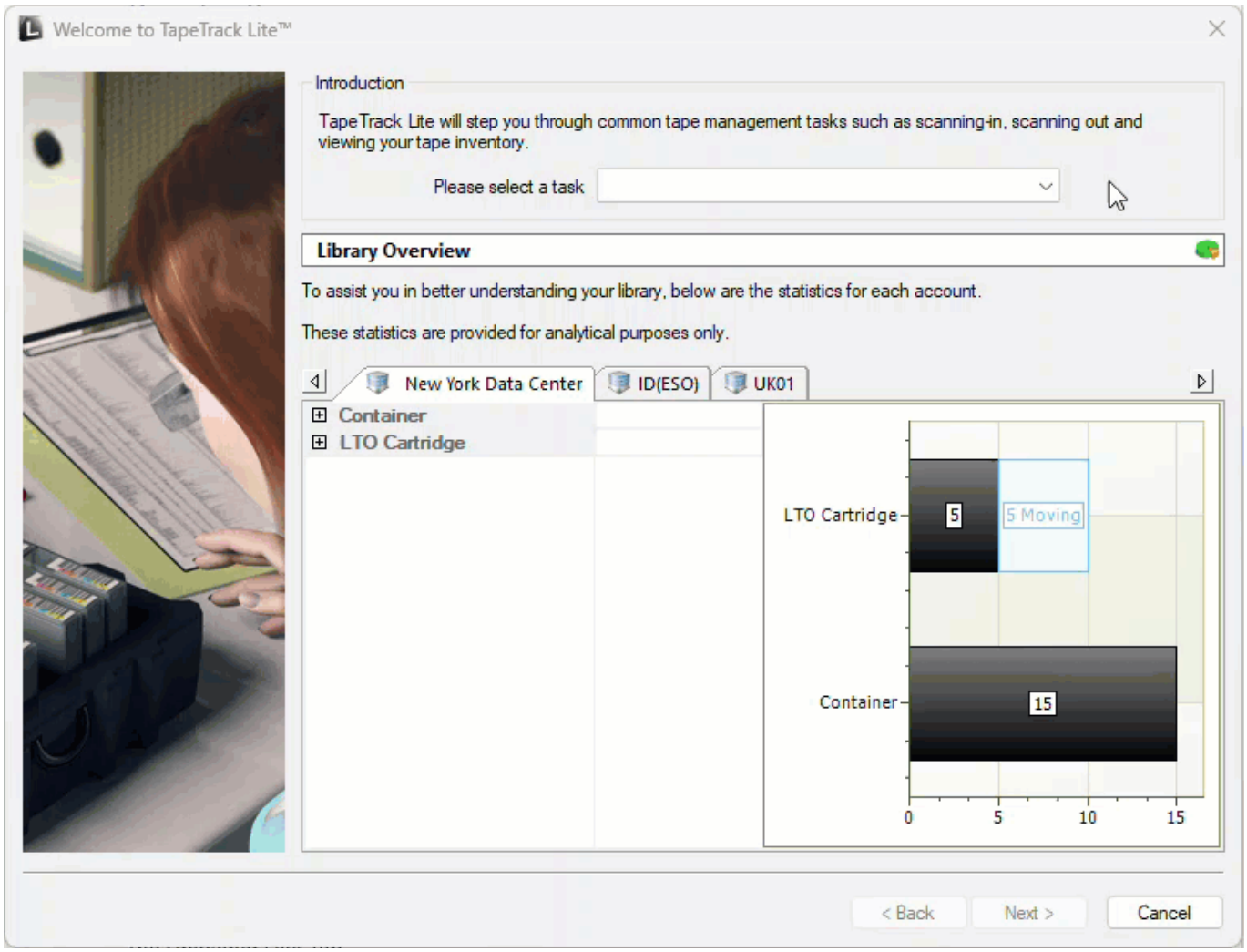
Upload and Download Files

Prerequisites

Menu option **Upload and Download Files** needs to be enabled via the Lite config file

File Upload Process

Select `Upload And Download File` from the **Task Menu** and click `Next` to continue.



