

# Hiding Customers

Customers can be hidden, or removed from view, in TapeTrack TapeMaster, cleaning up the Customer Tree display without needing to delete old or unused Customer-ID's and their associated data.

Hiding Customers from display is a two part process:

- Setting the required Customer's Hide Customer option to True.
- Removing the Hidden Customer from display via the TapeTrack TapeMaster Preferences.

## Customer Properties Options

To Hide a Customer, in TapeMaster right click the required Customer-ID and select Properties.

The screenshot shows the TapeTrack TapeMaster interface for 'GazillaByte LLC'. On the left is a tree view of customers: 'GazillaByte LLC - Product', 'US00 - United States', 'US01 - New York', 'US02 - Los Angeles', 'CONT - Contai', 'LTO - LTO Cartridge', and 'US03 - North Carolina'. A mouse cursor is hovering over 'CONT - Contai'. The main area displays a table of volumes for 'Los Angeles Data Center LTO Cartridge'. The table has the following columns: ID, Current Location, Target Location, Next Move, and Description. Below the table, it shows 'Total Items: 1,585' and a 'Repositories' section with icons for 'Offsite Vault' and 'Library'. At the bottom right, a connection status bar indicates 'Connection 127.0.0.1 uses AES 256 bit encryption'.

ID	Current Location	Target Location	Next Move	Description
000000L6	Offsite Vault	Library	Permanent	
000001L6	Library	Offsite Vault	Permanent	
000002L6	Library	Offsite Vault	Permanent	
000003L6	Library		Permanent	
000004L6	Library		Permanent	
000005L6	Library	Offsite Vault	Permanent	
000006L6	Library	Offsite Vault	Permanent	
000007L6	Library	Offsite Vault	Permanent	
000008L6	Library		Permanent	
000009L6	Library		Permanent	
000010L6	Library		Permanent	
000011L6	Offsite Vault		Permanent	
000012L6	Library		Permanent	
000013L6	Library		Permanent	
000014L6	Library		Permanent	
000015L6	Library		Permanent	

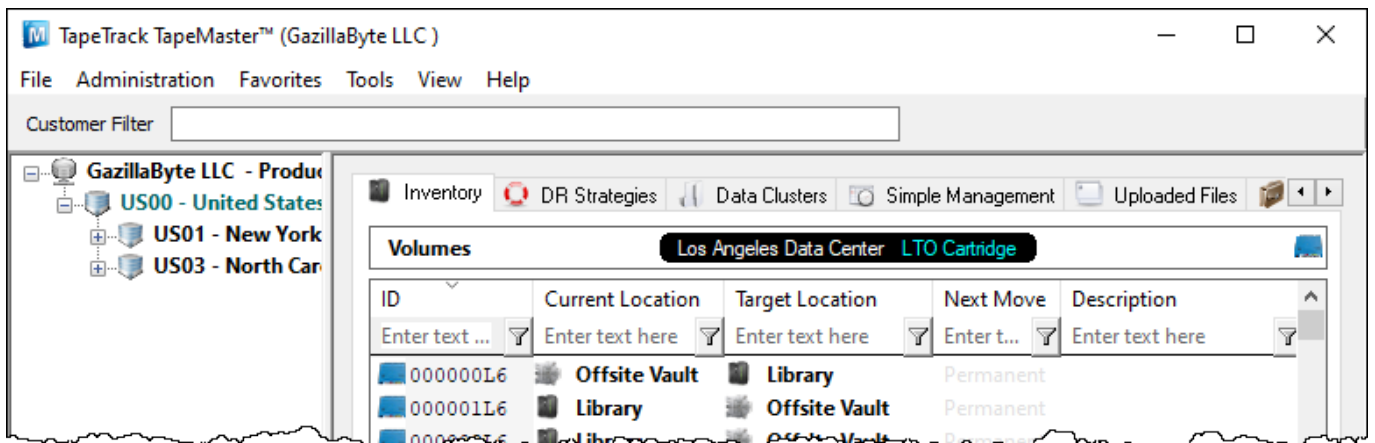
From the Edit Customer window select the Options tab, set Hide Customer option to True and

click Save to update data.

