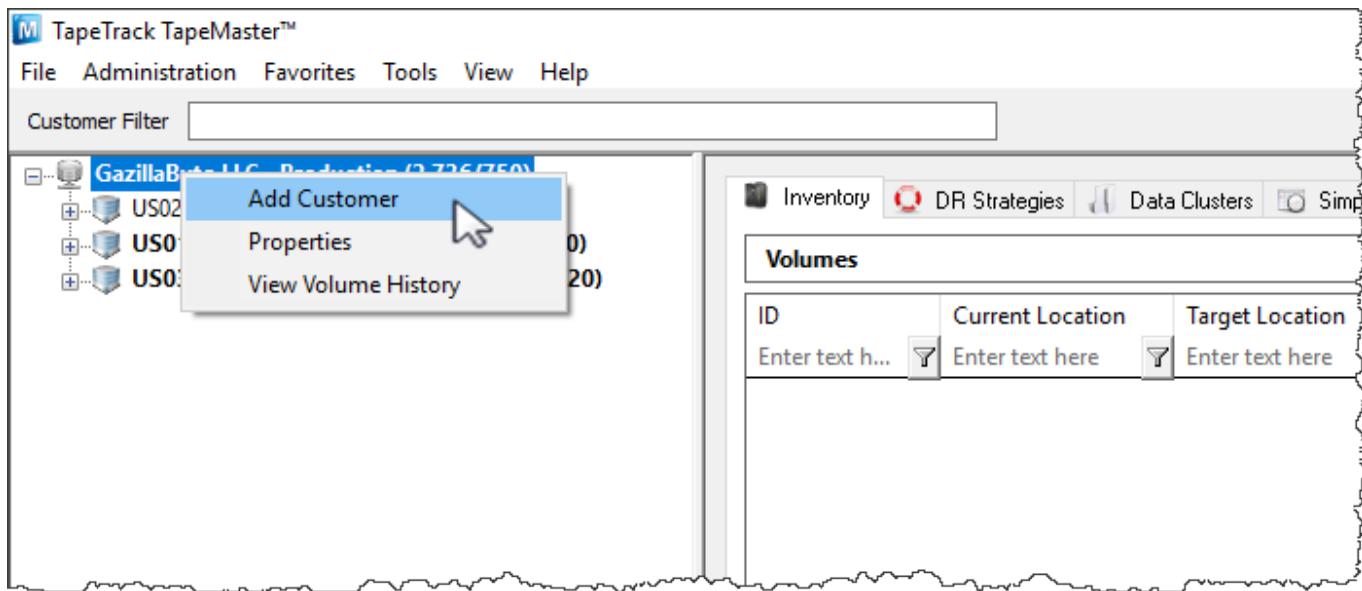


# Adding and Maintaining Customers

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

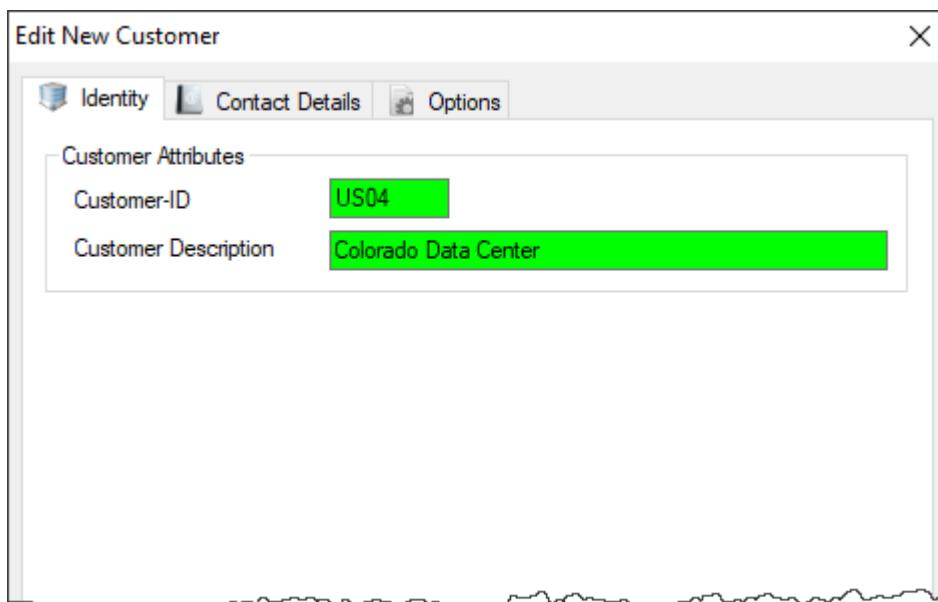
## Add Customer

To add a Customer, right-click on the [Server Node](#) of the [Customer Tree](#) and select [Add Customer](#).

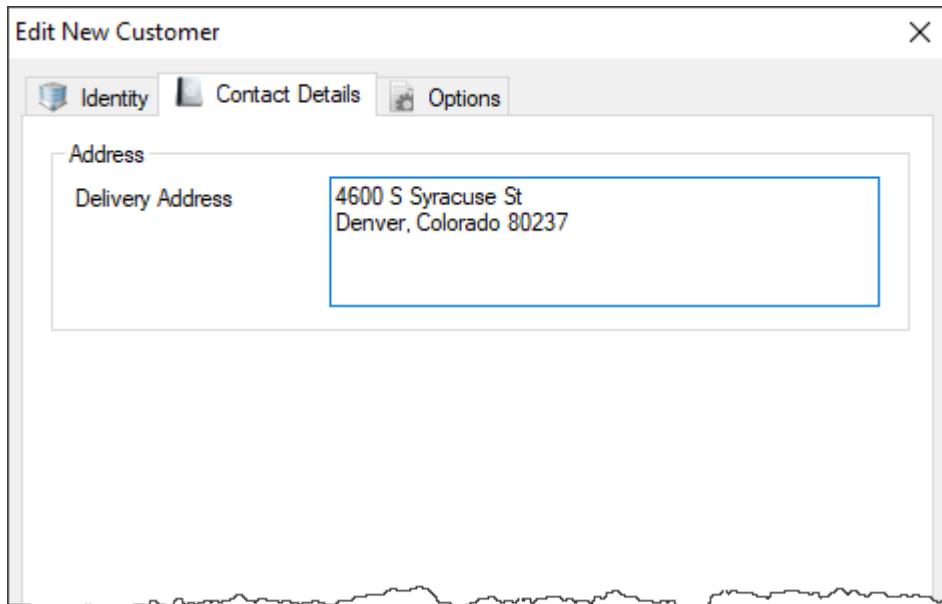


