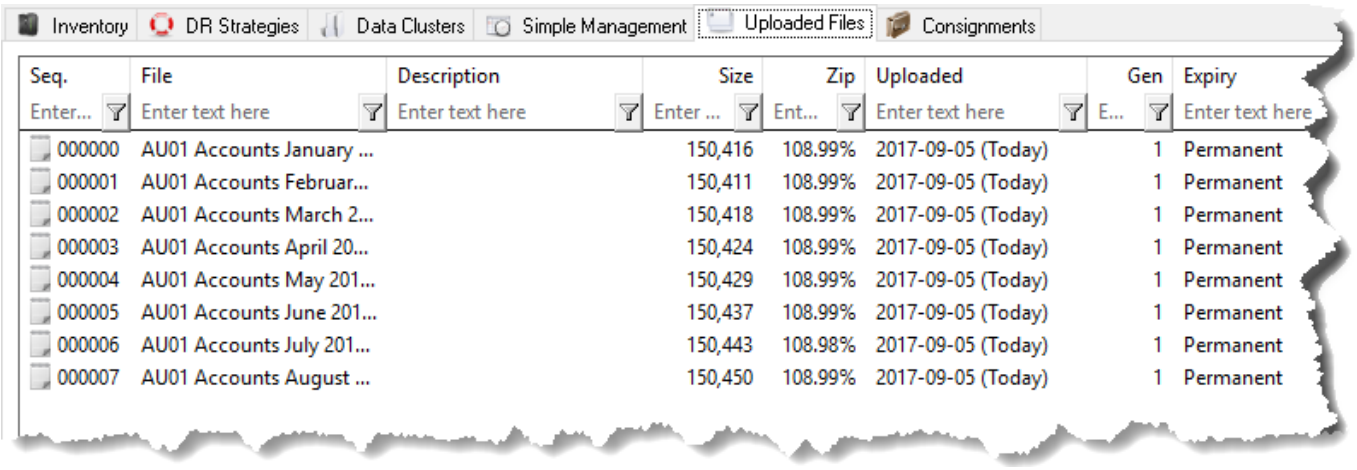
# Upload Files Tab

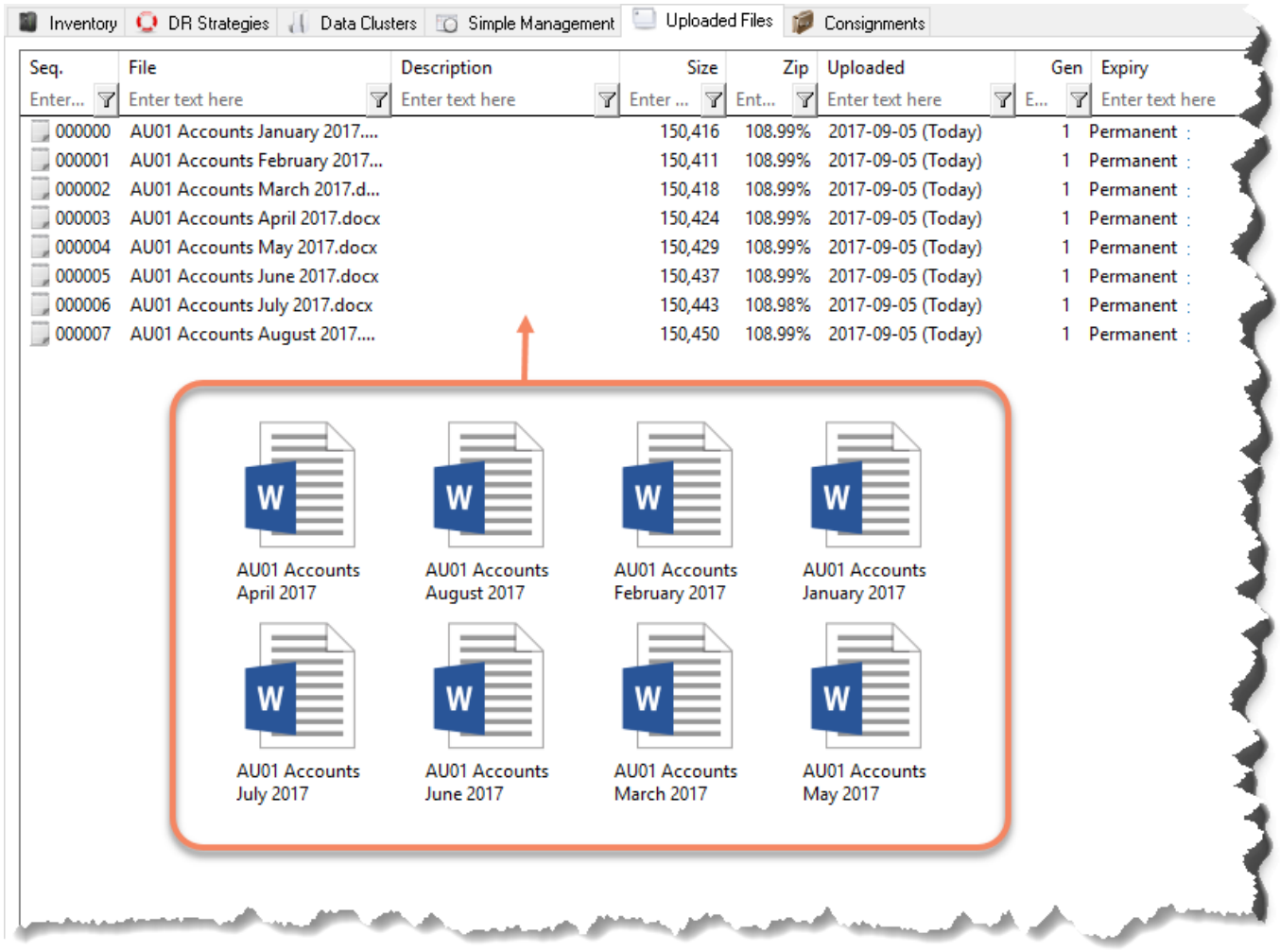
The **Uploaded Files Tab** provides an interface for uploading and downloading files to and from the TapeTrack Server so that they can be accessed by any TapeTrack Client connecting to the selected Customer.




