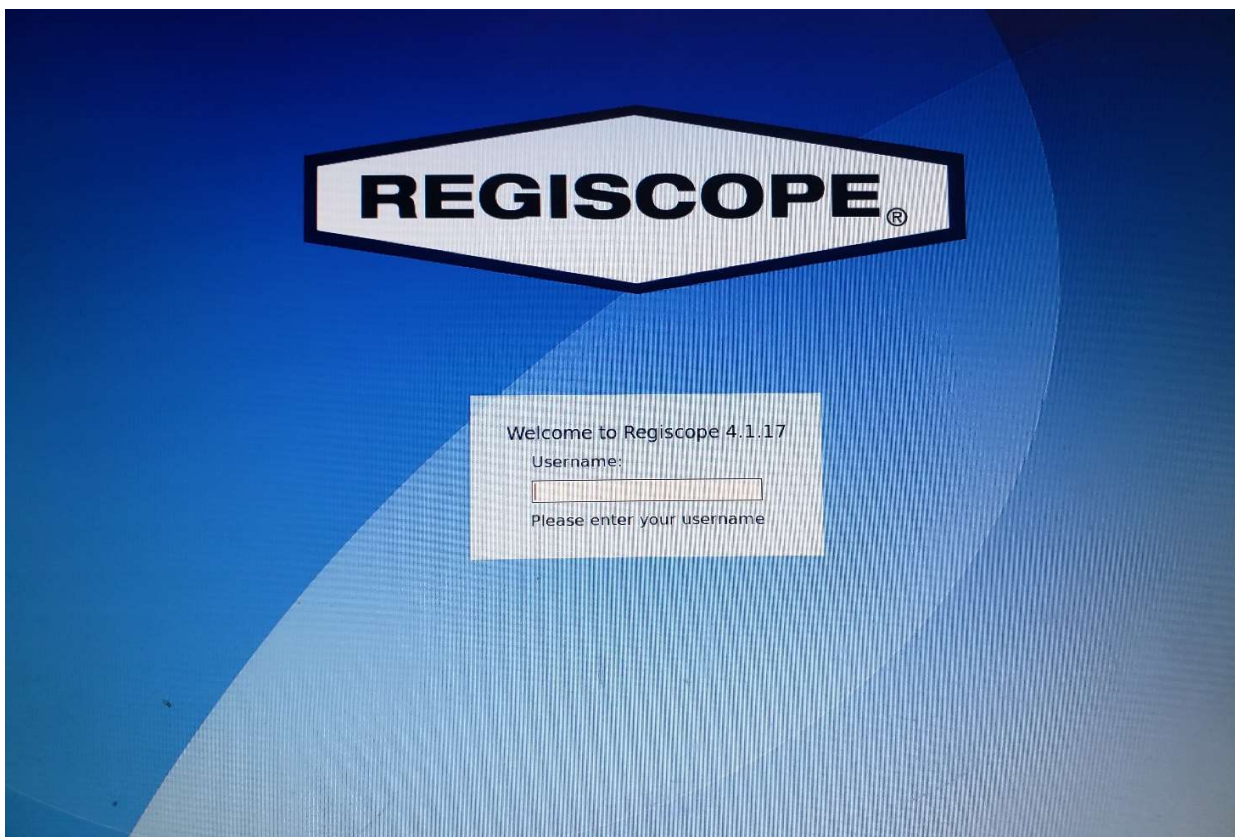


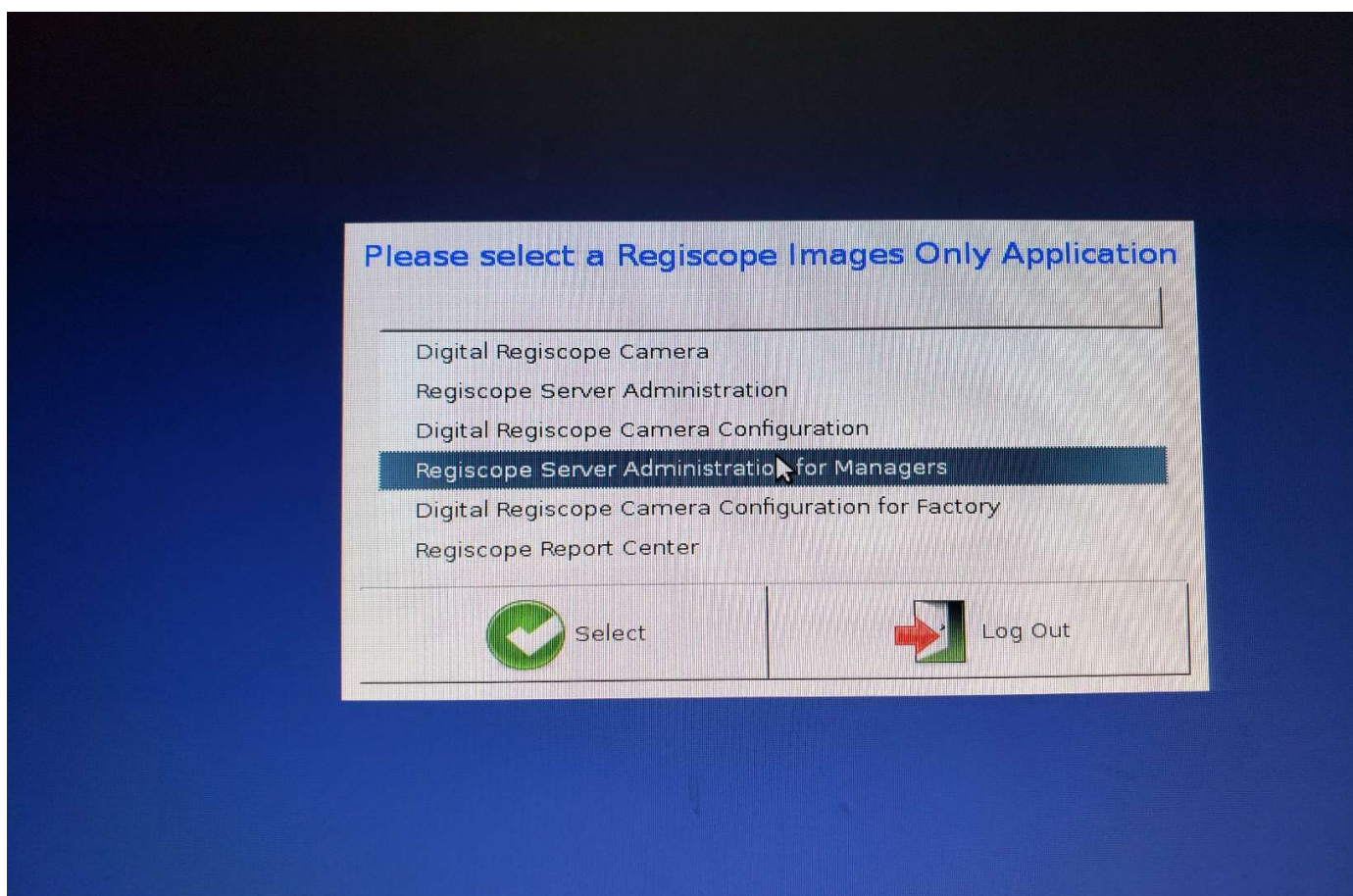
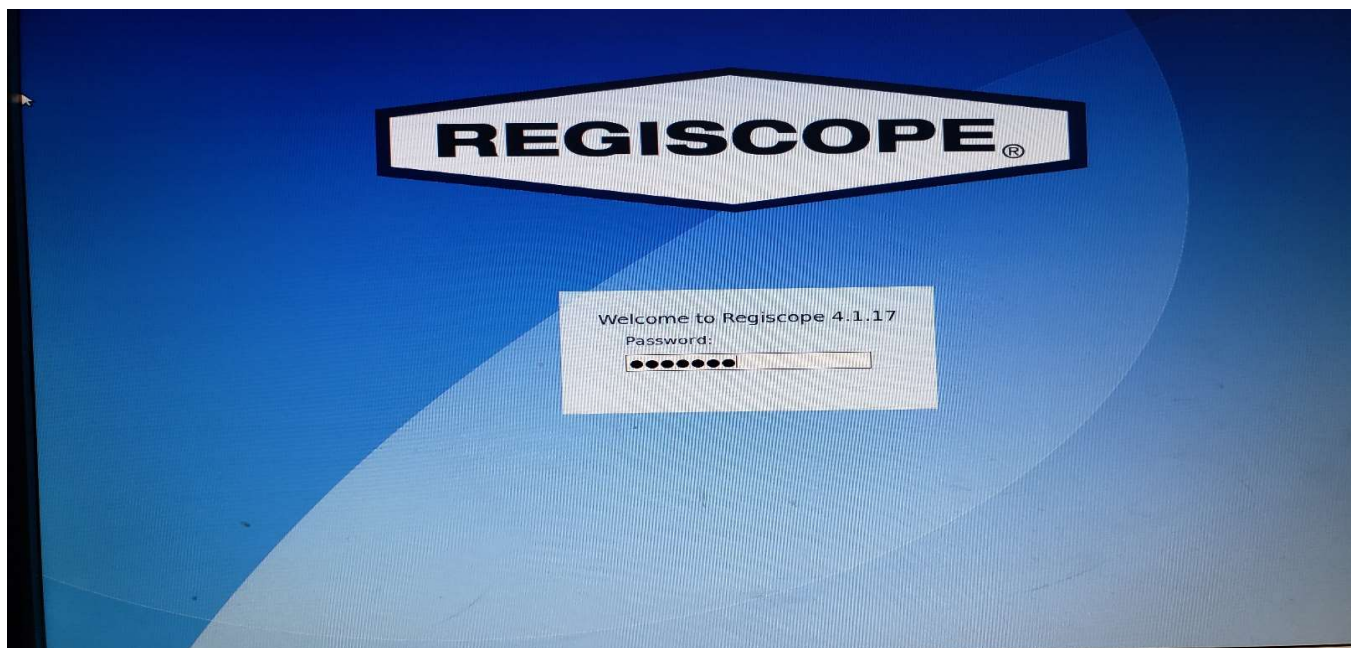
USER SUPPORT MANUAL

HOW TO BACK UP DATA ON CD-ROM

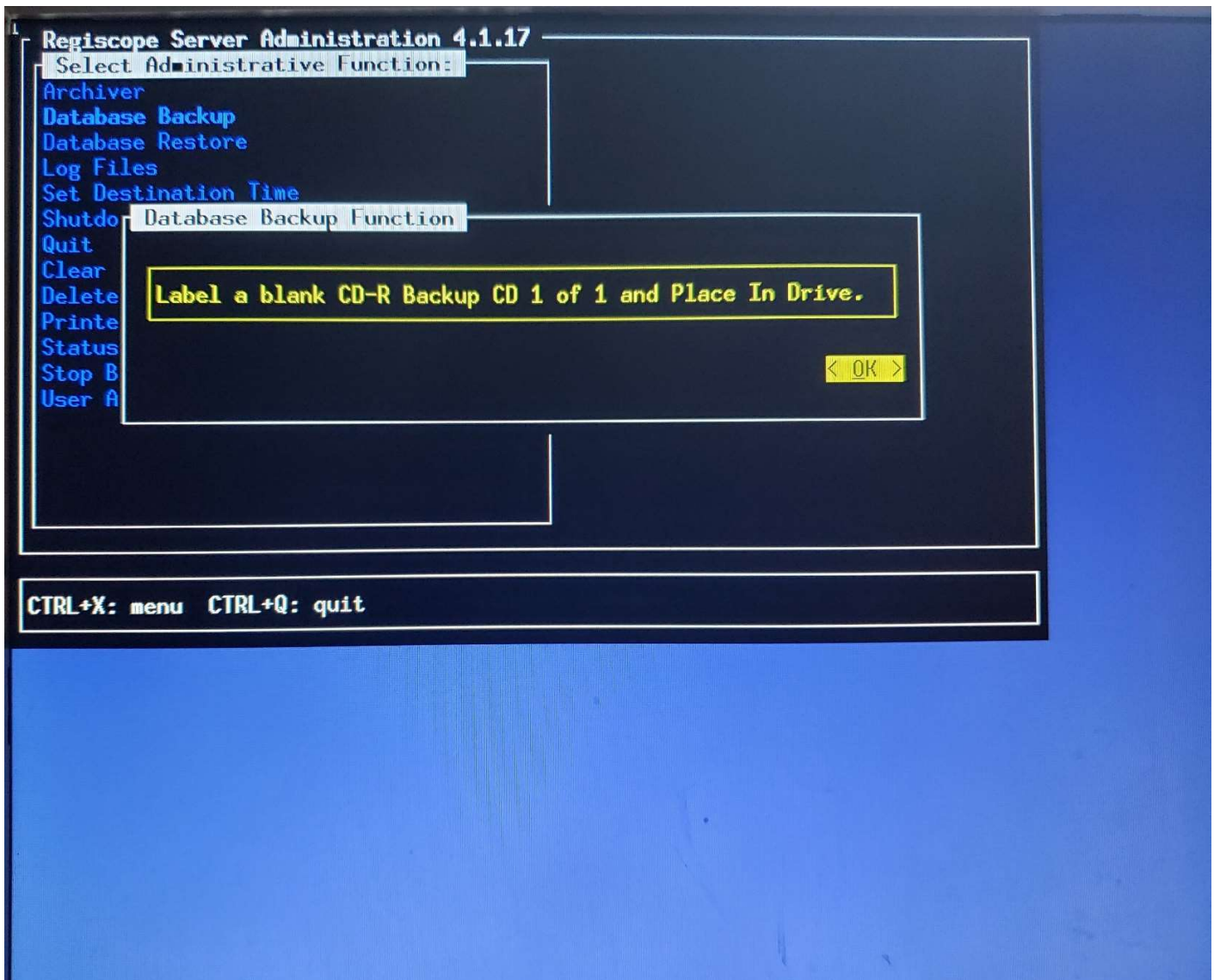
- ❖ Use a blank CD-ROM 700MB or higher, Erasable CD(CD-RW) is not recommended.
- ❖ Enter Username and password when prompted.
- ❖ Select Regiscope Administration for Managers
- ❖ Use your keyboard tab button to navigate and select Database Backup
- ❖ Insert blank CD into CD drive and press Enter to start the backup process
- ❖ CD will be ejected upon completion of data backup
- ❖ Pc may request for more CDS, this depends on the volume of data available for backup.
- ❖ Store the CD containing the backup files in a case to avoid dirt and minimize environmental impact.



