

# Upload and Download Files

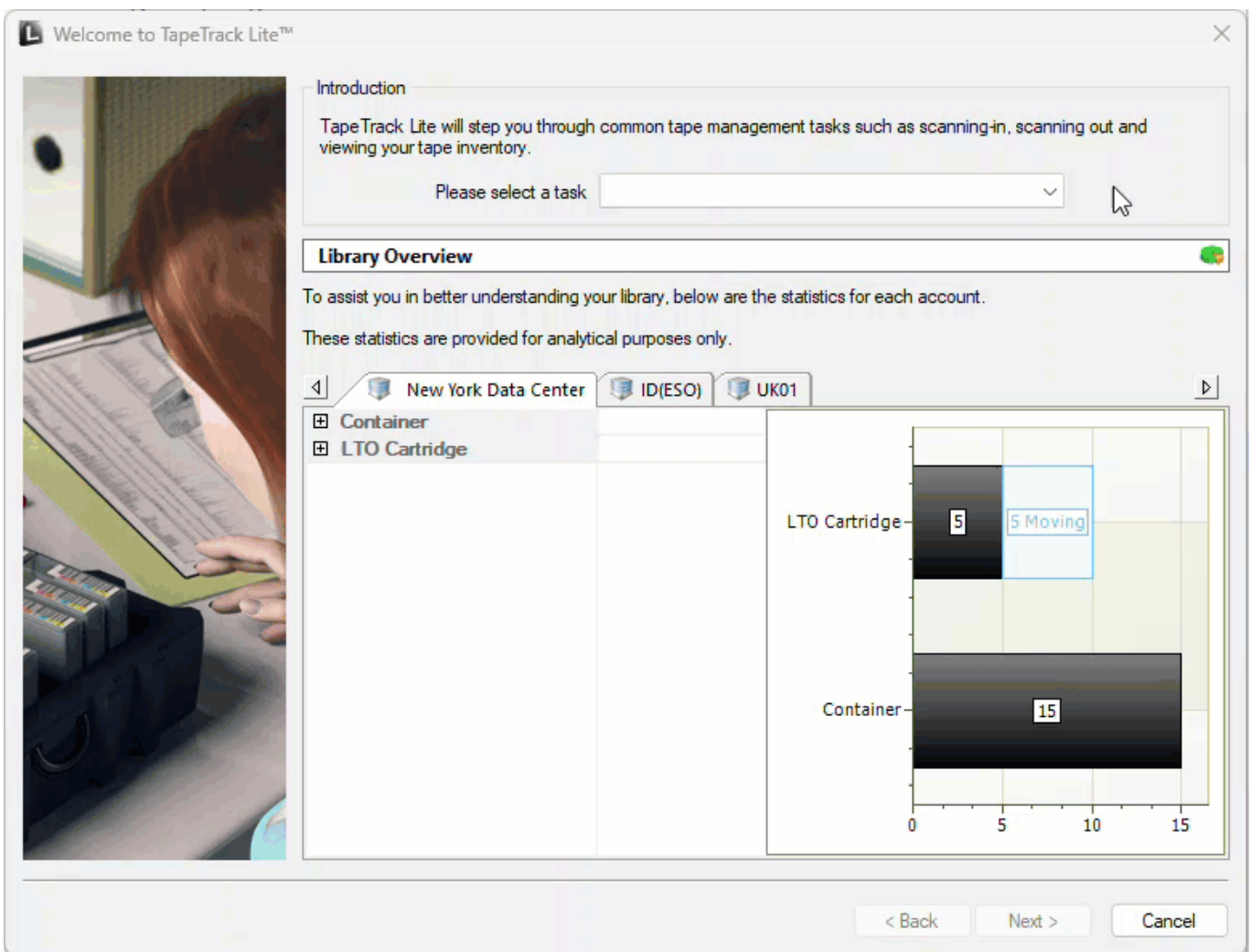
## Prerequisites



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.