Options

This will open the **Options** window. If required you can change the location for the log files to be written to, or leave the default.

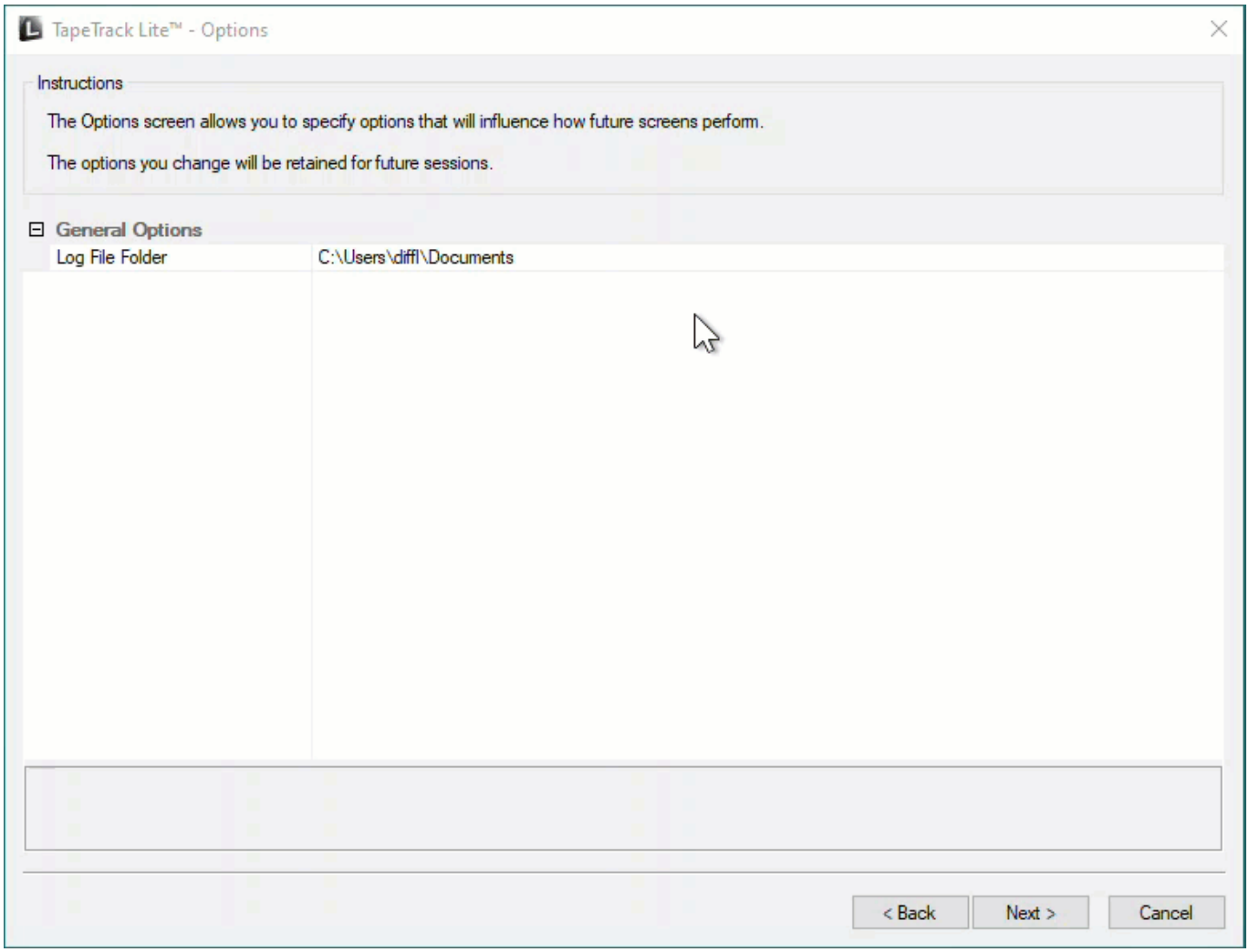
To change the default directory, click in the field to the right of the Log File Folder and click on the (...)

button, select the required directory and click OK to save.



