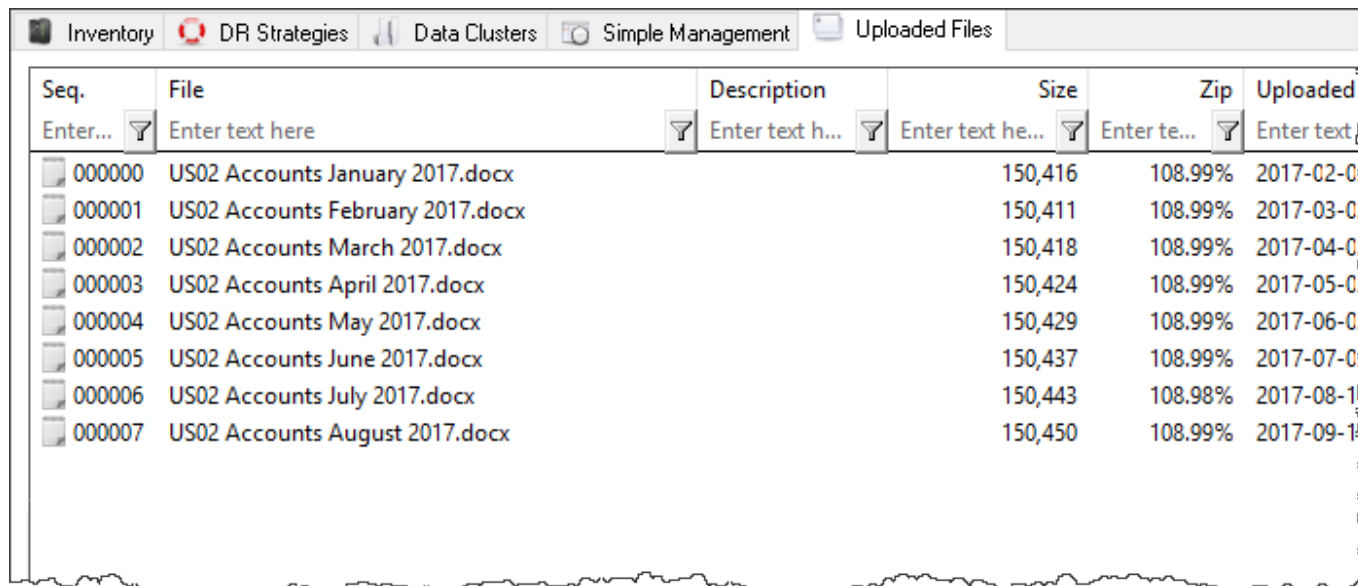


# Upload Files Tab

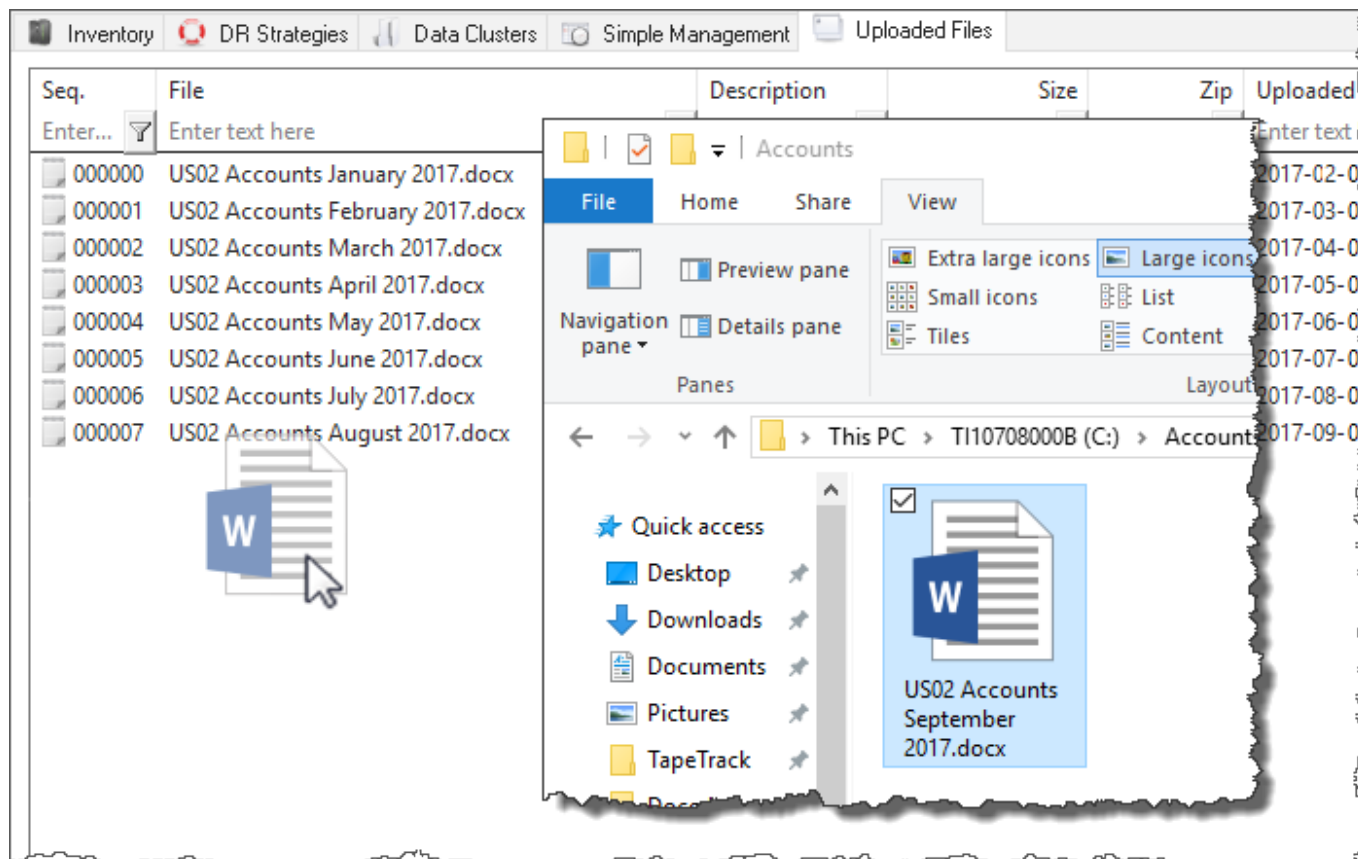
The **Uploaded Files Tab** provides an interface for uploading and downloading files to and from the TapeTrack Server so that they can be accessed by any TapeTrack Client connecting to the selected **Customer**.