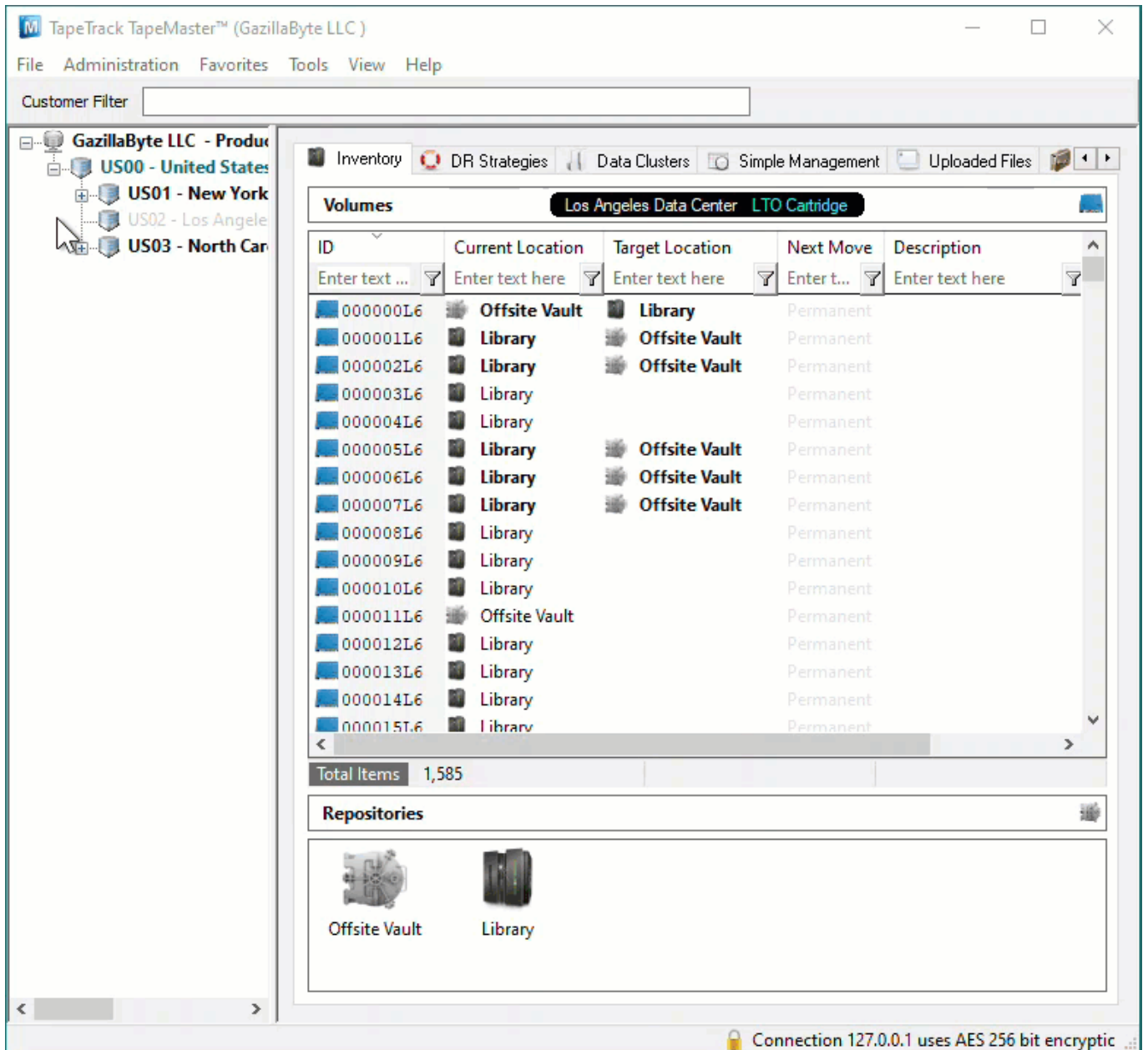


## Display Or Hide Customer From Customer Tree

Depending on TapeMaster Preferences, the Hidden Customer can be set to either be greyed out and inactive (not clickable) or completely removed from display. Having the Hidden Customer greyed out is the default installation setting, how your display functions will depend on what you have the preferences set.



