

## Restoring Files from Cloud Backup

Once your files are backed up to the cloud, there may come a time when you need to download a file or case. For example, let's say you are an official reporter and a transcript has been ordered for a proceeding that you reported months ago. You simply select Restore Files from the Cloud dialog box and select the file/files you want to download to your hard drive. Restoring or downloading files from the cloud does not remove them from the cloud, it simply makes a copy of the file on your hard drive.

When restoring a file from the cloud, if a version of the file already exists on your hard drive, you can have Cloud Backup overwrite the existing file on your hard drive, rename the existing file on your hard drive or restore the file to a different location.

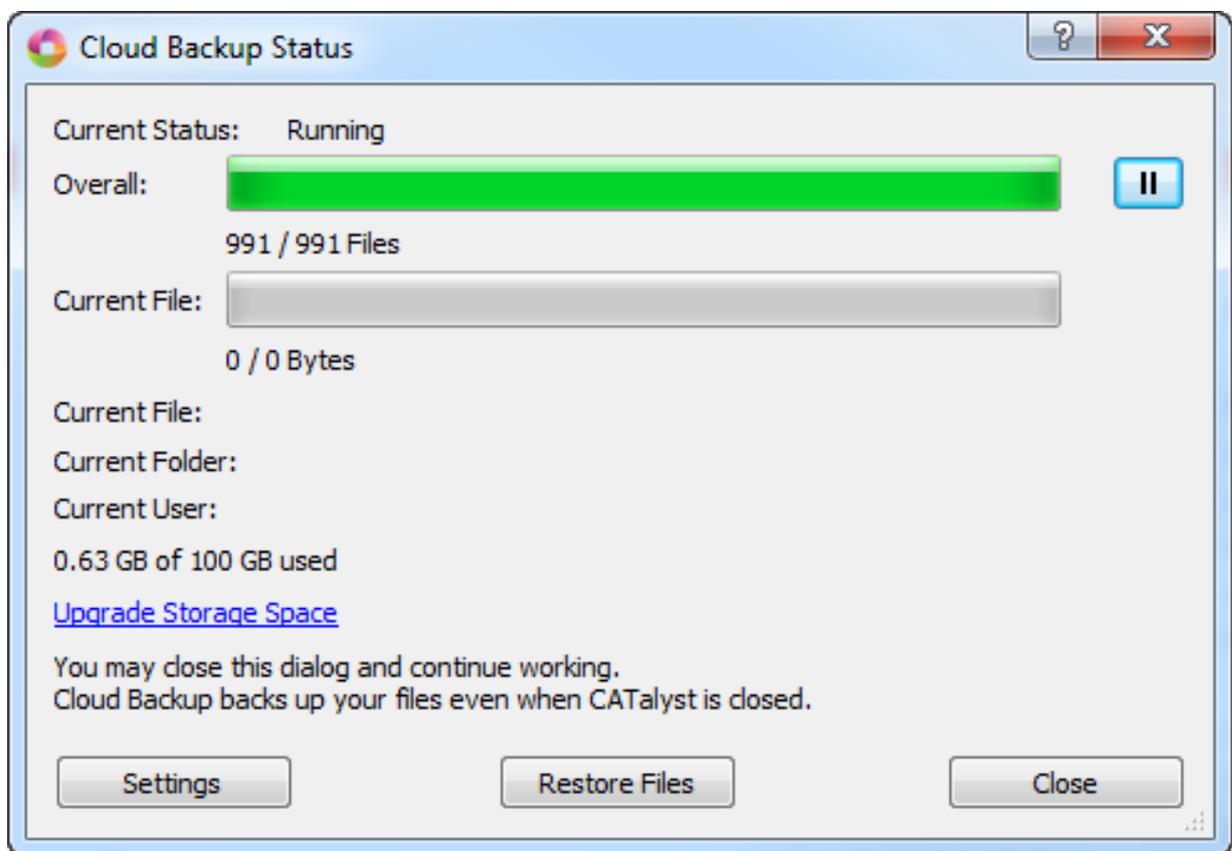
**NOTE:** Depending on your internet connection and the number of files being restored, it may take several minutes to several hours to restore all the files.