This will launch a modified version of the Customer Properties Window.

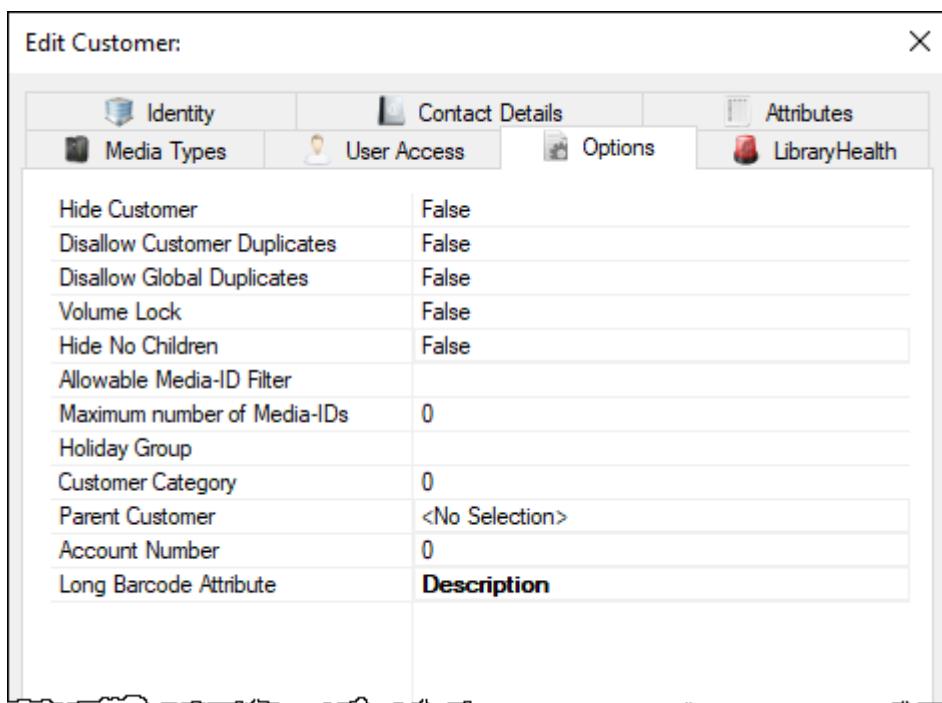
The first tab on the Add Customer window is the Identity tab. The Identity tab requires the input of a Customer-ID and a Customer Description. You can add up to four alphanumeric characters as the Customer-ID and up to forty alphanumeric characters for the Customer Description.



