

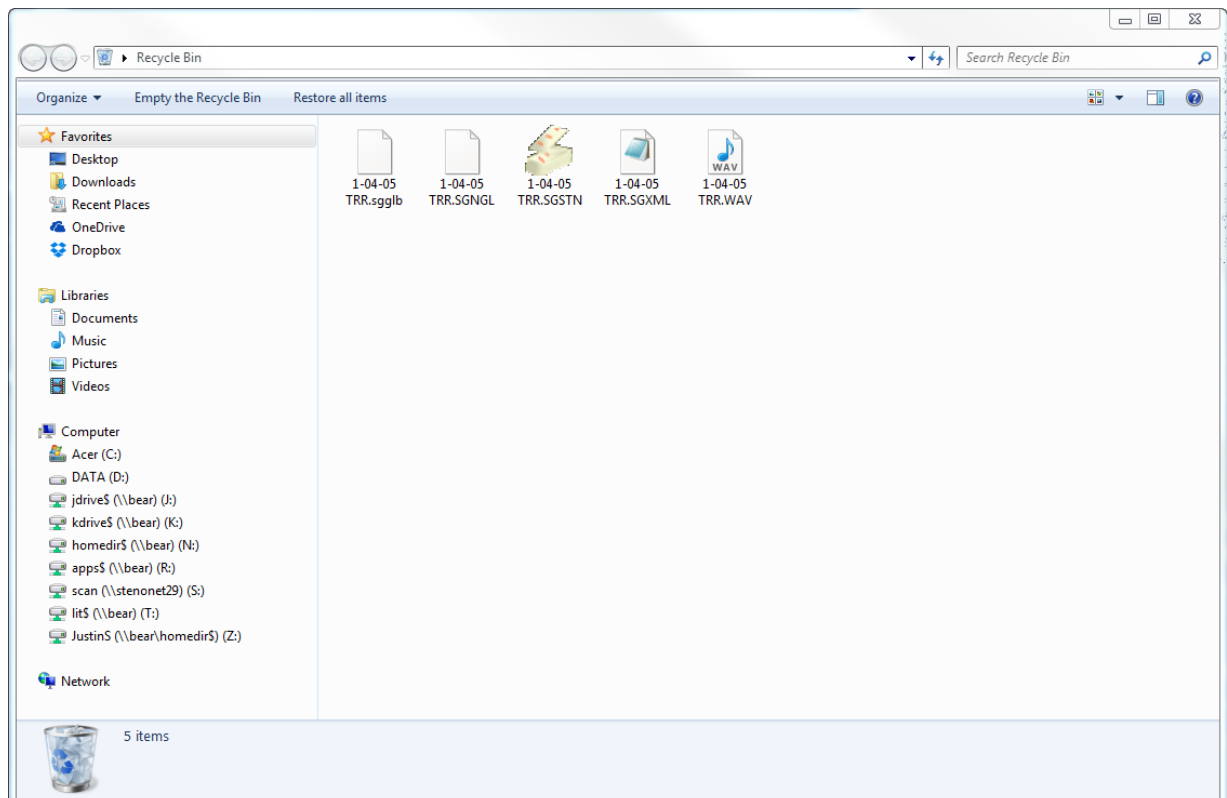
Restore Files from the Windows Recycle Bin

When jobs are deleted in Case CATalyst they go to the Windows Recycle Bin. Sometimes those jobs need to be restored back to Case CATalyst. Here are the steps.

