# **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.

L TapeTrack Lite <sup>™</sup> - Optio	ns		×
Instructions The Options screen allows The options you change wi	you to specify options that will influence he Il be retained for future sessions.	ow future screens perform.	
General Options			
Log File Folder	C:\Users\diffl\Documents		
			< Back Next > Cancel

#### **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.

TapeTrack Lite™ - Customer Selection			
Instructions			
The Customer Selection screen allows you	to select one TapeTrack Customer	that will be the subject of	f operations in subsequent screens.
You may select a Customer by double click	king the Customer, or by clicking the	Customer and pressing th	he Next button.
Customer	Volumes	Moves	
New York Data Center	105	29	
Los Angeles Data Center	278	30	
North Carolina	4,418	0	
	4,801	59	
Remember previously selected Customer			

<note tip>Checking Remember previously selected Customer will retain the currently selected Customer for future Lite functions.

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Permanent link: https://rtfm.tapetrack.com/lite/function\_upload?rev=1699236266
Last update: 2025/01/21 22:07

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