To have the hidden Customer displayed in a greyed out format, from the Main Menu, click File > Preferences

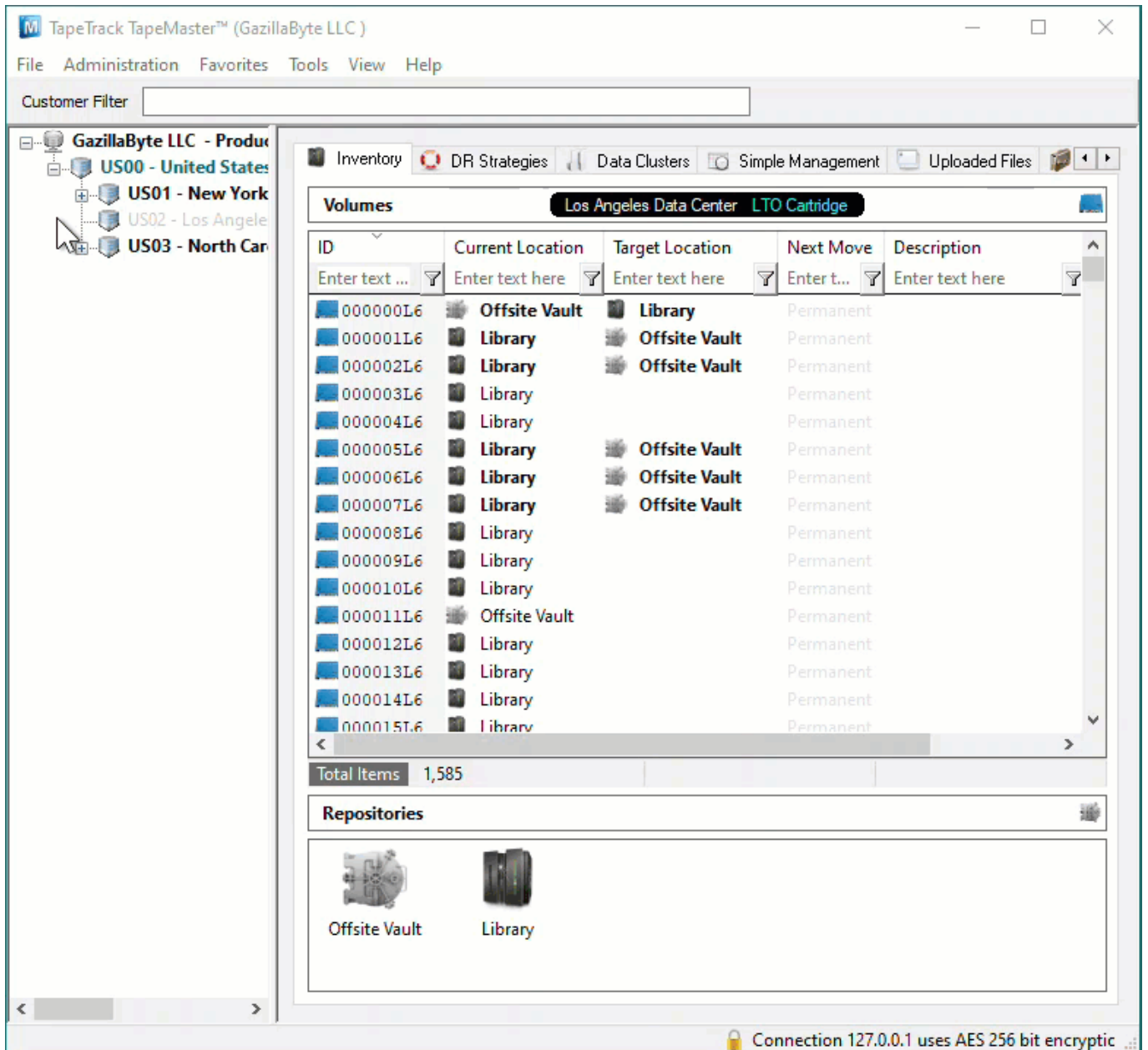


In the options window, set Show Hidden Customers to True and click OK to update the data.