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

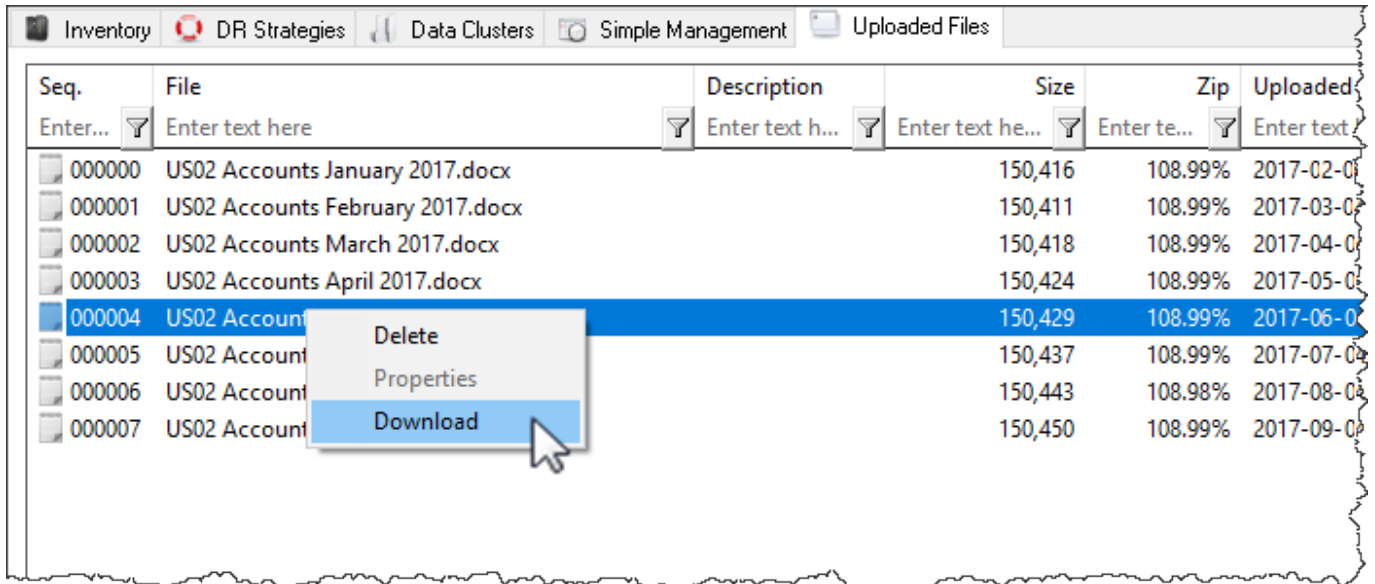
To add files to the Uploaded Files tab, drag and drop the files from Windows Explorer into the Upload Files tab window.



## 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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