### To Restore Files from the Cloud:

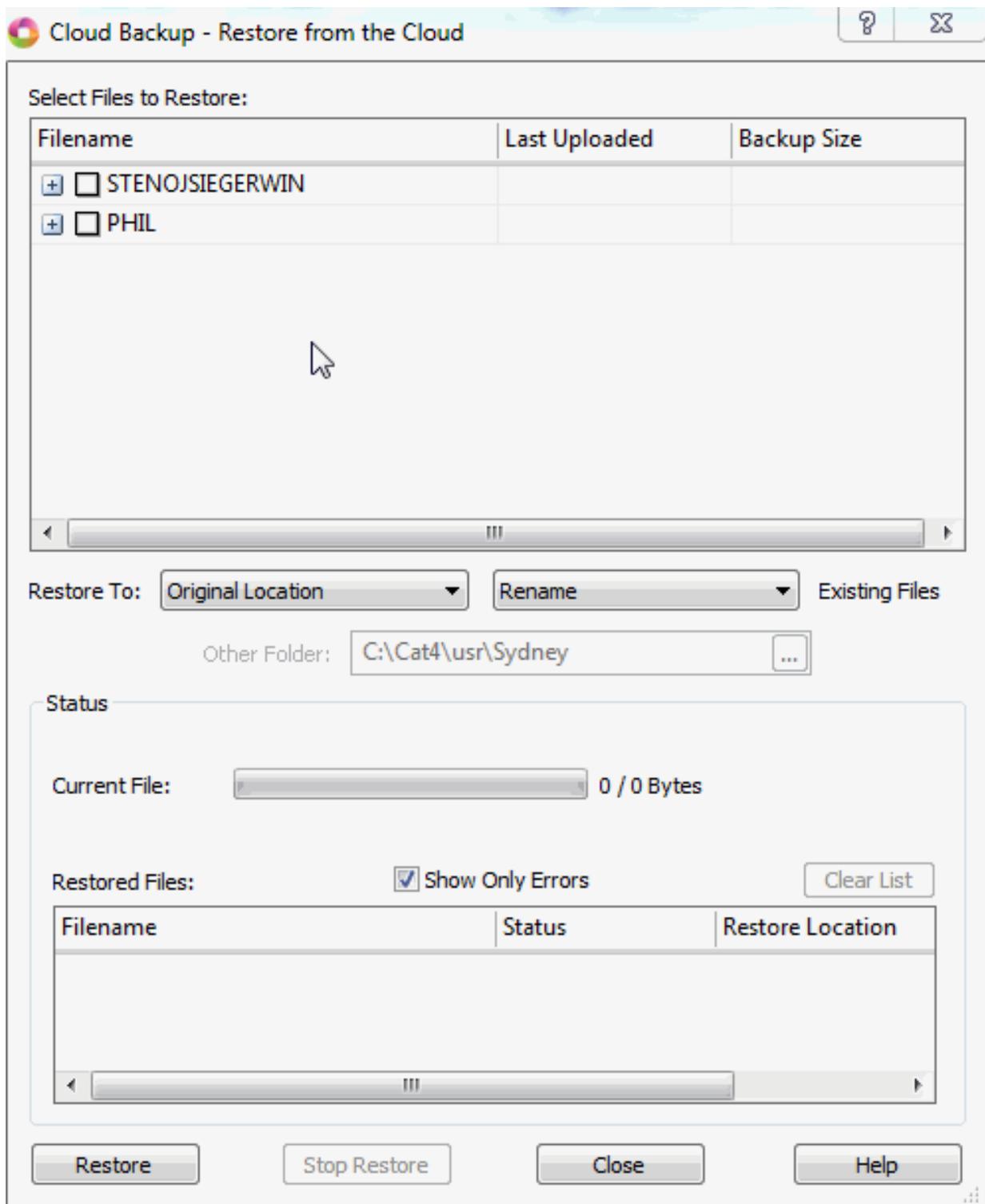
1. To open the Cloud Backup Status dialog box, click the Cloud



Backup icon **Cloud Backup**, or press **Alt + u, k (Function, Cloud Backup)**. When using a metered network connection, a message displays prompting you to continue or not with the restore.