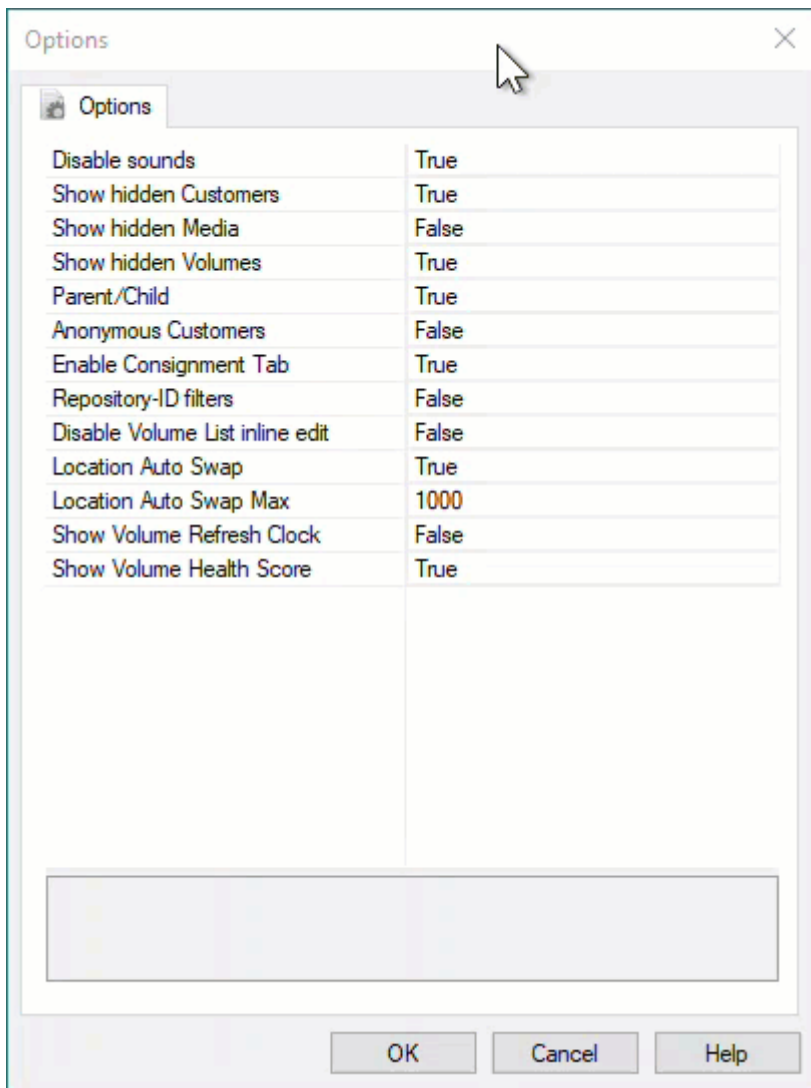


Click anywhere in the Customer Tree to set focus and on your keyboard click F5 to update the display.

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 OK to update the data.