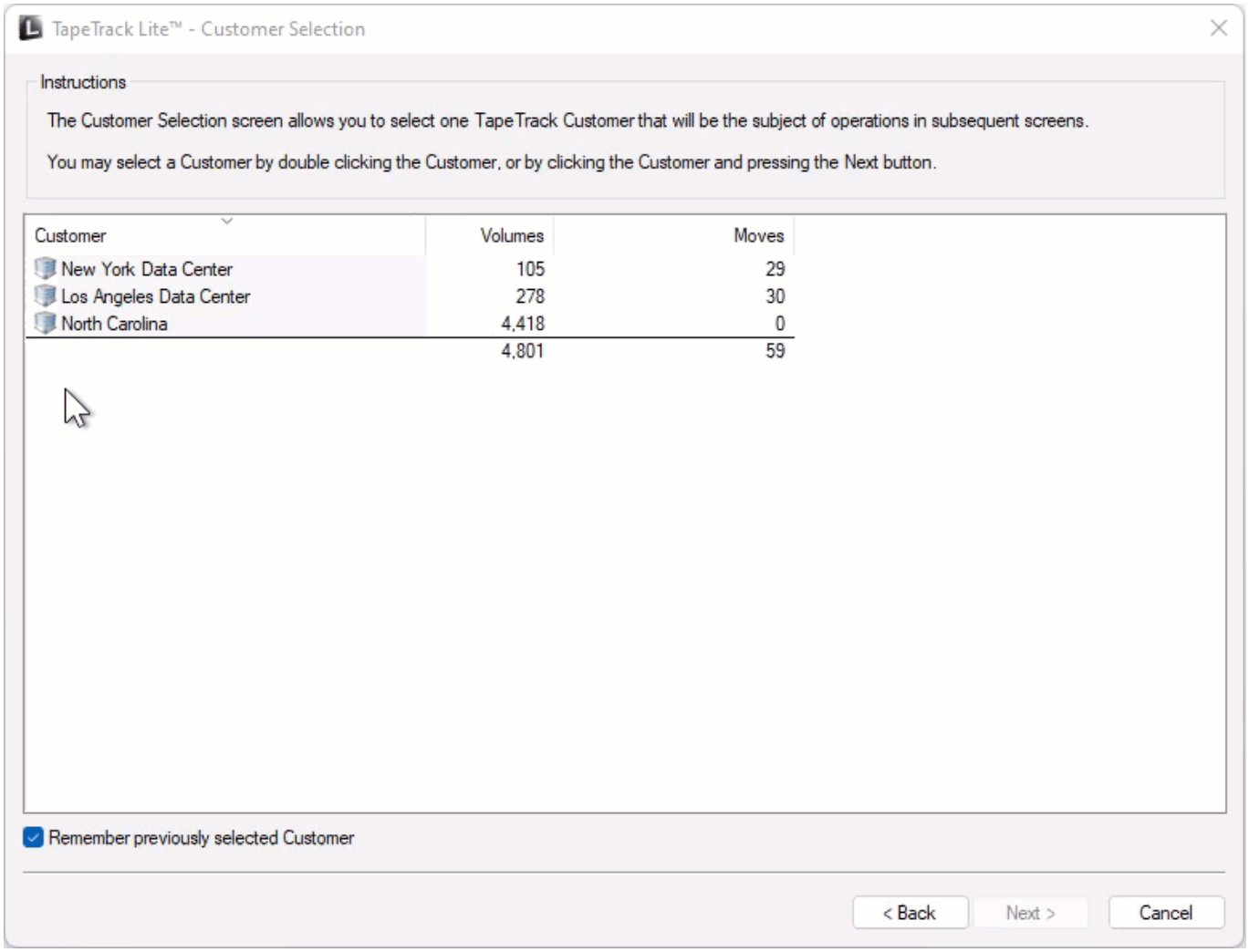
Setting the directory location in the Lite configuration file will skip this window and write the log file to that location.

Click Next to continue.

