

PIERO Back Up and Restore Process

This document describes the back up and restore process using the PIERO Asset Manager.

The following topics are covered in this document:

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Getting Started

Before you begin, ensure the following:

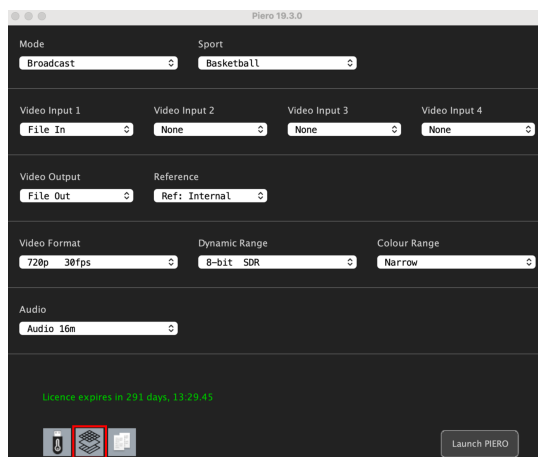
- Ensure that all of the data you want to back up is located in your default folders; this should already be the case if you have used only the asset manager to manage your assets. For clips, only media within the **PieroSource** and **PieroExport** folders will be exported. If you have data you want to export that is outside of the default directories, you will need to move it to the default folders or backup the data manually.
- Ensure there is enough space on your hard drive to store the exported data. In the PIERO Asset Manager, the approximate size of each asset is displayed to the right of each asset. To determine the storage space required to export the assets, use these approximations. The back up will likely produce a large file, if you want to copy this onto a USB drive, we recommend using the exFAT file format.
- Be aware that during the back up and restore process you should not open other tabs or run any other programs on your computer.

Back Up Assets

Located in the **PIERO Asset Manager** is the **Back Up** tab, where you can access the tools to back up your PIERO assets. You can access the **PIERO Asset Manager** through the **Launcher**.

To back up assets:

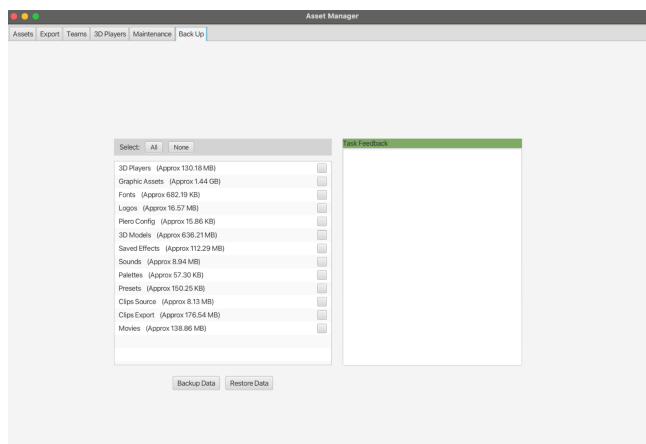
1. From the **Launcher**, select the  **PIERO Asset Manager** button.



PIERO Launcher - Asset Manager Button

The **PIERO Asset Manager** opens.

2. In the **PIERO Asset Manager**, select the **Back Up** tab.



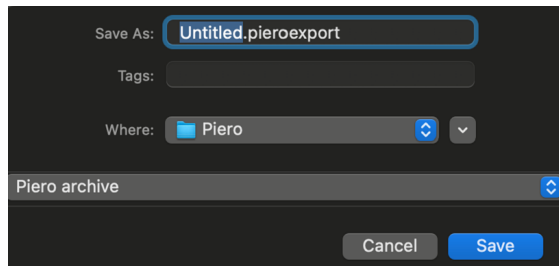
PIERO Asset Manager - Back Up Tab

3. From the list, select the assets you want to back up.

The assets automatically selected in the list are the recommended assets for export. Additional assets can be selected or deselected from the list as needed.

4. Select **Backup Data**.

A new window opens.



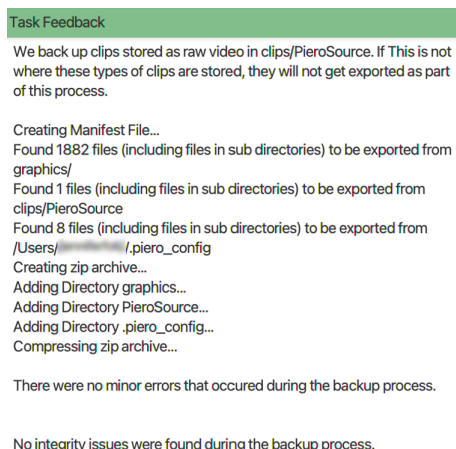
Window - Export Options

5. In the **Save As** field, enter a title for the export file.
6. In the **Tags** field, enter a tag to add to the file to make it easier to find (MacOS only).
7. From the **Where** drop-down, select the directory where you want the back up to go to.
8. From the last drop-down, select **Piero archive** (default).
9. Select **Save**.