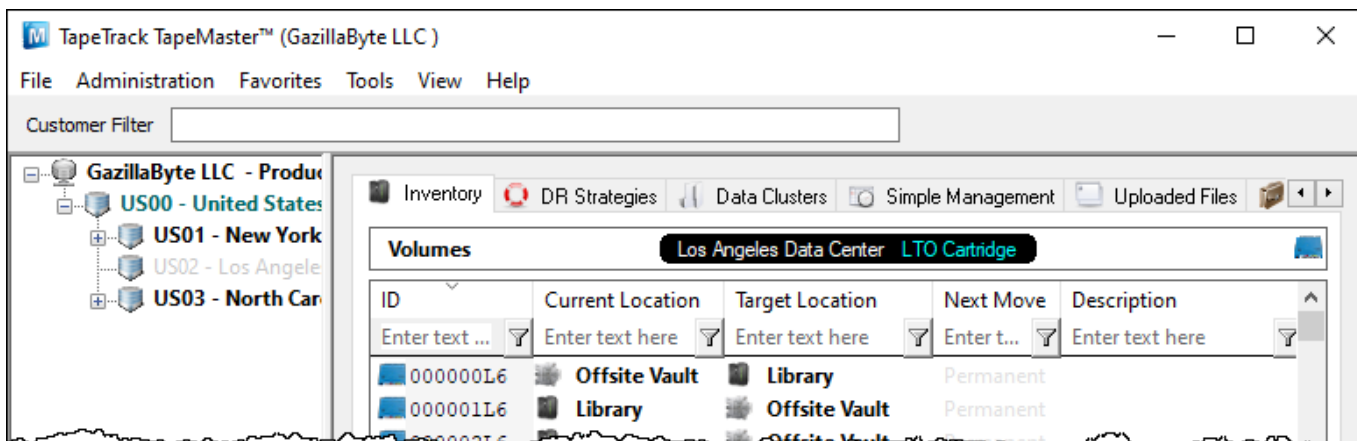


Click anywhere in the Customer Tree to set focus and on your keyboard click F5 to update display.

## Unhiding Customers

Unhiding Customers is essentially the same procedure to hiding Customers but in the reverse order.

If you can see the hidden Customers but in a greyed out format you can skip this step.