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 master:customer\_tree[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](#) moving within this master:customer[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 third-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																	
<ul style="list-style-type: none"> <li><b>Media Type[1]</b> <table border="1"> <tr> <td>ID</td> <td>LTO</td> </tr> <tr> <td>Description</td> <td>LTO Cartridge</td> </tr> <tr> <td>Create</td> <td><b>True</b></td> </tr> </table> </li> <li><b>Media Type[2]</b> <table border="1"> <tr> <td>ID</td> <td>DLT</td> </tr> <tr> <td>Description</td> <td>DLT Cartridge</td> </tr> <tr> <td>Create</td> <td><b>True</b></td> </tr> </table> </li> <li><b>Media Type[3]</b> <table border="1"> <tr> <td>ID</td> <td>359X</td> </tr> <tr> <td>Description</td> <td>IBM 359x Cartridge</td> </tr> </table> </li> </ul>		ID	LTO	Description	LTO Cartridge	Create	<b>True</b>	ID	DLT	Description	DLT Cartridge	Create	<b>True</b>	ID	359X	Description	IBM 359x Cartridge
ID	LTO																
Description	LTO Cartridge																
Create	<b>True</b>																
ID	DLT																
Description	DLT Cartridge																
Create	<b>True</b>																
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.

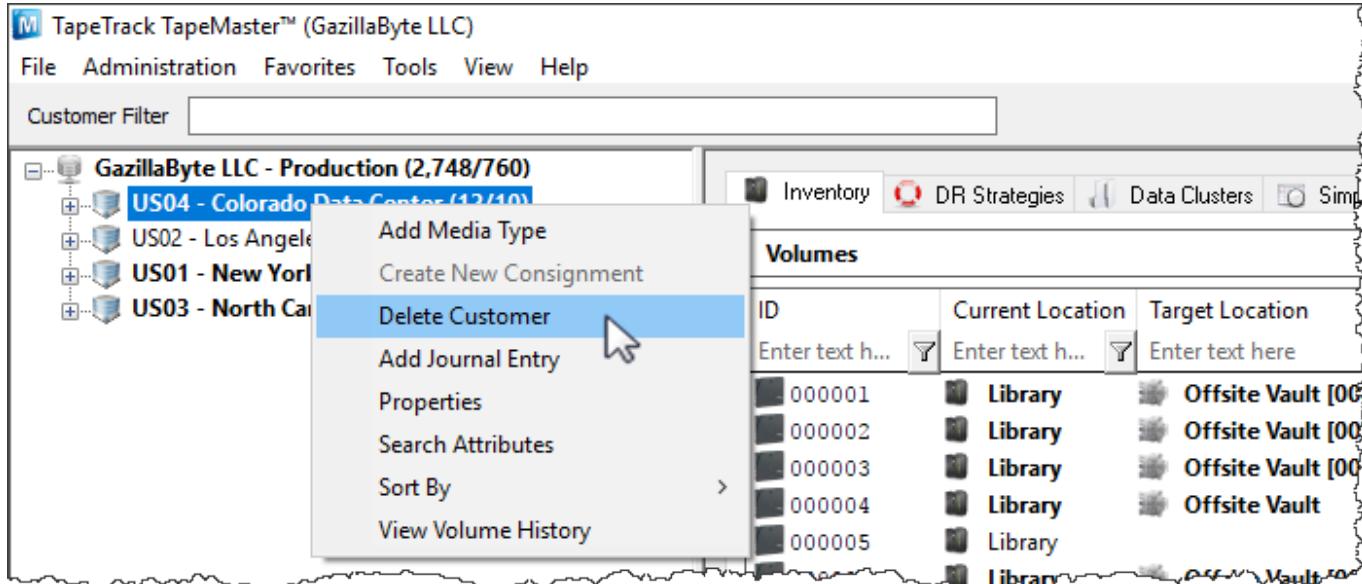
**Add Repositories for new Media Type**

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.

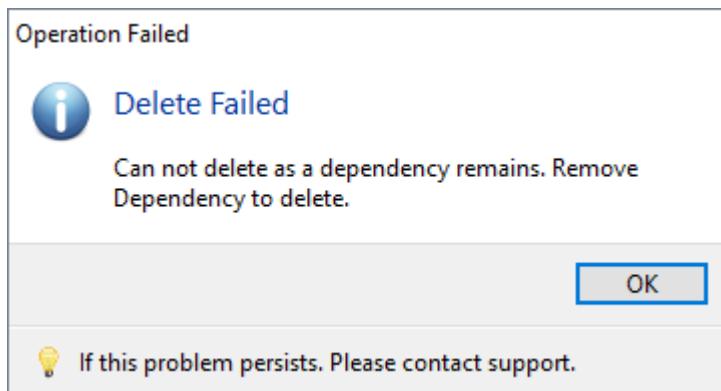
US04															
DLT	DLT Cartridge														
<ul style="list-style-type: none"> <li><b>Repository [1]</b> <table border="1"> <tr> <td>ID</td> <td>OFFS</td> </tr> <tr> <td>Description</td> <td>Offsite Vault</td> </tr> <tr> <td>Type</td> <td>Vault</td> </tr> <tr> <td>Next Repository</td> <td>LIBR</td> </tr> <tr> <td>Offsite</td> <td>True</td> </tr> <tr> <td>Initial</td> <td>False</td> </tr> <tr> <td>Create</td> <td><b>True</b></td> </tr> </table> </li> </ul>		ID	OFFS	Description	Offsite Vault	Type	Vault	Next Repository	LIBR	Offsite	True	Initial	False	Create	<b>True</b>
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.