| Seq. | File | Description | Size | Zip | Uploaded | Gen | Expiry |
|---|---|---|---|---|---|---|---|
| 000000 | AU01 Accounts January ... | | 150,416 | 108.99% | 2017-09-05 (Today) | 1 | Permanent |
| 000001 | AU01 Accounts Februar... | | 150,411 | 108.99% | 2017-09-05 (Today) | 1 | Permanent |
| 000002 | AU01 Accounts March 2... | | 150,418 | 108.99% | 2017-09-05 (Today) | 1 | Permanent |
| 000003 | AU01 Accounts April 20... | | 150,424 | 108.99% | 2017-09-05 (Today) | 1 | Permanent |
| 000004 | AU01 Accounts May 201... | | 150,429 | 108.99% | 2017-09-05 (Today) | 1 | Permanent |
| 000005 | AU01 Accounts June 201... | | 150,437 | 108.99% | 2017-09-05 (Today) | 1 | Permanent |
| 000006 | AU01 Accounts July 201... | | 150,443 | 108.98% | 2017-09-05 (Today) | 1 | Permanent |
| 000007 | AU01 Accounts August ... | | 150,450 | 108.99% | 2017-09-05 (Today) | 1 | Permanent |

## Uploading Files

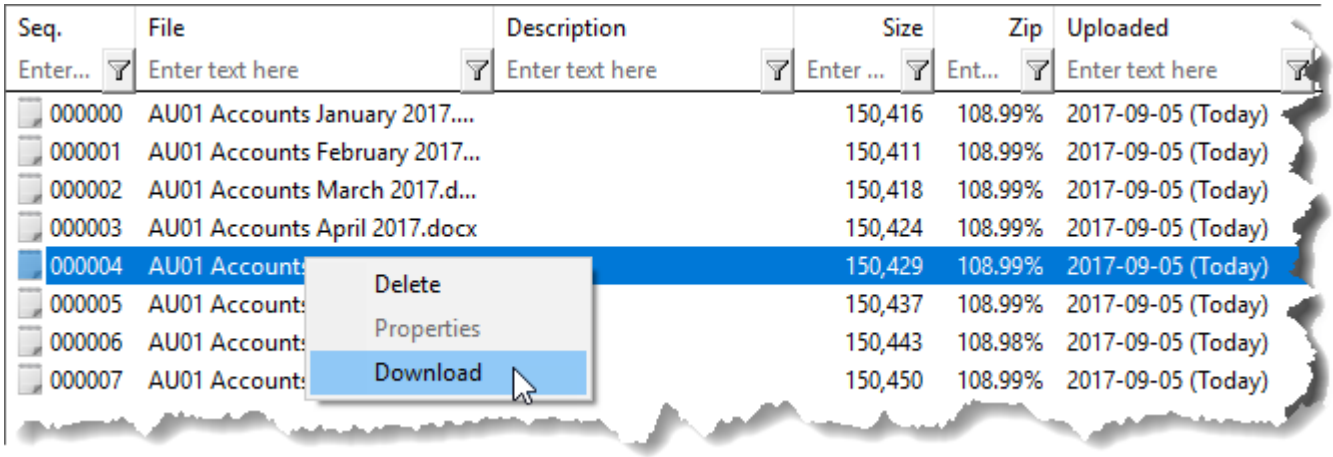
To add files to the Uploaded Files tab, drag and drop the files from Windows Explorer into the Upload Files Tab.




## Right-Click Functions

Right-clicking in the Uploaded Files Tab provides three options:

- **Delete**: Deletes the selected files.
- **Properties**: Displays details pertaining to the selected file.
- **Download**: Downloads the selected file to your computer.



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