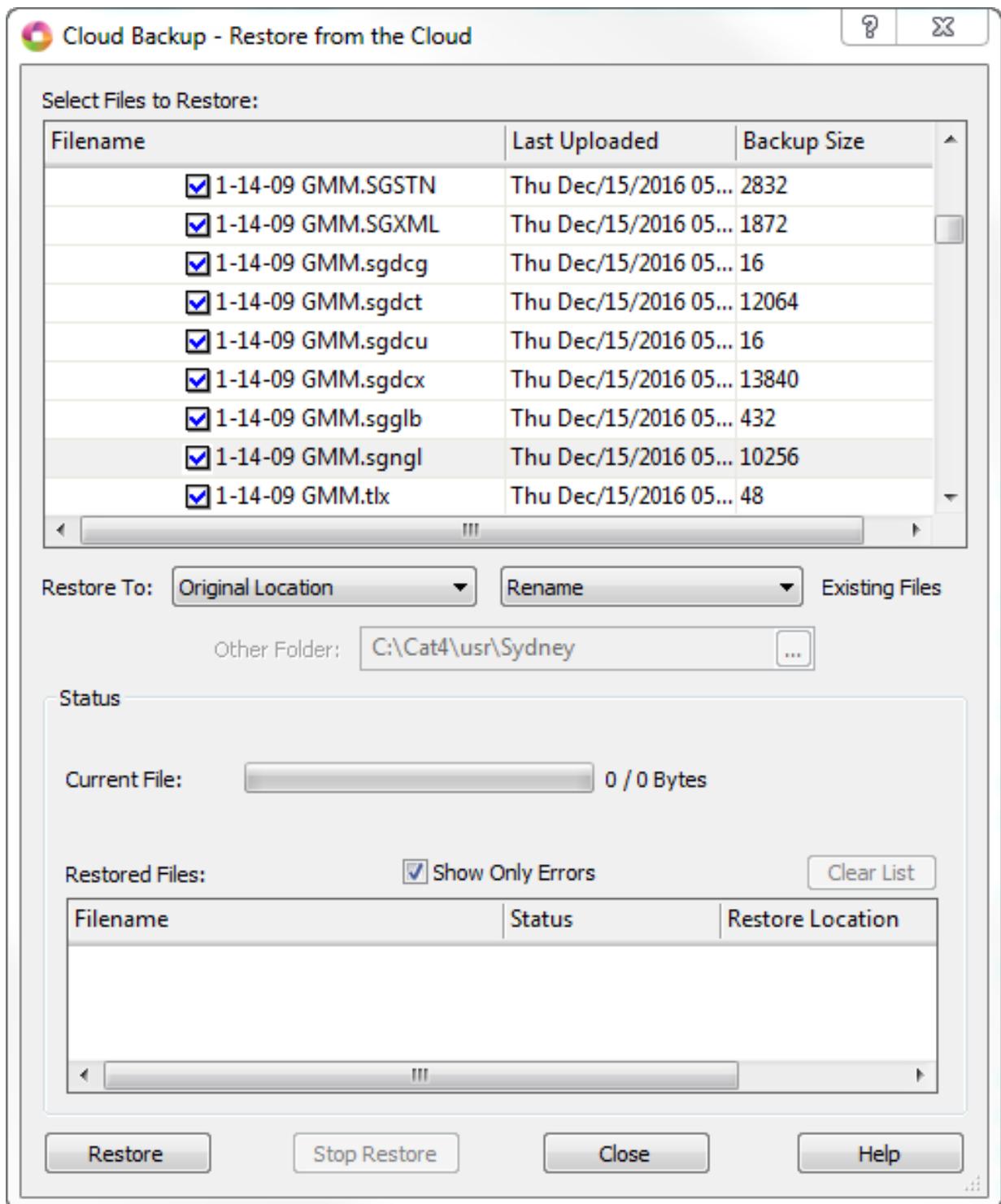


2. To select files to restore, press **Alt + r** or click the **Restore Files** button. The Cloud Backup - Restore from the Cloud dialog displays. The cloud retrieves the user's information and displays the files in a tree view. To expand the view, click the **plus sign (+)** in front of the computer name and then continue to click the plus sign in front of each item to expand the view as needed to locate what you want to restore. The filename displays, the date the file was last backed up (uploaded) to the cloud and the size of the file.



If you have more than one computer that you use for Case CATalyst and the computers have different names, you could see multiple computers listed in the Restore from Cloud dialog box.

3. To select a case or file, click the case/file name to put a check mark in front of the case/file. Select as many cases/files as you want to restore.



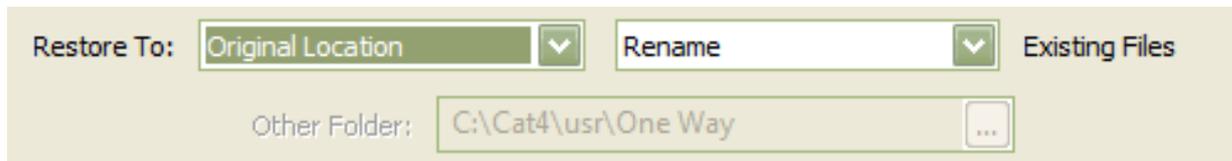
4. In the **Restore To:** field, click the down arrow to display the location options:

**Original Location** - restores the file/files to the same location from which they were backed up. The default setting is Original Location.

