

# Upload and Download Files

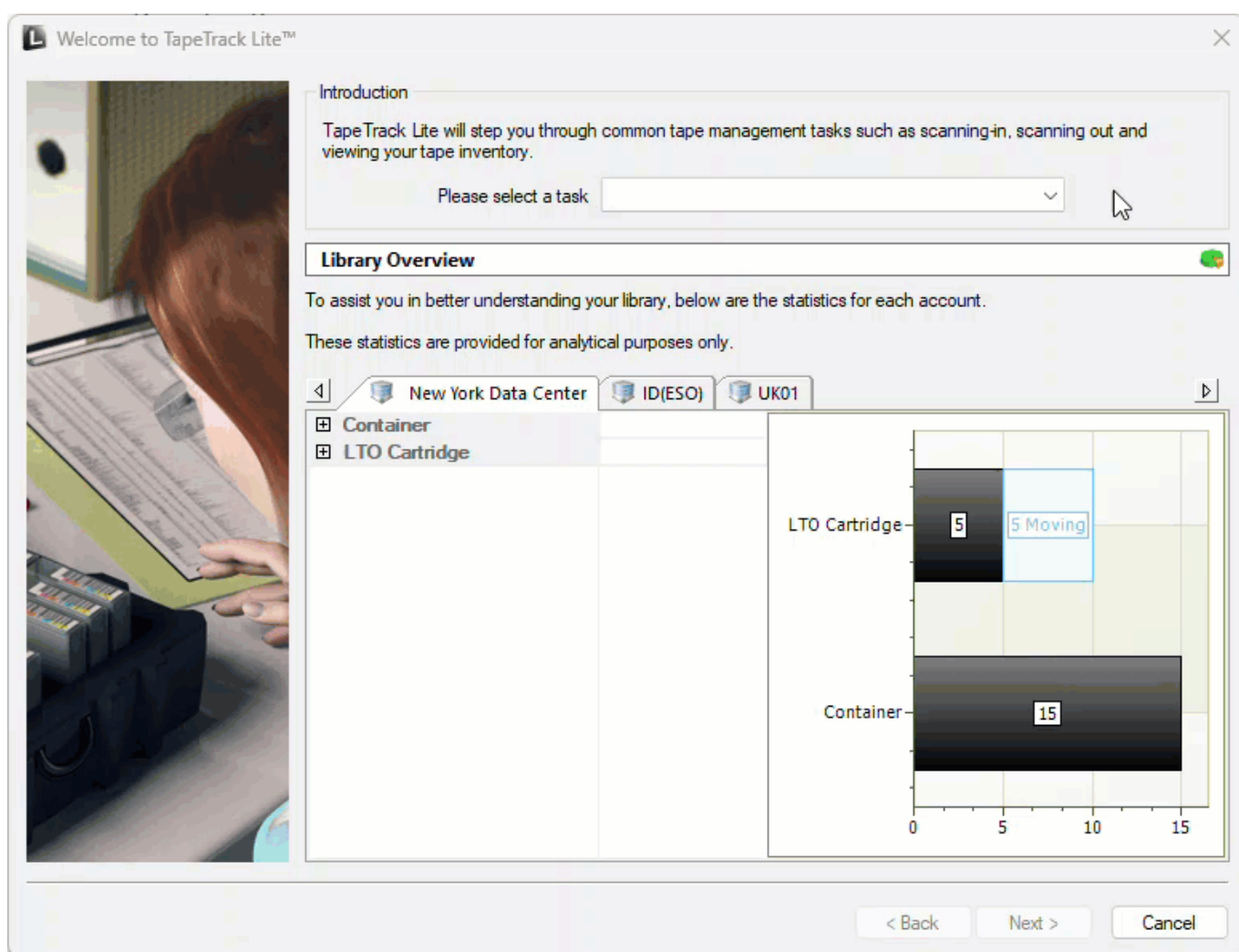
## Prerequisites



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.

TapeTrack Lite™ - Options

Instructions

The Options screen allows you to specify options that will influence how future screens perform.

The options you change will be retained for future sessions.

General Options

Log File Folder C:\Users\diffi\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 operations in subsequent screens.

You may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the 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

< Back

Next >

Cancel

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

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