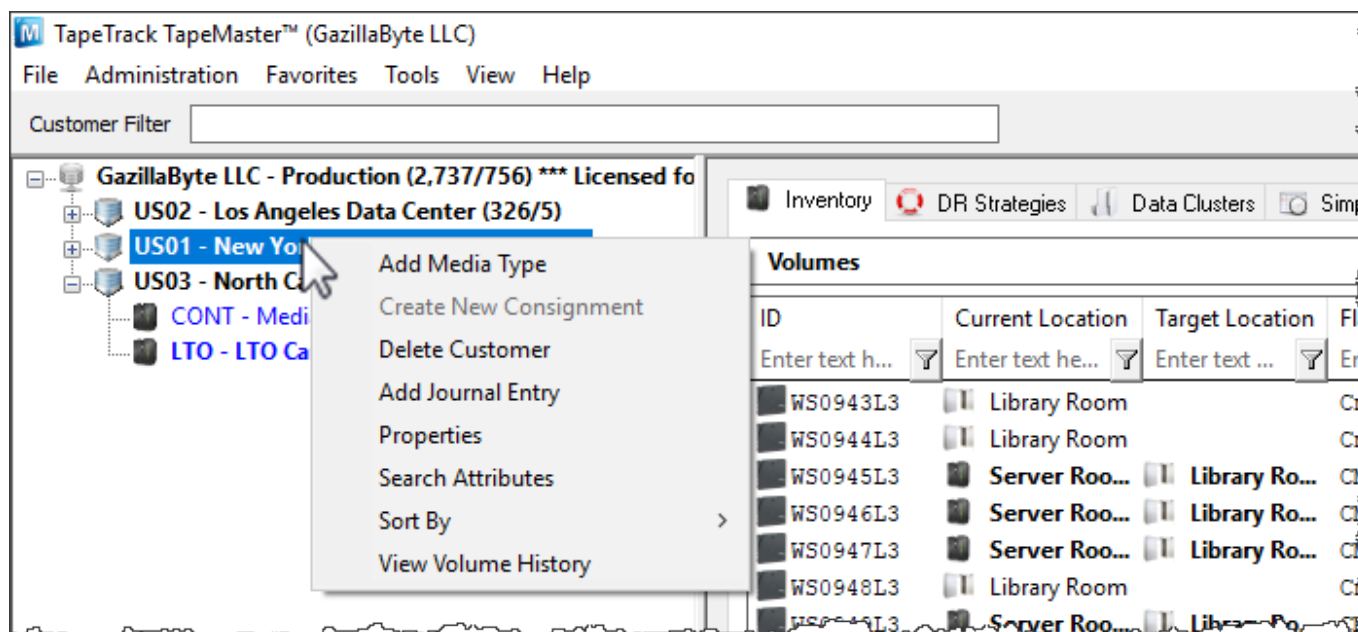
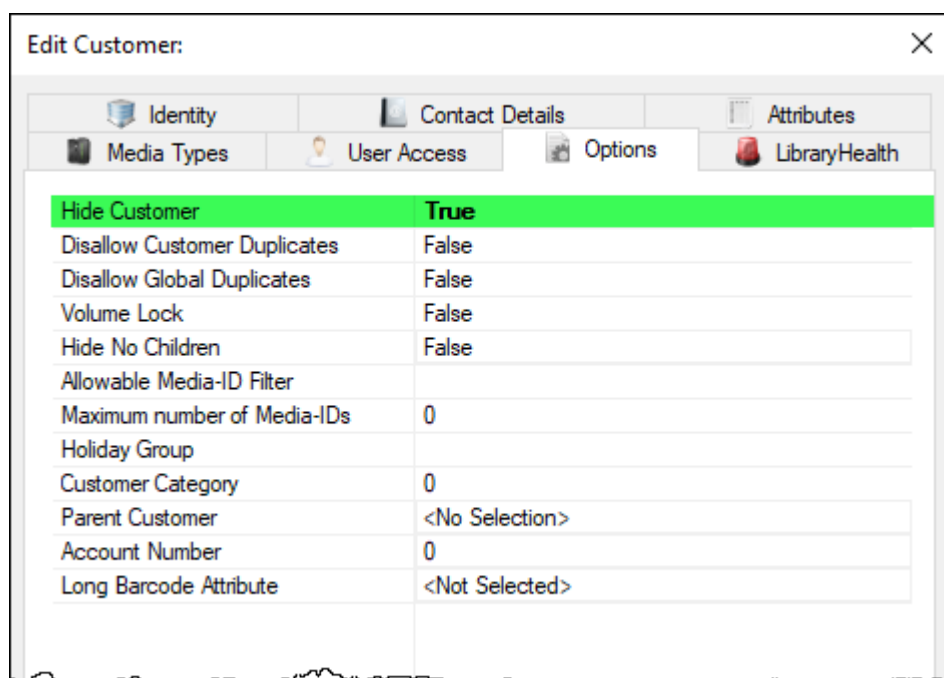


# Hiding Customers

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 the data.



Once hidden, the Customer can be set to either be greyed out and inactive (not clickable) or completely removed from display depending on the settings in the TapeTrack preferences.

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.

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.

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

