

KB LEVEL: SVR	KB ARTICLE	KB NUMBER: 05
	<i>Backup and Retention process of Biometric and Door Access</i>	

KB Category:	Internal		
Author:	Jeremiah Nantona	Date:	March 7

Problem Description:	Back up and restoration of database
Symptoms and Cause of the issue:	Database is either corrupted or lost

Back-up Schedule: Every 1st of the month
Retention Period: 30days

Back-up Procedure:

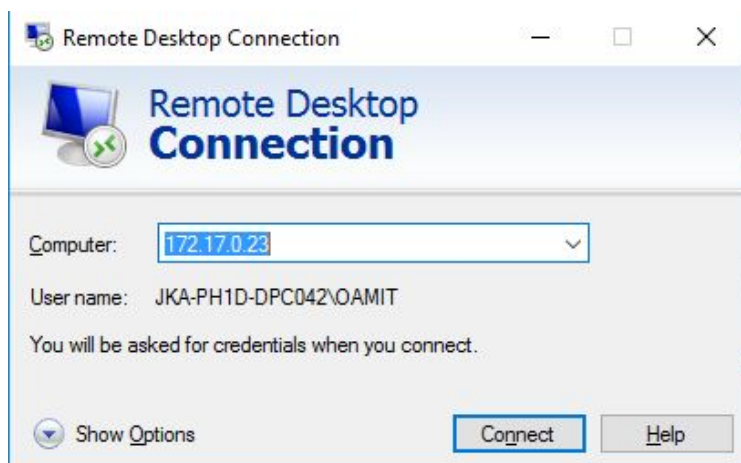
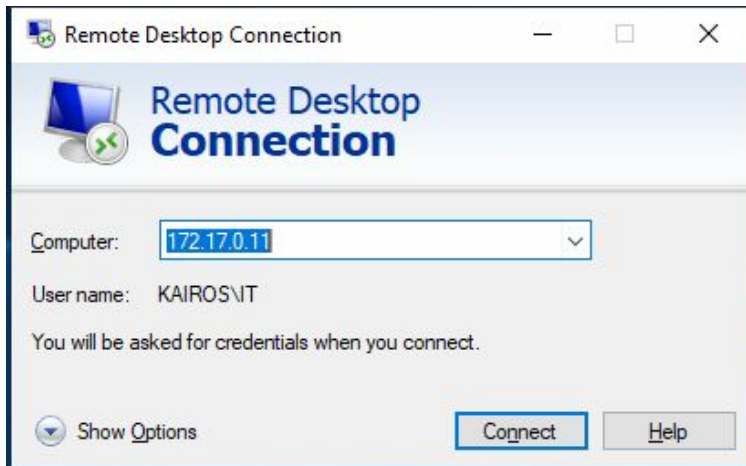
Step 1: -Press Windows+R

-Type Mstsc

-Type 172.17.0.11/172.17.0.23

- Credentials IT/OAMIT

S*****k

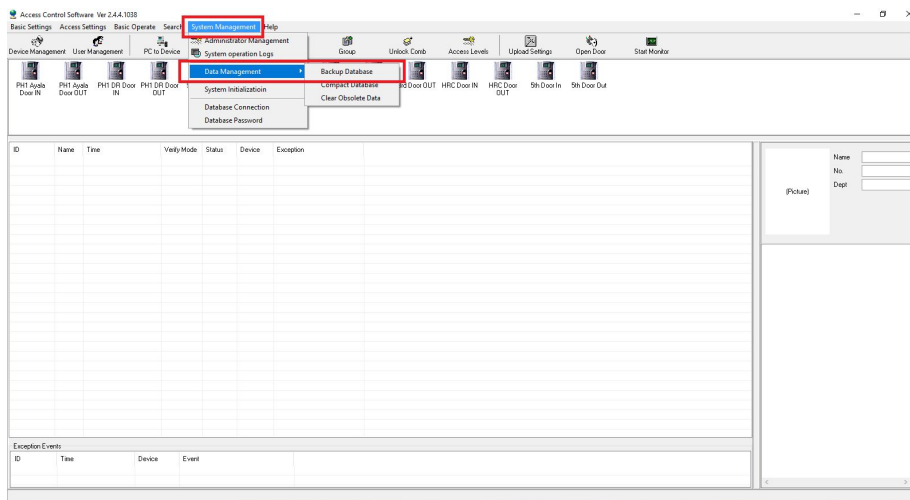


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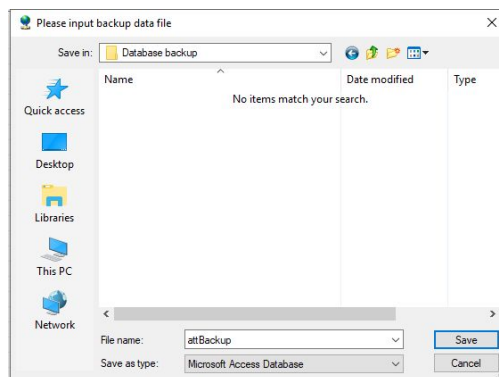
Step 2: -Click Access Control System



Step 3: -Go to System Management
 -Select Data Management
 -Click Backup Database



Step 4: -Save the file to Database Backup file folder.
 - C:\This PC\Documents\Database backup



