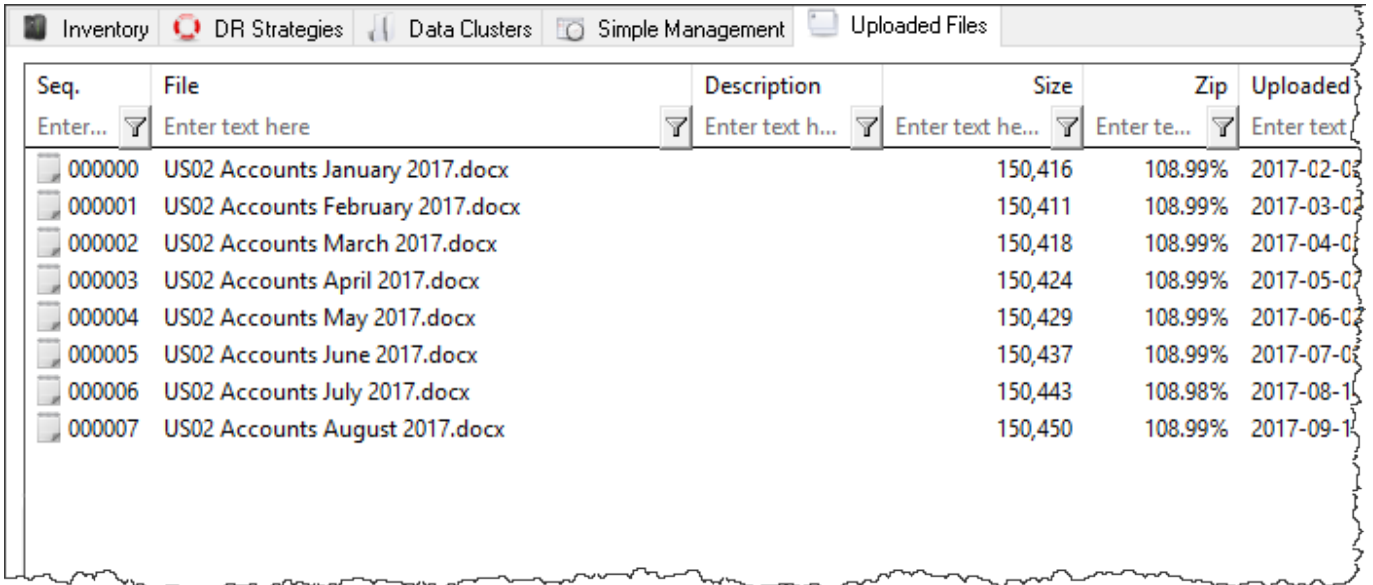


Upload Files Tab

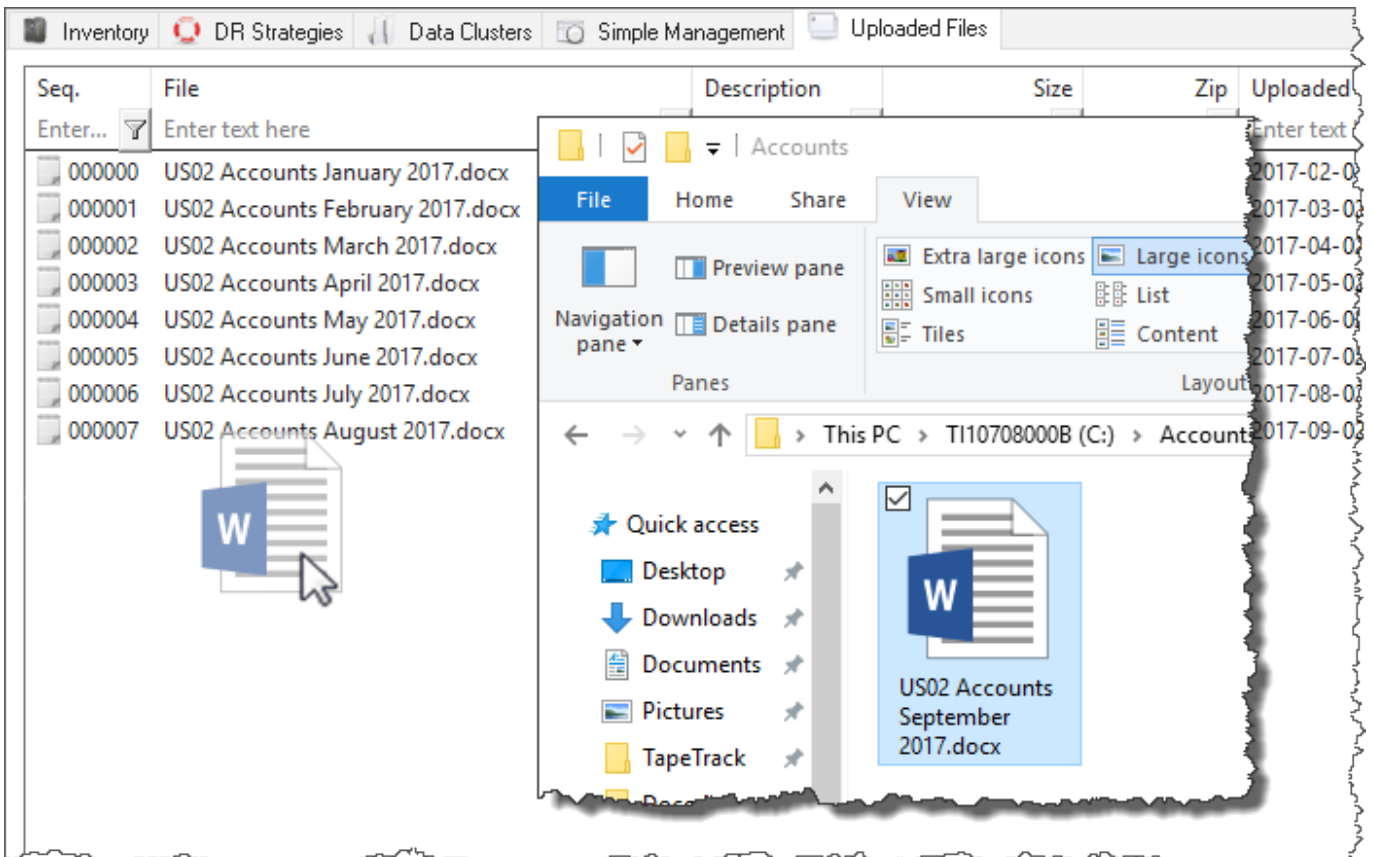
The **Uploaded Files Tab** provides an interface for uploading and downloading files to and from the TapeTrack Server so that they can be accessed by any TapeTrack Client connecting to the selected [Customer](#).