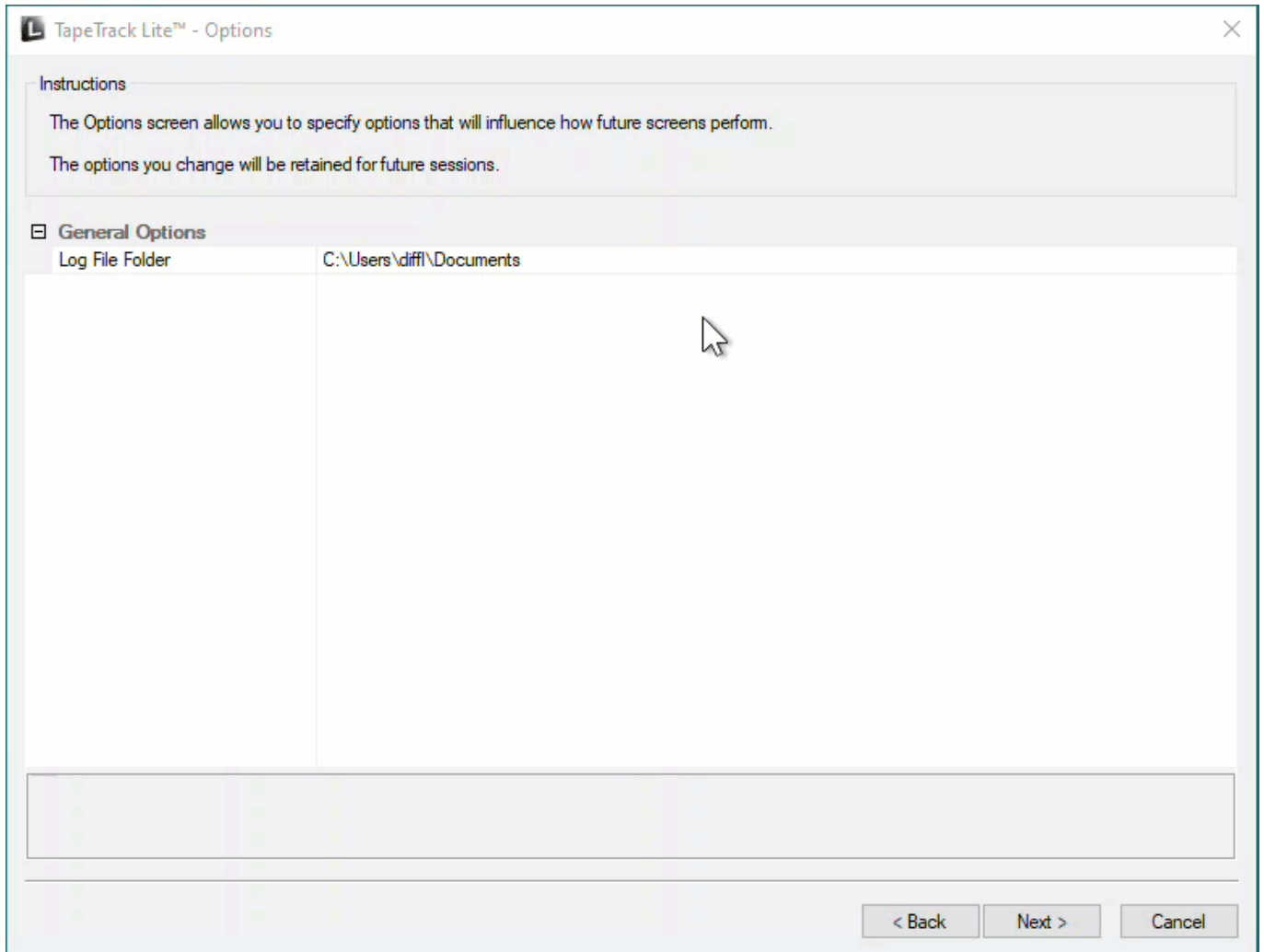
To change the default directory, click in the field to the right of the Log File Folder and click on the (...)

