

Recover a Batch

To recover a batch, complete the following steps:

1. From the **Administration** tab, select **Utilities>Batch Utilities>Batch Recovery**. The *Review Recovery* page appears.



Application Tip

The **Recover Batch** function supports the recovery of batches containing transactions with associated accounting codes from secondary storage.

2. Click **Submit** as shown in Figure 1. The *Percentage Complete* dialog box appears.

Figure 1: Batch Recovery Review



Application Tip

Wait until the display percent completion reaches 100% before clicking **Close**.

3. Click **Close**. The *Review* page presents the total number of batches that were successfully recovered from the secondary storage.



Additional Buttons

- If the **Cancel** button is clicked before the batch recovery is complete, a dialog box appears asking if you want to cancel the batch recovery.
- Click **Yes** to cancel the batch recovery.
- Click **No** to continue recovering the batch.
- Click **Return Home** to return to the OTCnet Home Page.