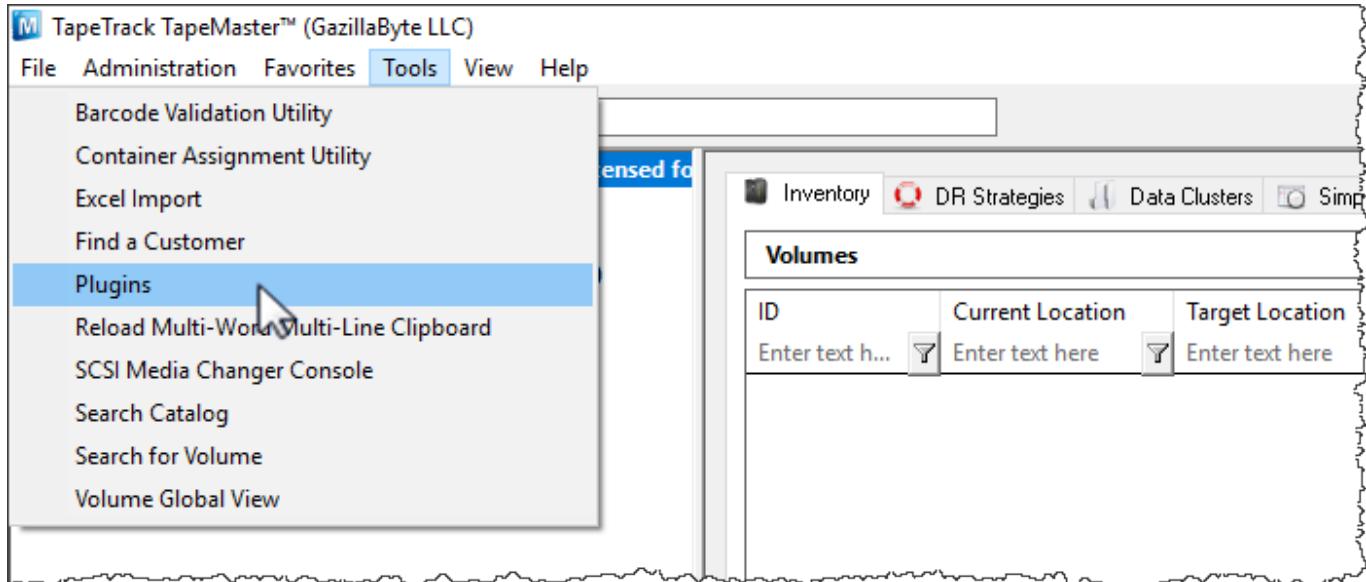


A customer may only be deleted when it does not contain [Media Types](#), [Repositories](#), or [Volumes](#).

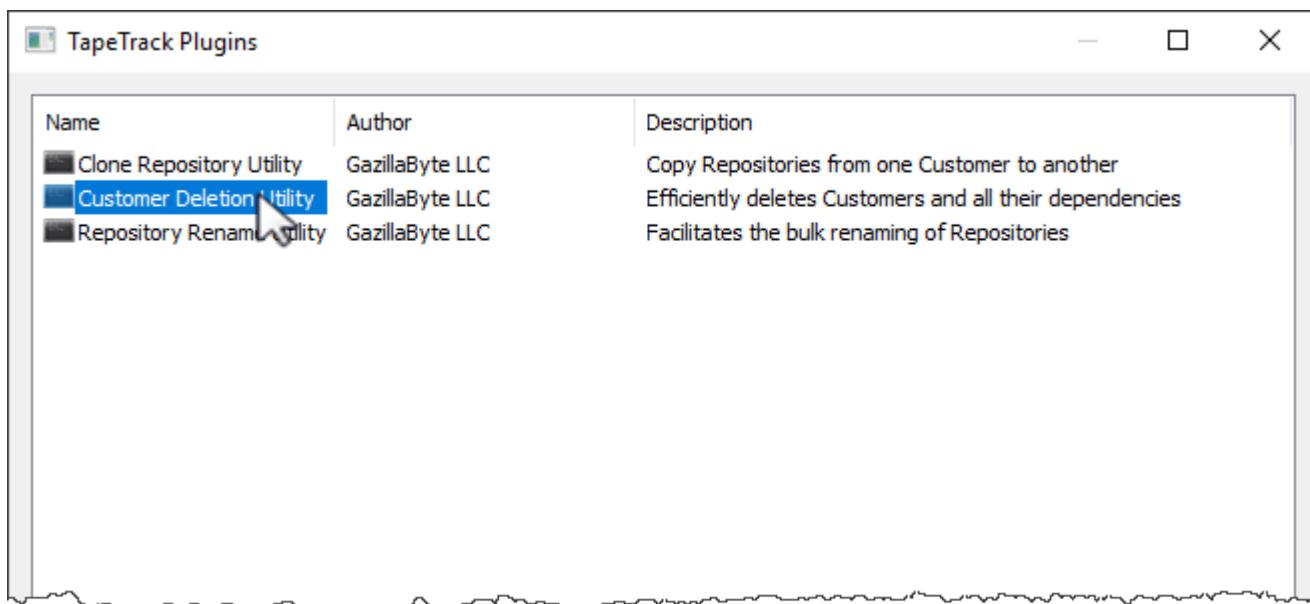


If you receive this error, delete all [volumes](#), then all [repositories](#) and all [media types](#) before deleting [customer](#).