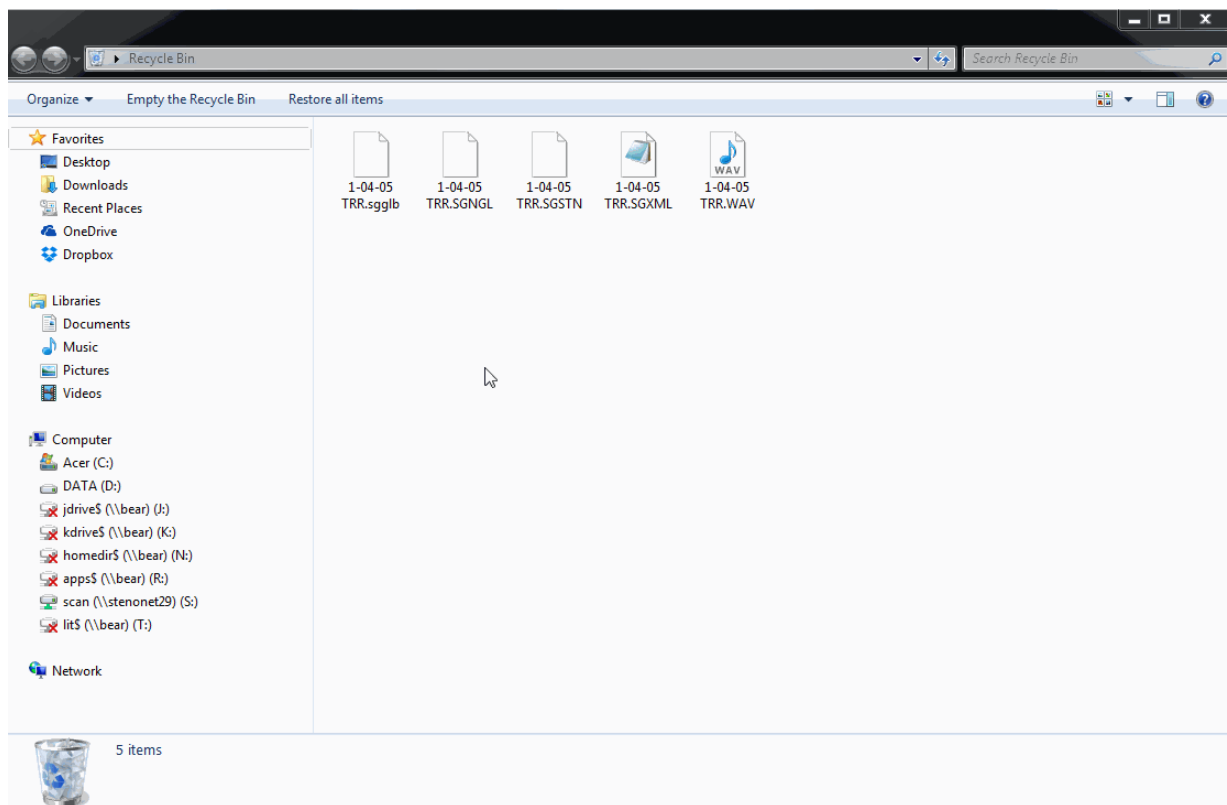


1. Double click on the Recycle Bin icon on the Desktop.

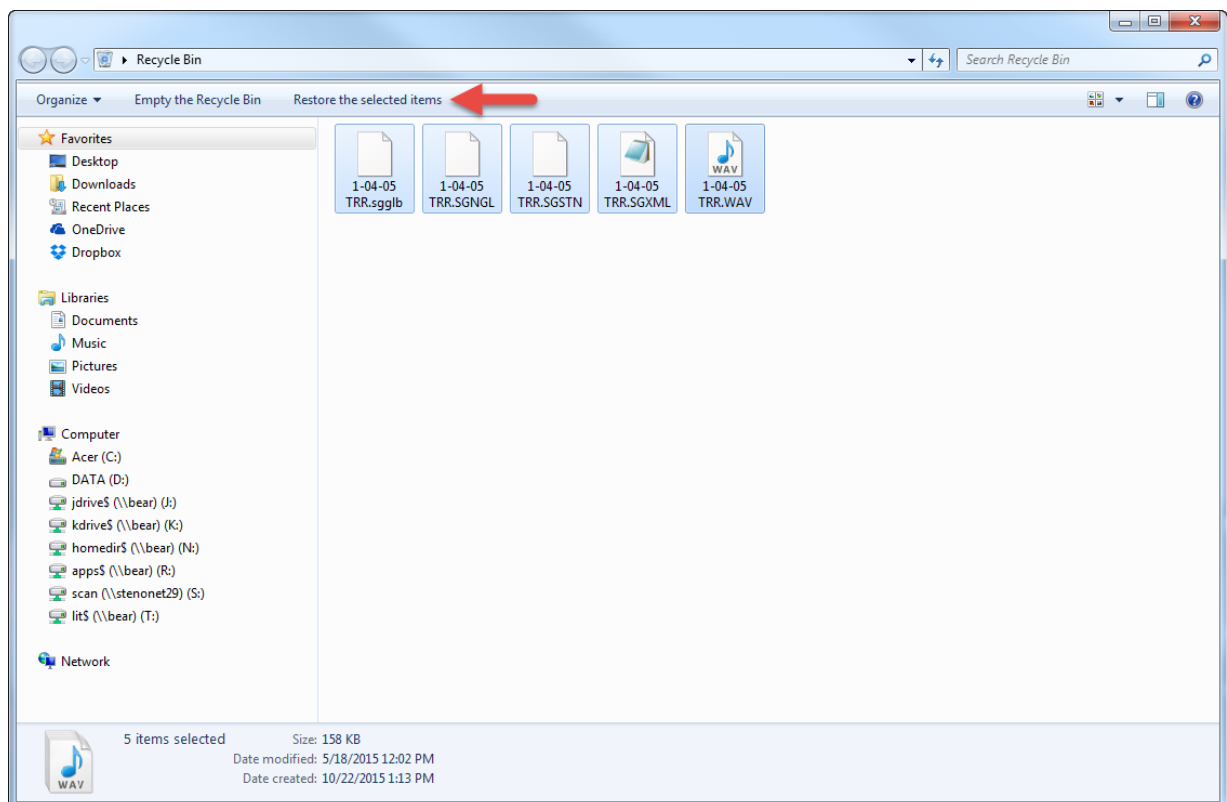
2. The Recycle Bin window displays showing all your deleted files.



3. Hold down the Ctrl key, then single left click on each file to be restored. In the image below, each file associated with the job is being highlighted.



4. Left click on "Restore the selected items" to restore the files. The files will be restored to their deleted location.



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