The window closes and the export process starts.

Users can follow the back up and restore progress using the progress bar, which incrementally advances with each completed file. While processing large video files, it may take a while, and the progress bar may appear like it isn't processing. The progress bar will jump forward when the large file has been processed.

Once the export is complete, the results are displayed in the **Task Feedback** panel. Additionally, any errors during the backup and restore process will be indicated in the **Task Feedback** window, which will also provide information on how to resolve the errors.



Task Feedback - Back Up Results

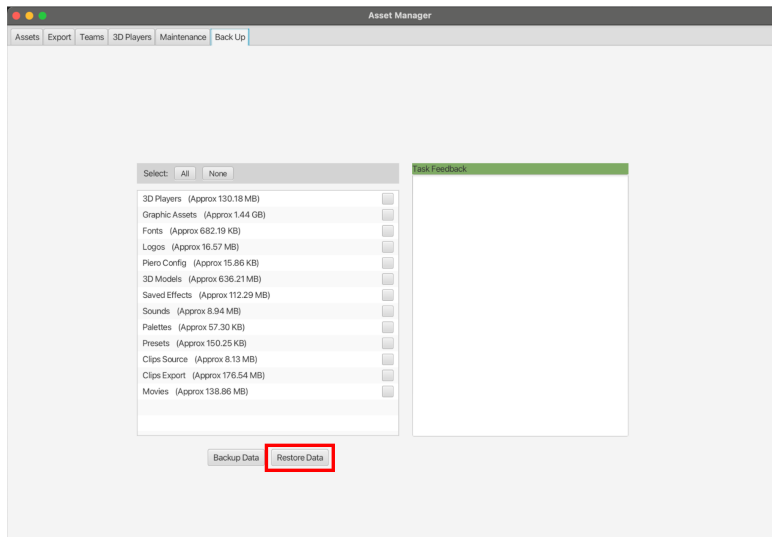
The assets have been exported as a **.pieroexport** compressed file and saved to the location you selected.

Restore Assets

Once you have exported your assets, you can now restore them.

To restore assets:

1. In the **PIERO Asset Manager**, select the **Back Up** tab.
2. In the **Back Up** tab, select **Restore Data**.

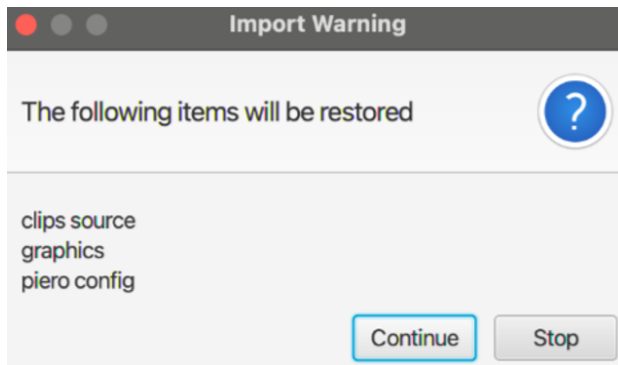


Back Up Tab - Restore Data

The File Explorer opens.

3. Navigate to the **.pieroexport** file.
4. Select **Open**.

An **Import Warning** dialog opens, indicating the items that will be restored.



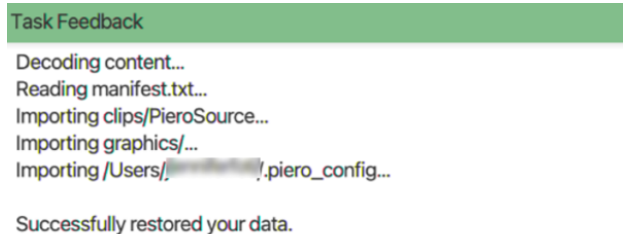
Import Warning Dialog

5. Select **Continue**.

The restore process begins.

Once the restore process is complete, the results are displayed in the **Task Feedback** panel.

Additionally, any errors during the backup and restore process will be indicated in the **Task Feedback** window, which will also provide information on how to resolve the errors.



Task Feedback Panel - Restore Results

The restore process is complete and the PIERO system is ready to use.