

## **File Manager**

The file manager section allows Admins and Super Admins in Zoho Lens to view and download session recordings and snapshots that were captured during the session. Follow these steps to download session-related files:

• Choose File Manager from the side menu bar.

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| Home C        | २ Search All                                      | ¥  |            |   |     |            | $\nabla$ |
| Reports       | On Demand Lens session #686336554<br>Dec 20, 2019 | Customer : frida.m@zylker.com<br>Technician : malcolm.d@zylker.com |            | Ł | Ô   | 9 Files    |          |
| Files         | File Name   | File Size  | File Type  |   |     |            |          |
| ¢<br>Settings | ▶ 686336554.mp4                                   | 3.05 MB  | Recording  |   | ₽   | ± 1        | ĭ        |
|               | screenshot-20_December_2019-13-3-25-20.pn         | g 44.65 KB   | Screenshot |   |     |            |          |
|               | screenshot-20_December_2019-13-3-27-406.p         |  | Screenshot |   |     |            |          |
|               |   | ~  |            |   |     |            |          |
|               | On Demand Lens session #957730381<br>Dec 20, 2019 | Customer : olivia@zylker.com<br>Technician : jonathan@zylker.com   |            | 4 | ۵   | 2 Files    | •        |
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- Choose the session you want to download the recording or the snapshots from using metrics such as the session ID, guest name, and technician name.
- Click  $\overline{\square}$ ,  $\checkmark$ , or  $\overline{\square}$  to rename, download, or delete a file.
- You can also choose to download or delete all files related to a session by clicking ⊥ or □ next to the session.

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| Reports<br>Files<br>Settings | Q Search All                                      | •  |            |            | <b>V</b>          |
|                              | On Demand Lens session #686336554<br>Dec 20, 2019 | Customer : frida.m@zylker.com<br>Technician : malcolm.d@zylker.com |            | <i>∓</i> ₪ | 9 Files 👻         |
|                              | File Name   | File Size  | File Type  |            |                   |
|                              | ▶ 686336554.mp4                                   | 3.05 MB  | Recording  |            | ₫ ¥ @             |
|                              | screenshot-20_December_2019-13-3-25-20.p          | ng 44.65 KB  | Screenshot |            |                   |
|                              | screenshot-20_December_2019-13-3-27-406.          | png 71.57 KB   | Screenshot |            |                   |
|                              |   | ×  |            |            |                   |
|                              | On Demand Lens session #957730381<br>Dec 20, 2019 | Customer : olivia@zylker.com<br>Technician : jonathan@zylker.com   |            | ± ≣        | 2 Files >         |
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