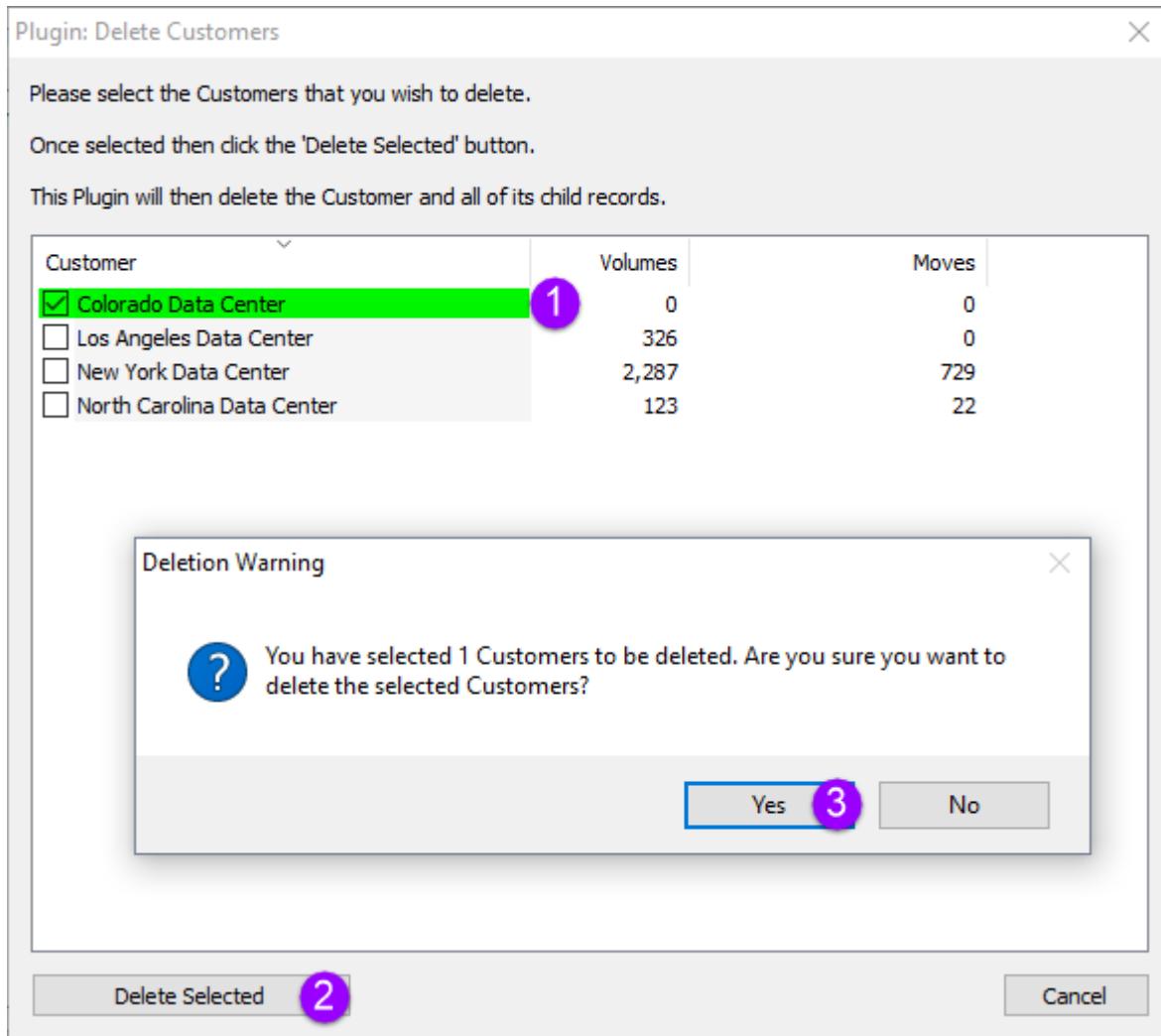
You can also delete customers (without the need to remove [volumes](#), [repositories](#) and [media types](#) first) by using the [Customer Delete](#) plugin. From the menu select Tools → Plugins