| Seq. | File | Description | Size | Zip | Uploaded |
|--------|----------------------------------|-------------|---------|---------|------------|
| 000000 | US02 Accounts January 2017.docx | | 150,416 | 108.99% | 2017-02-02 |
| 000001 | US02 Accounts February 2017.docx | | 150,411 | 108.99% | 2017-03-02 |
| 000002 | US02 Accounts March 2017.docx | | 150,418 | 108.99% | 2017-04-02 |
| 000003 | US02 Accounts April 2017.docx | | 150,424 | 108.99% | 2017-05-02 |
| 000004 | US02 Accounts May 2017.docx | | 150,429 | 108.99% | 2017-06-02 |
| 000005 | US02 Accounts June 2017.docx | | 150,437 | 108.99% | 2017-07-02 |
| 000006 | US02 Accounts July 2017.docx | | 150,443 | 108.98% | 2017-08-12 |
| 000007 | US02 Accounts August 2017.docx | | 150,450 | 108.99% | 2017-09-12 |

Uploading Files

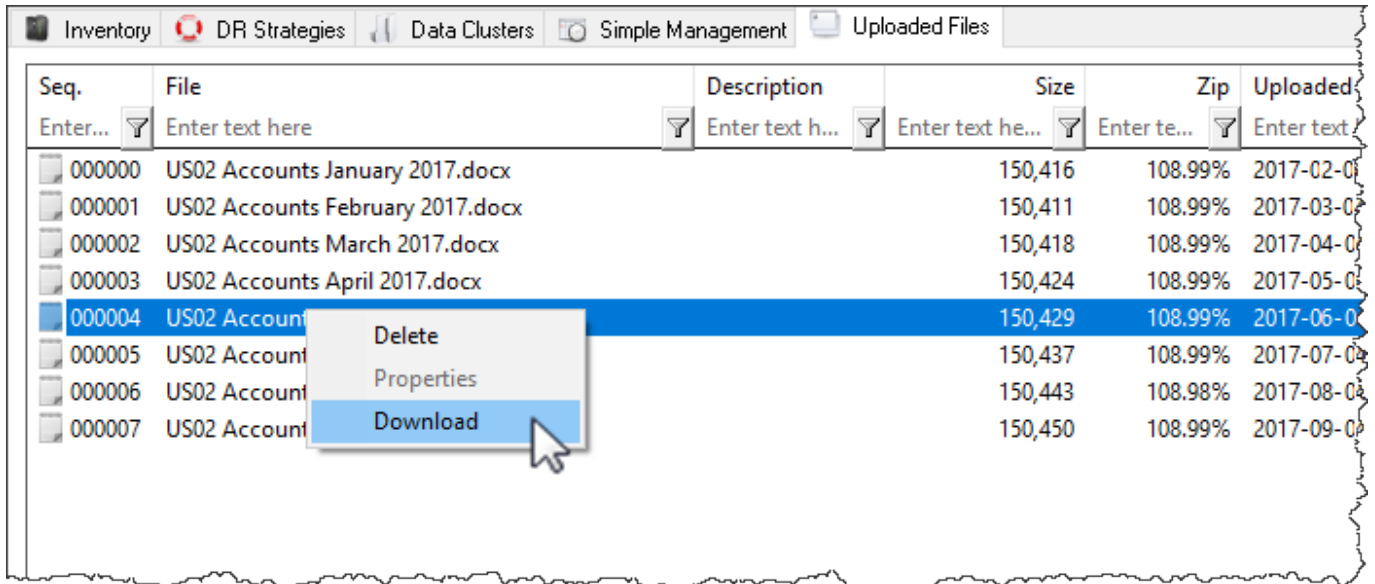
To add files to the Uploaded Files tab, drag and drop the files from Windows Explorer into the Upload Files tab window.



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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