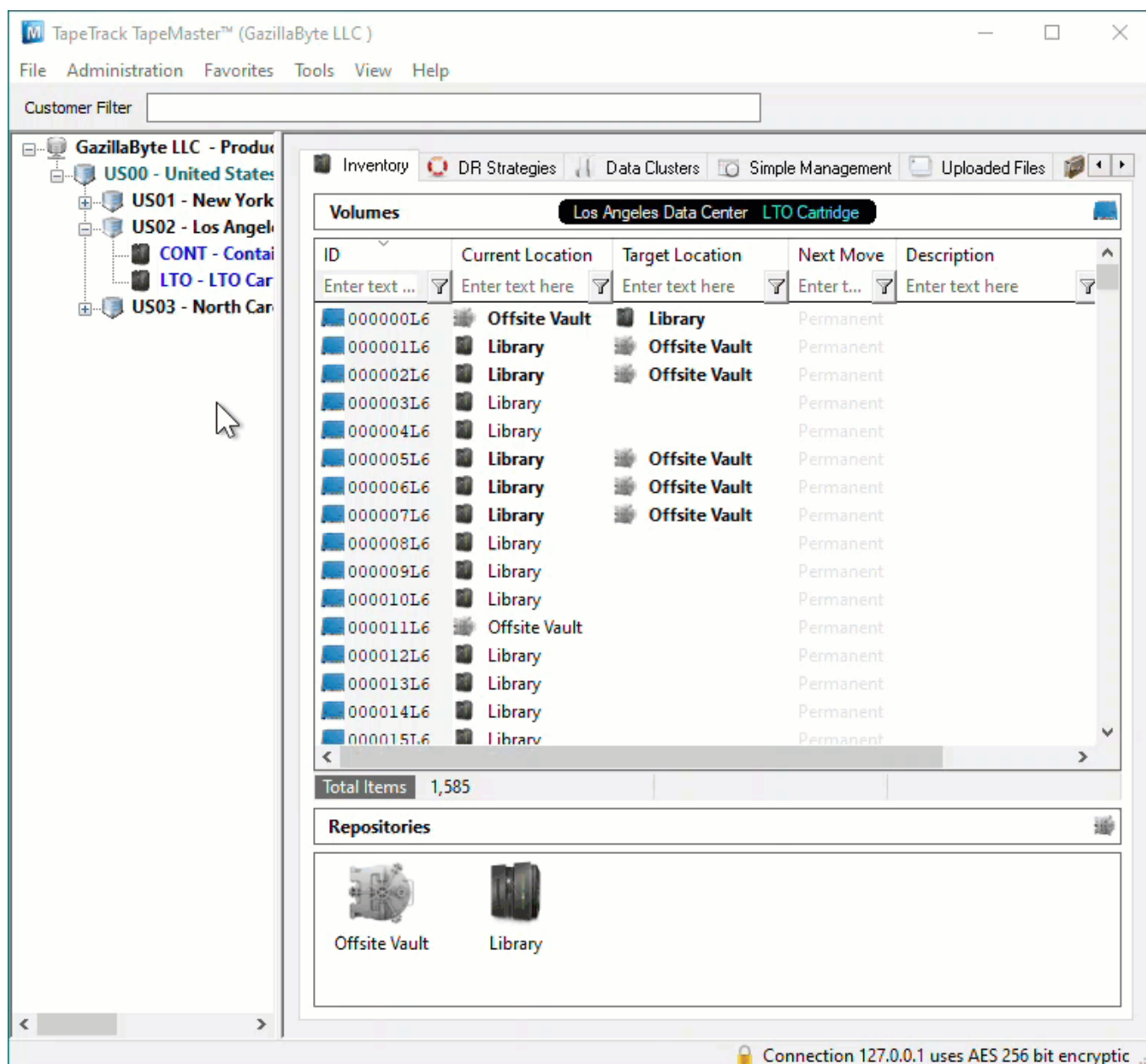


If you can't see the Hidden Customer, from the Main Menu click **File > Preferences** to open the **Options** tab. Set the option **Show Hidden Customers** to **True**. Click **OK** to update the settings.

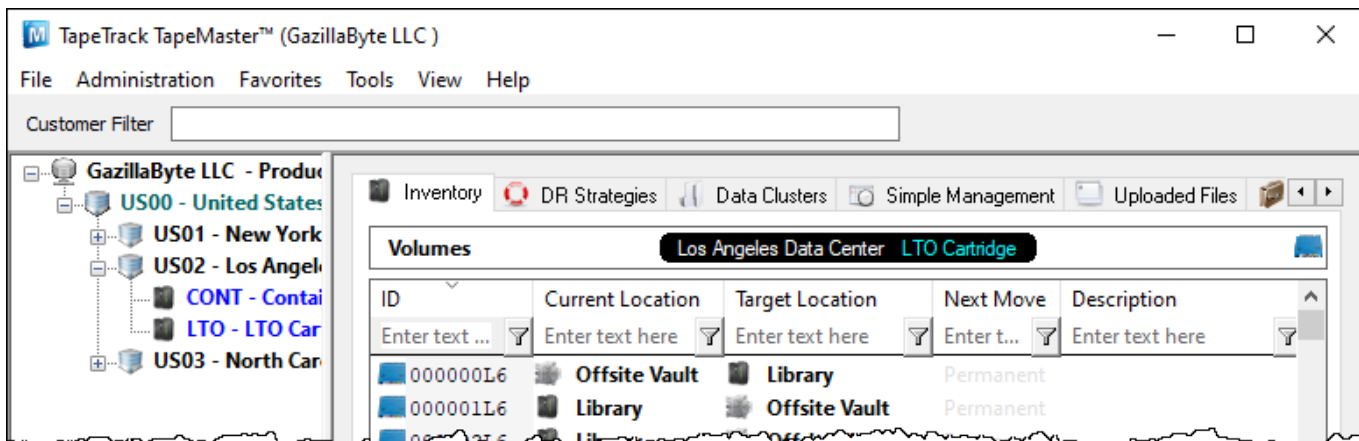
Any hidden Customers will now show in the Customer Tree as a greyed out listing.

Right click on the required Hidden Customer and select **Properties** to open the **Edit Customer** window.

Select the **Options** tab and set the option **Hide Customer** to **False** and click **OK** to update the settings.



The Customer will no longer be hidden.



If you have other Hidden Customers that you want removed from view remember to set the Show hidden Customers to False from the Server Options accessed from the Main Menu by clicking File > Preferences

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