



## Recover a Batch

To recover a batch, complete the following steps:

1. Click the **Administration** tab.
2. Select **Utilities>Batch Utilities** and click **Batch Recovery**. The *Review Recovery* page appears.



### Application Tip

For the **Batch Recovery** function to work:

- The backup or contingency terminal being used to process batches must be closed and transmitted before using the terminal for batch recovery
- The primary terminal and the contingency terminal must both have the same storage or a compatible secondary storage
- The full name of the user on the new terminal must match the name of the user that created the batch
- The **Agency Location Code (ALC)** and **Terminal ID** must match that of the batch to be recovered



### Application Tip

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

3. Click **Submit**. The *Percentage Complete* dialog box appears.
4. Click **Close**. The *Review* page shows the total number of batches that have been successfully recovered from the secondary storage.



### Application Tip

Wait until the display percent completion reaches 100% before clicking **Close**. 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 or click **No** to continue recovering the batch.

5. A *Review* page shows the total number of batches that have been successfully recovered from the secondary storage.



#### Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.