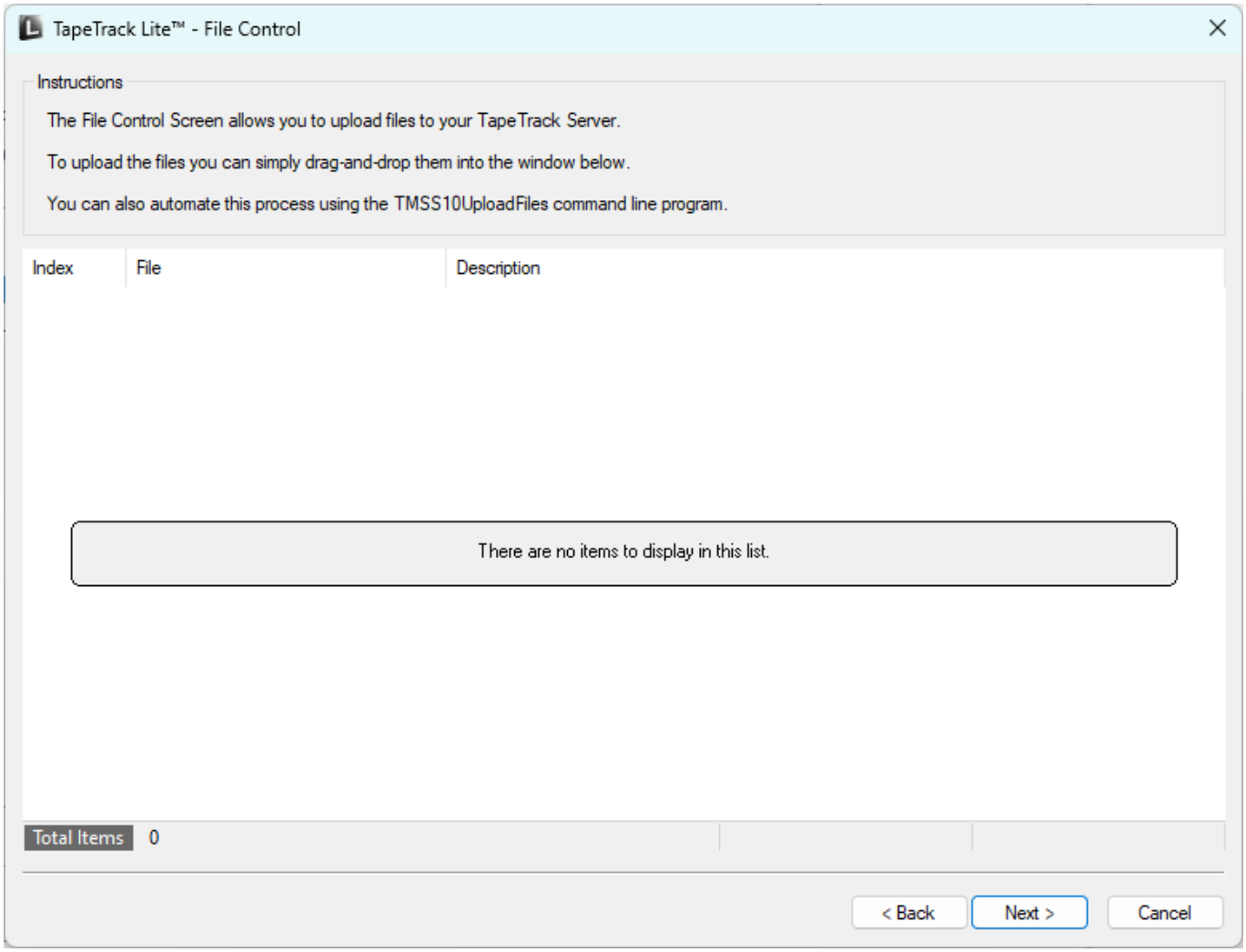


Customer Selection

Select the Customer or account that you want to manage tapes for by double-clicking the Customer-ID or left-clicking the Customer-ID and clicking Next at the bottom of the window to continue.



