

# 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.

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

Previewed files:

- AU01 Accounts April 2017
- AU01 Accounts August 2017
- AU01 Accounts February 2017
- AU01 Accounts January 2017
- AU01 Accounts June 2017
- AU01 Accounts March 2017
- AU01 Accounts May 2017

## 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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000000	AU01 Accounts January 2017....		150,416	108.99%	2017-09-05 (Today)
000001	AU01 Accounts February 2017...		150,411	108.99%	2017-09-05 (Today)
000002	AU01 Accounts March 2017.d...		150,418	108.99%	2017-09-05 (Today)
000003	AU01 Accounts April 2017.docx		150,424	108.99%	2017-09-05 (Today)
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000006	AU01 Accounts July 2017.docx		150,443	108.98%	2017-09-05 (Today)
000007	AU01 Accounts August 2017....		150,450	108.99%	2017-09-05 (Today)

Context menu options:

- Delete
- Properties
- Download

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