

# 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.

The screenshot shows the 'Uploaded Files' tab in a web interface. At the top, there are navigation tabs: 'Inventory', 'DR Strategies', 'Data Clusters', 'Simple Management', 'Uploaded Files', and 'Consignments'. Below these is a table with columns: 'Seq.', 'File', 'Description', 'Size', 'Zip', 'Uploaded', 'Gen', and 'Expiry'. The table contains seven rows of data for 'AU01 Accounts' files from January to August 2017. Below the table is a preview window with an orange border containing eight document icons. An orange arrow points from the 'AU01 Accounts August 2017' row in the table to the corresponding document icon in the preview window.

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|--------|--------------------------------|-------------|---------|---------|--------------------|-----|-------------|
| 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 : |

### 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.

This screenshot shows the same table as above, but with a right-click context menu open over the fourth row (Seq. 000004). The menu has three options: 'Delete', 'Properties', and 'Download'. The 'Download' option is highlighted by the mouse cursor.

| Seq.   | File                           | Description | Size    | Zip     | Uploaded           |
|--------|--------------------------------|-------------|---------|---------|--------------------|
| 000000 | AU01 Accounts January 2017.... |             | 150,416 | 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) |

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