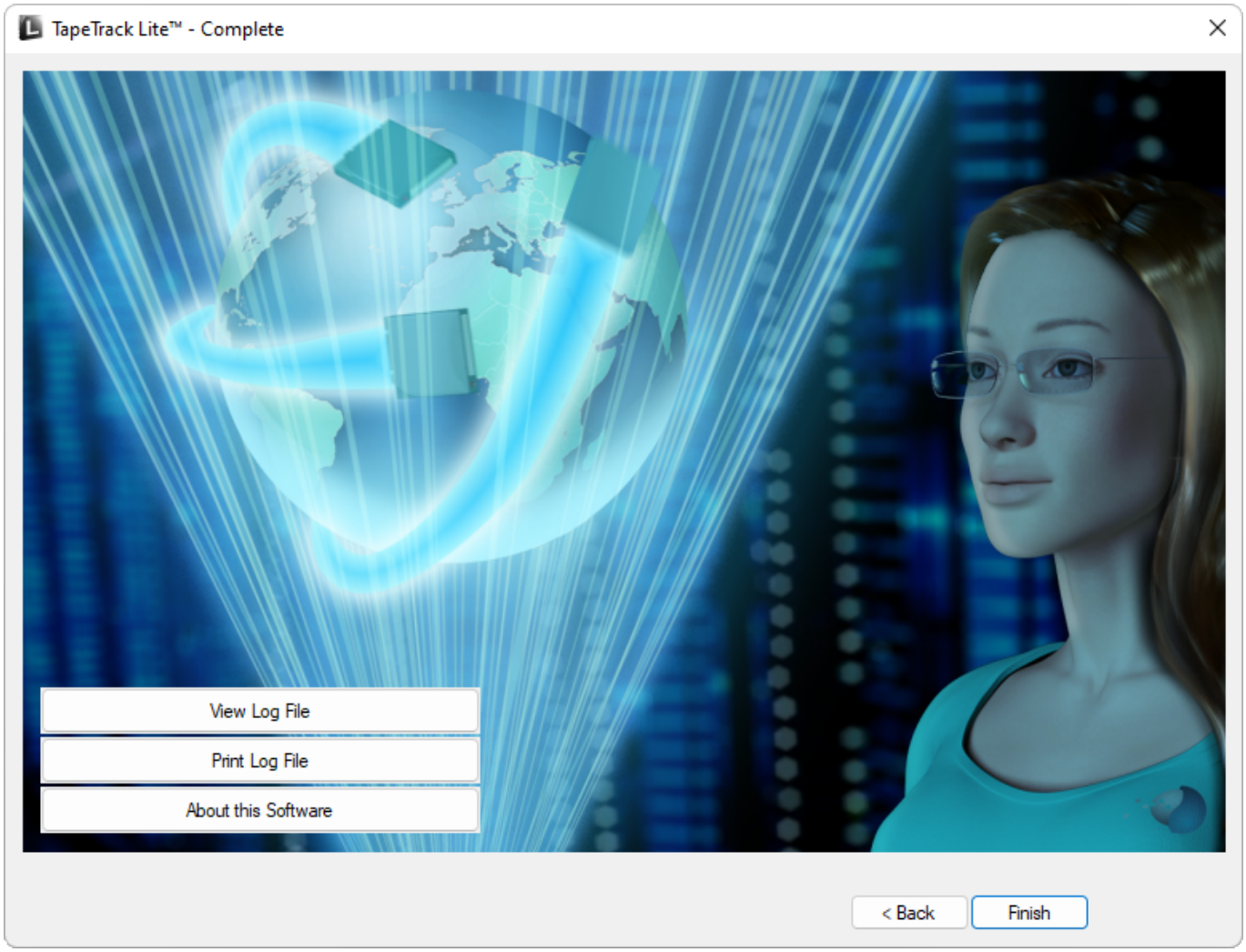
Darg selected file from Windows Explorer and drop in the main window.



Complete

This will bring up the **Complete** window, from here you can:

- Click `View Log File` to view the log file of the last completed process..
- Click `Print Log File` to save a PDF of the log file to print from your PDF viewer.
- Click `About this Software` to view product and support (email, phone & website) information.
- Click `Back` button to return to start menu and select another task.
- Click `Finish` button or X at the top right of the window to exit TapeTrack Lite.



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