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



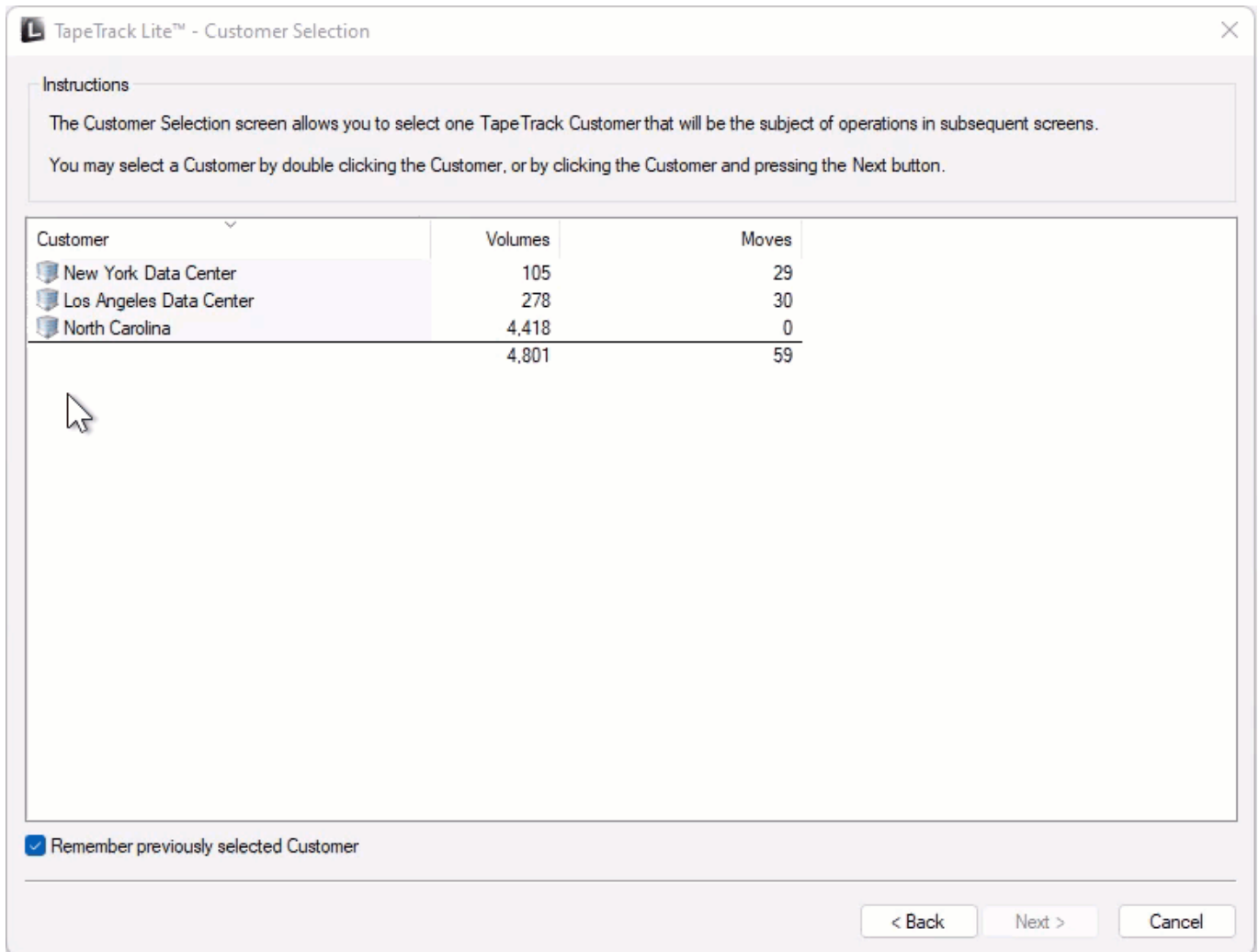
Setting the directory location in the Lite configuration file will skip this window and write the log file to that location.