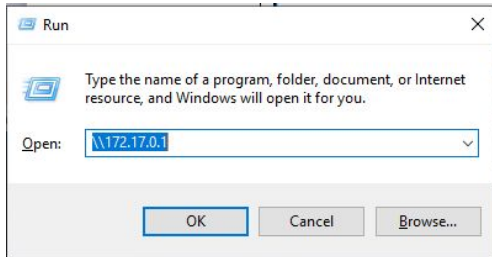
Step5: -Copy the Backup file to Pelops
 -Paste the backup file to 172.17.0.1/Backup/Kairos or /Eros
 -172.17.0.1 Credentials : jnantona
 0*****a

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Restoration Procedure:

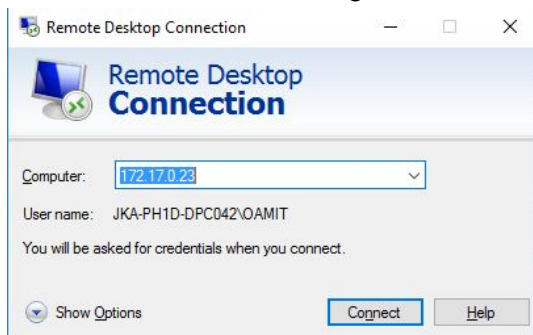
Step 1:

- Press Windows + R
- Copy the backup file to 172.17.0.1/Backup/Kairos or /Eros
- 172.17.0.1 Credentials :jnantona
0*****a

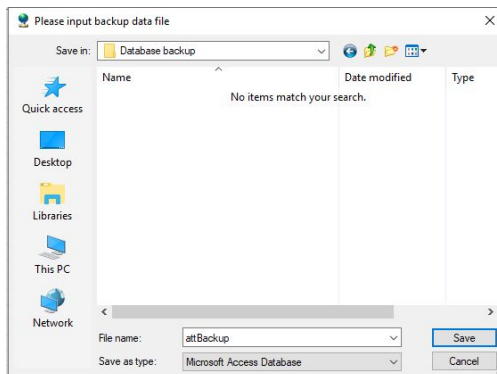


Step 2: -Press Windows+R

- Type Mstsc
- Type 172.17.0.11/172.17.0.23
- Credentials IT/OAMIT
S*****k



- Step 3:** -Paste the file to Database Backup file folder.
- C:\This PC\Documents\Database backup

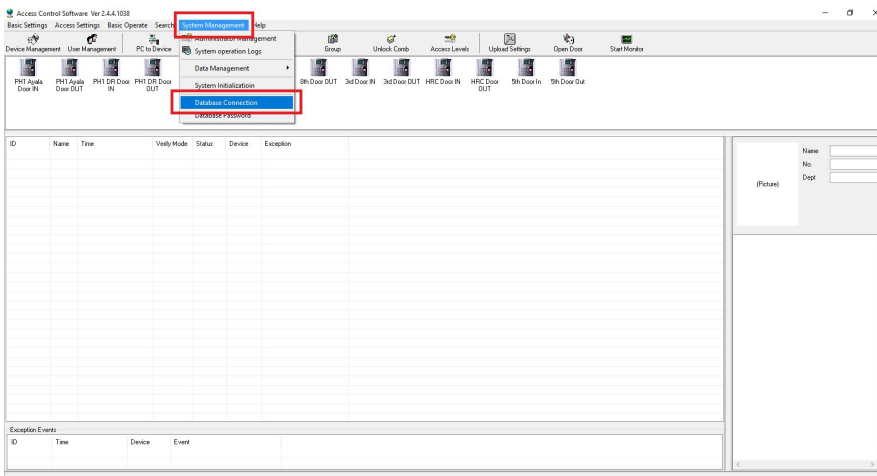


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Step 4: Click Access Control System

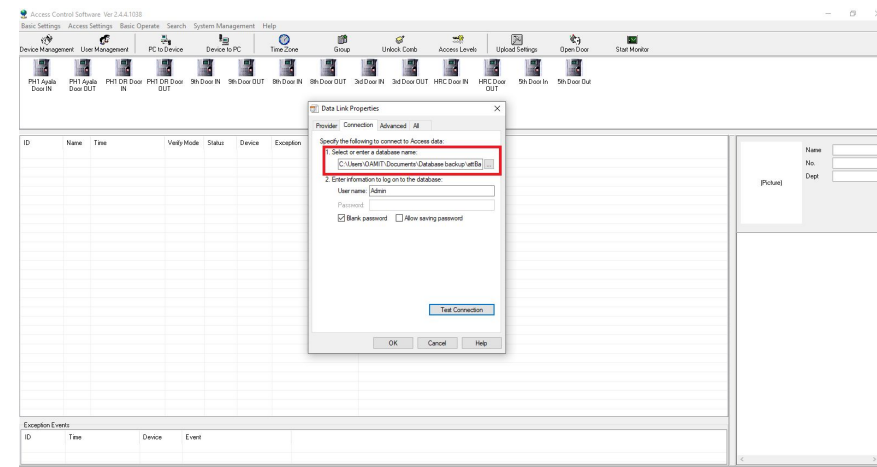


Step 5: -Go to System Management - Click Database Connection



Step6: -Locate the Back file

- Backup file location: C:\This PC\Documents\Database backup
- Click Test Connection and Click OK



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