

# 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.

## Uploading Files

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

## 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.

Seq.	File	Description	Size	Zip	Uploaded
Enter...	Enter text here	Enter text here	Enter ...	Ent...	Enter text here
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)
000004	AU01 Account...		150,429	108.99%	2017-09-05 (Today)
000005	AU01 Account...		150,437	108.99%	2017-09-05 (Today)
000006	AU01 Account...		150,443	108.98%	2017-09-05 (Today)
000007	AU01 Account...		150,450	108.99%	2017-09-05 (Today)

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