Click Next to continue.

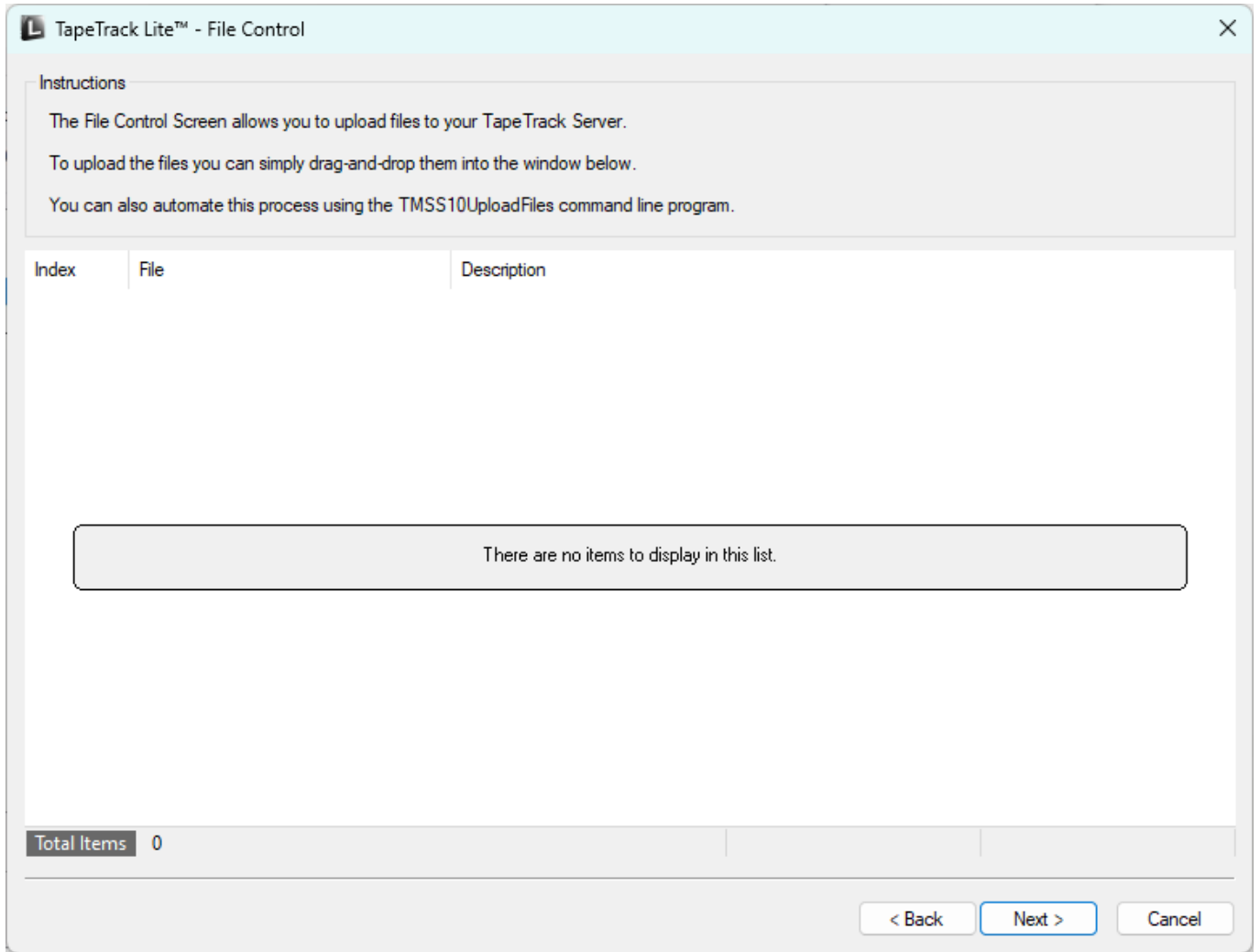


## Customer Selection

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.