**Desktop** - restores the selected file/files to your computer's Desktop.

**Other** - allows you to navigate to a location on your computer

and restores the file/files to that location.



The image shows a portion of a software interface for restoring files. It features three main input areas: 'Restore To:' with a dropdown menu currently set to 'Original Location'; 'Rename' with a dropdown menu; and 'Existing Files' with a dropdown menu. Below these is an 'Other Folder:' field containing the path 'C:\Cat4\usr\One Way' and a browse button (three dots in a square).

5. In the **Existing Files** field, click the down arrow to display the action options if a file/case with the same name exists in the selected restore location.

**Rename** - will add a number to the end of the existing file name of the same file on your computer's hard drive. For example, if you are restoring 1-14-09 GMM from the Cloud and 1-14-09 GMM exists on your computer's hard drive, once restore is complete you will have 1-14-09 GMM (restored file) and 1-14-09 GMM\_1 (existing file on your hard drive). Rename is the default action.

**Overwrite** - the existing file on your hard drive will be overwritten by the restored file from the Cloud. Using the previous example, when restore is complete, you will have one 1-14-09 GMM file on your hard drive. Once you select the restore location and download action, your selections are displayed.

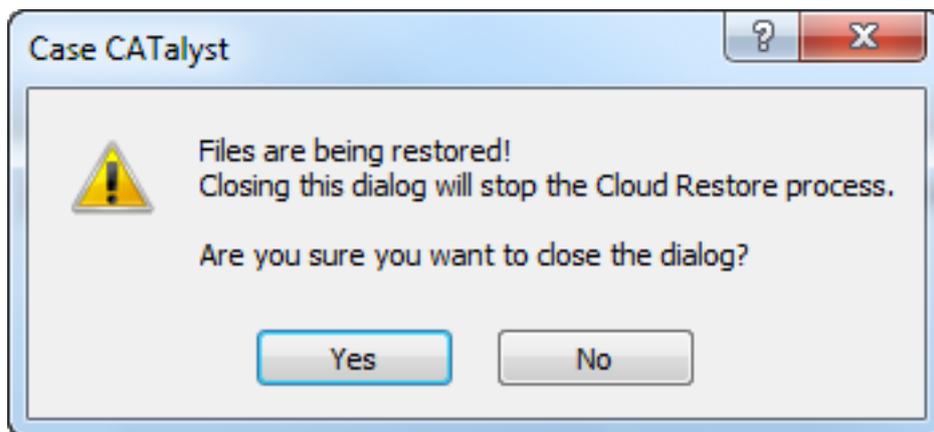
6. In the Restored Files section, there is a Show Only Errors option which is selected by default. When this option is selected, only file names that experience an issue during restore will be listed. If no errors are encountered while restoring, the No errors while restoring message displays when the restore is complete. No file names display. If you want to see the filenames, restore status and restore location of the files restored, deselect the Show Only Errors option. Once the files have been restored, you can use the **Clear List button (Alt + L)** to clear the list.
7. To begin the restoring of the selected files, press **Alt + r** or click the **Restore** button. The Current File: field displays the progress of the restored files and the Restored Files section displays information based on your selection in Step 6. Once the selected files have been restored, the restore completed dialog

box displays, press Enter (OK) to dismiss the dialog box.

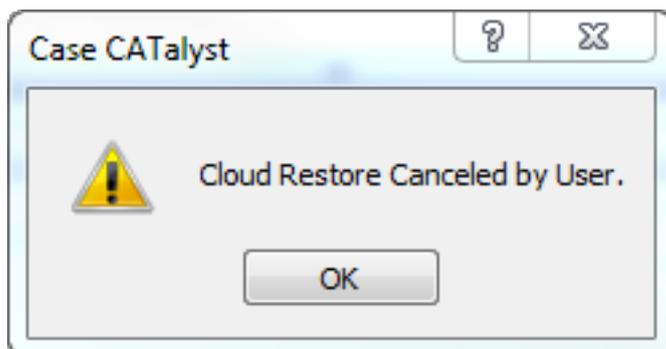
8. If you are finished restoring files to your computer, press **Alt + c (Close)** to close the Restore dialog box.

Things to know:

- If you select to Close the dialog box while restore is still in progress, the "Files are being restored!" message displays. Press **Enter** to stop the restore process. Click **No** to have the restore process continue.



- If you want to stop the restore process, press **Alt + s (Stop Restore)**. The "Restore Canceled by User" message displays.



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