

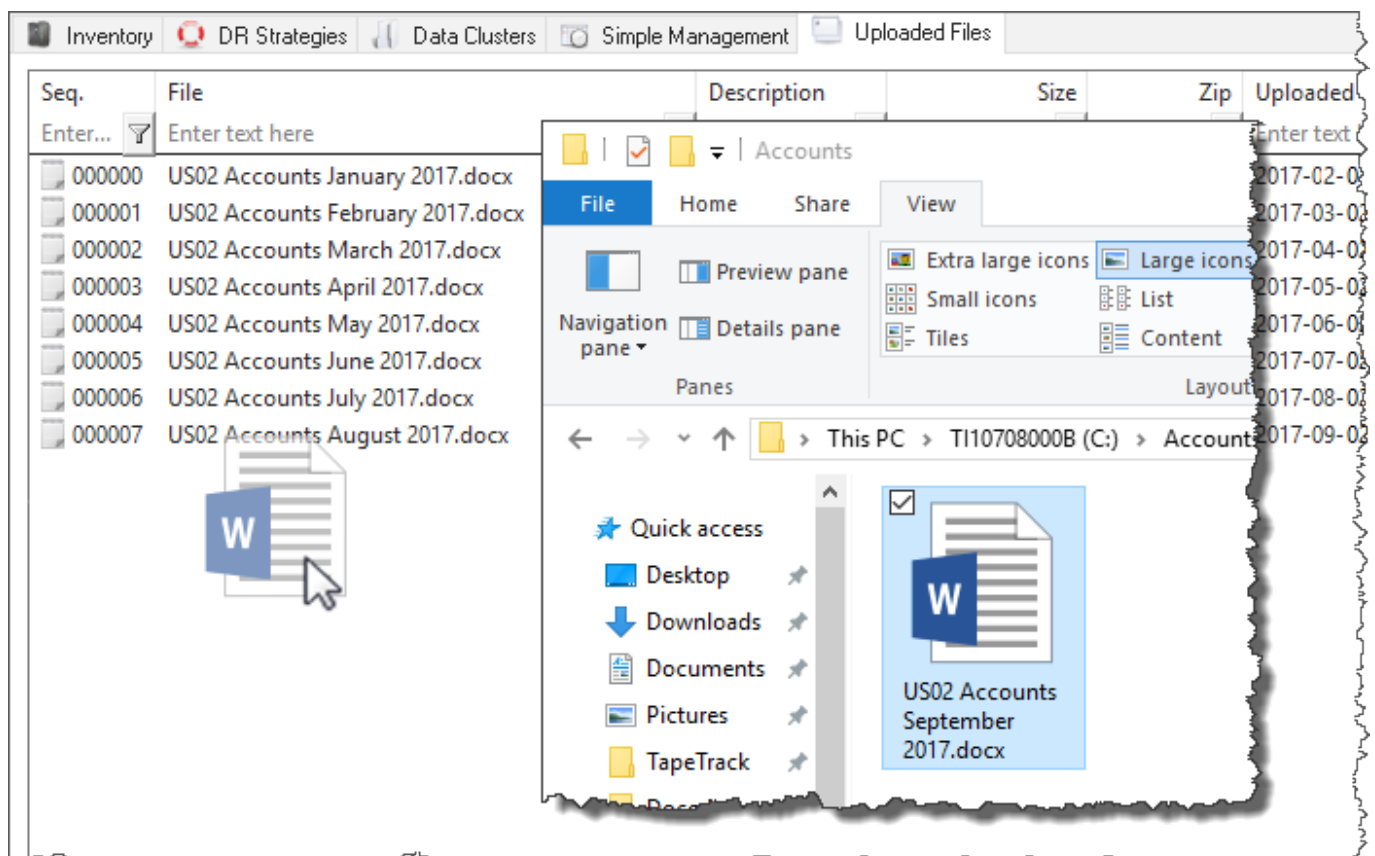
## Upload Files Tab

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](#).

| Inventory DR Strategies Data Clusters Simple Management Uploaded Files |                                  |                 |                  |             |            |
|------------------------------------------------------------------------|----------------------------------|-----------------|------------------|-------------|------------|
| Seq.                                                                   | File                             | Description     | Size             | Zip         | Uploaded   |
| Enter...                                                               | Enter text here                  | Enter text h... | Enter text he... | Enter te... | Enter text |
| 000000                                                                 | US02 Accounts January 2017.docx  |                 | 150,416          | 108.99%     | 2017-02-0  |
| 000001                                                                 | US02 Accounts February 2017.docx |                 | 150,411          | 108.99%     | 2017-03-0  |
| 000002                                                                 | US02 Accounts March 2017.docx    |                 | 150,418          | 108.99%     | 2017-04-0  |
| 000003                                                                 | US02 Accounts April 2017.docx    |                 | 150,424          | 108.99%     | 2017-05-0  |
| 000004                                                                 | US02 Accounts May 2017.docx      |                 | 150,429          | 108.99%     | 2017-06-0  |
| 000005                                                                 | US02 Accounts June 2017.docx     |                 | 150,437          | 108.99%     | 2017-07-0  |
| 000006                                                                 | US02 Accounts July 2017.docx     |                 | 150,443          | 108.98%     | 2017-08-1  |
| 000007                                                                 | US02 Accounts August 2017.docx   |                 | 150,450          | 108.99%     | 2017-09-1  |

## Uploading Files

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



## 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.

InventoryDR StrategiesData ClustersSimple ManagementUploaded Files

| Seq.     | File                             | Description     | Size             | Zip         | Uploaded   |
|----------|----------------------------------|-----------------|------------------|-------------|------------|
| Enter... | Enter text here                  | Enter text h... | Enter text he... | Enter te... | Enter text |
| 000000   | US02 Accounts January 2017.docx  |                 | 150,416          | 108.99%     | 2017-02-0  |
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| 000004   | US02 Account                     |                 | 150,429          | 108.99%     | 2017-06-0  |
| 000005   | US02 Account                     |                 | 150,437          | 108.99%     | 2017-07-0  |
| 000006   | US02 Account                     |                 | 150,443          | 108.98%     | 2017-08-0  |
| 000007   | US02 Account                     |                 | 150,450          | 108.99%     | 2017-09-0  |

Delete

Properties

Download

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