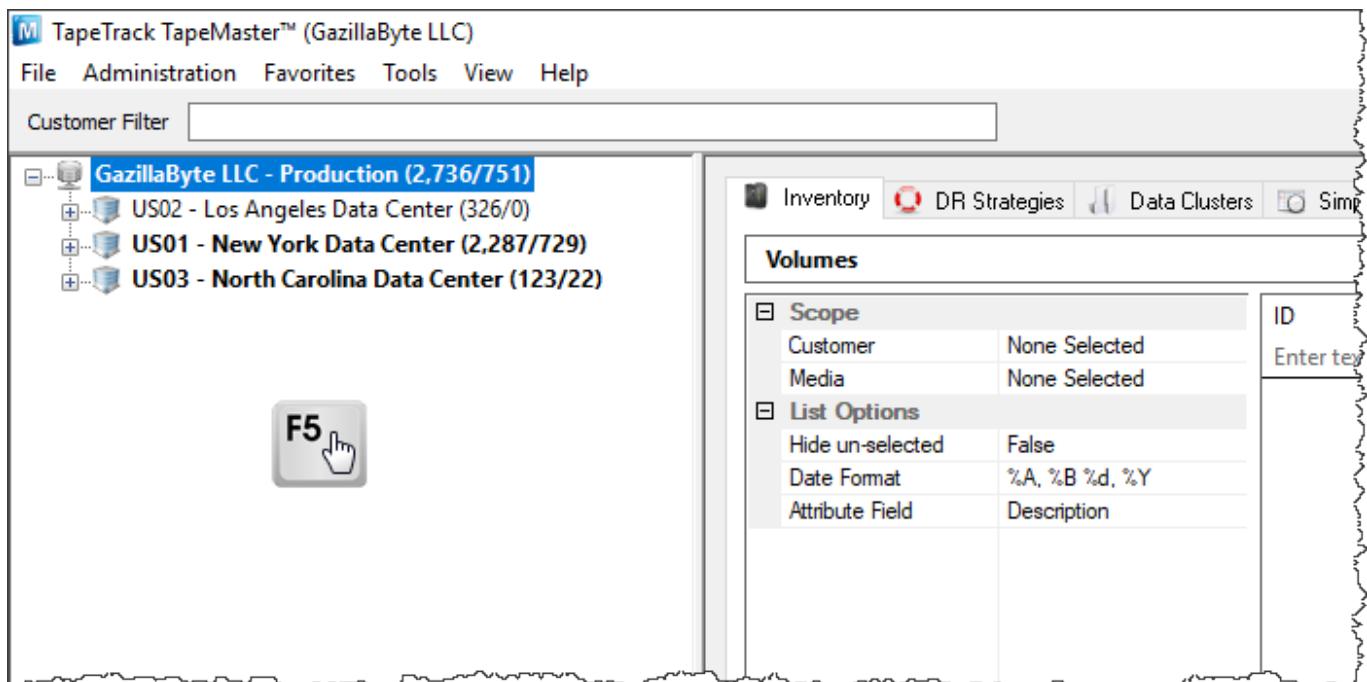
Select the Customer Deletion Utility by double-clicking.



Check each **customer** (1) you wish to remove and click **Delete Selected** (2) and **Yes** (3) to the warning popup.



Exit out of the plugins windows using the X at the top right and press F5 in the [customer tree](#) to refresh information.



From: <https://rtfm.tapetrack.com/> - **TapeTrack Documentation**



Permanent link:  
<https://rtfm.tapetrack.com/master/customer?rev=1510681149>

Last update: **2025/01/21 22:07**