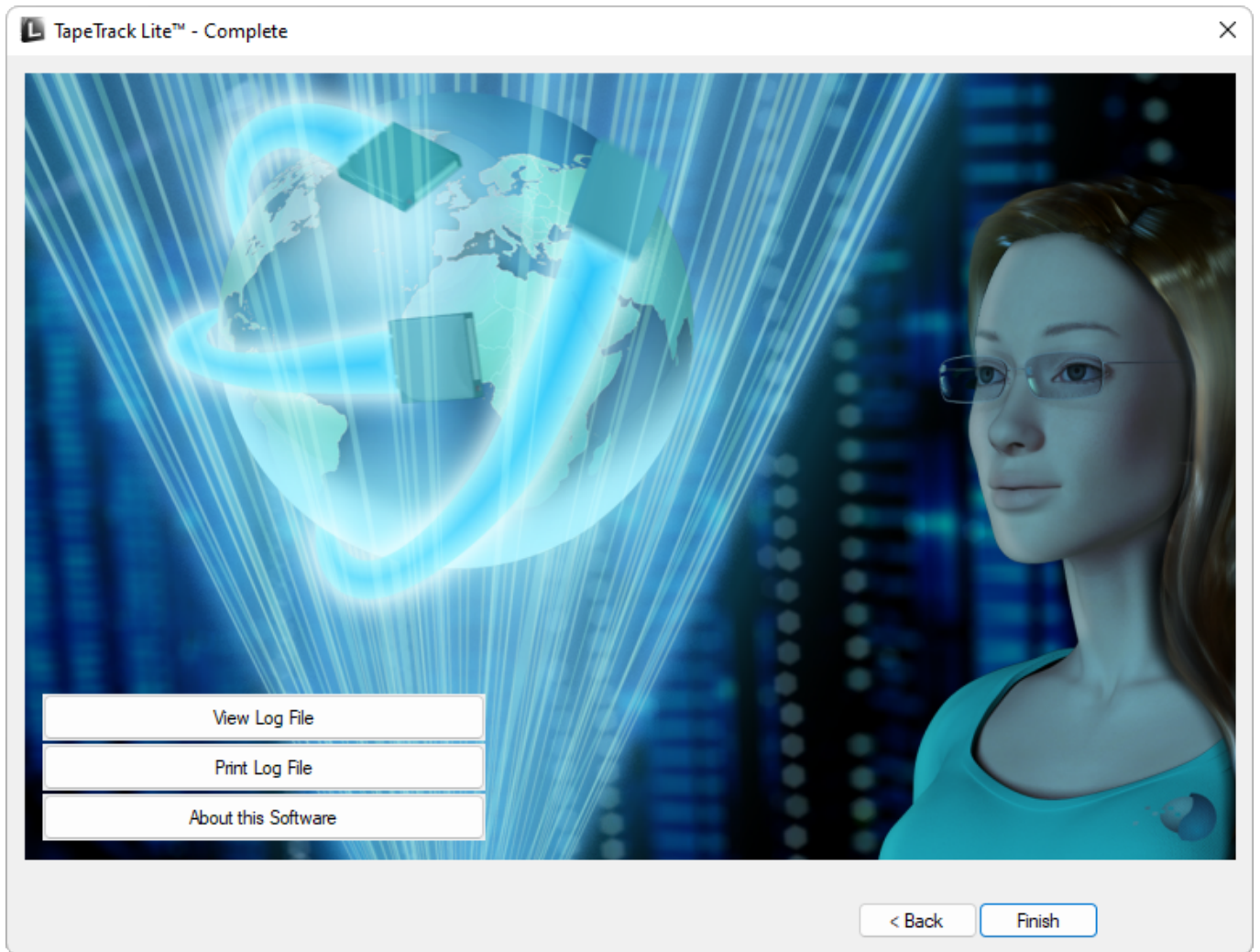
Drag selected file from Windows Explorer and drop in the main window and click Next.



## 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.



2019/04/17 03:00 · Scott Cunliffe

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