USER SUPPORT MANUAL



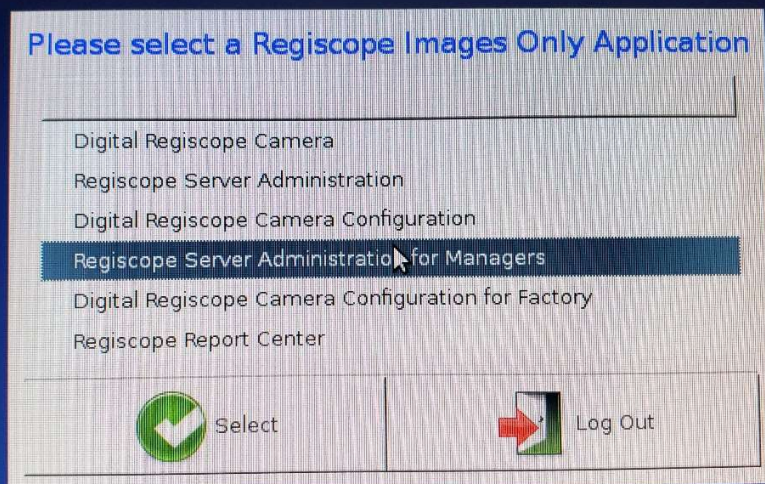
USER SUPPORT MANUAL



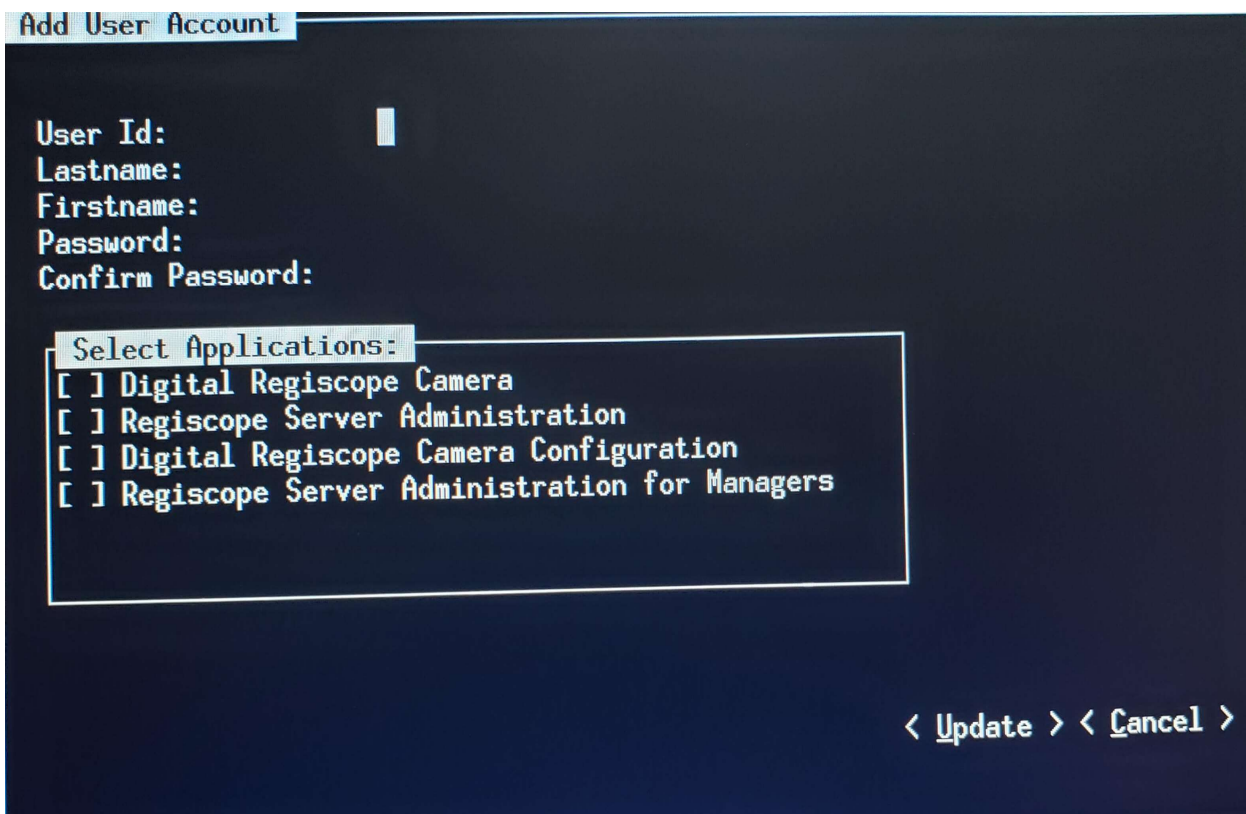
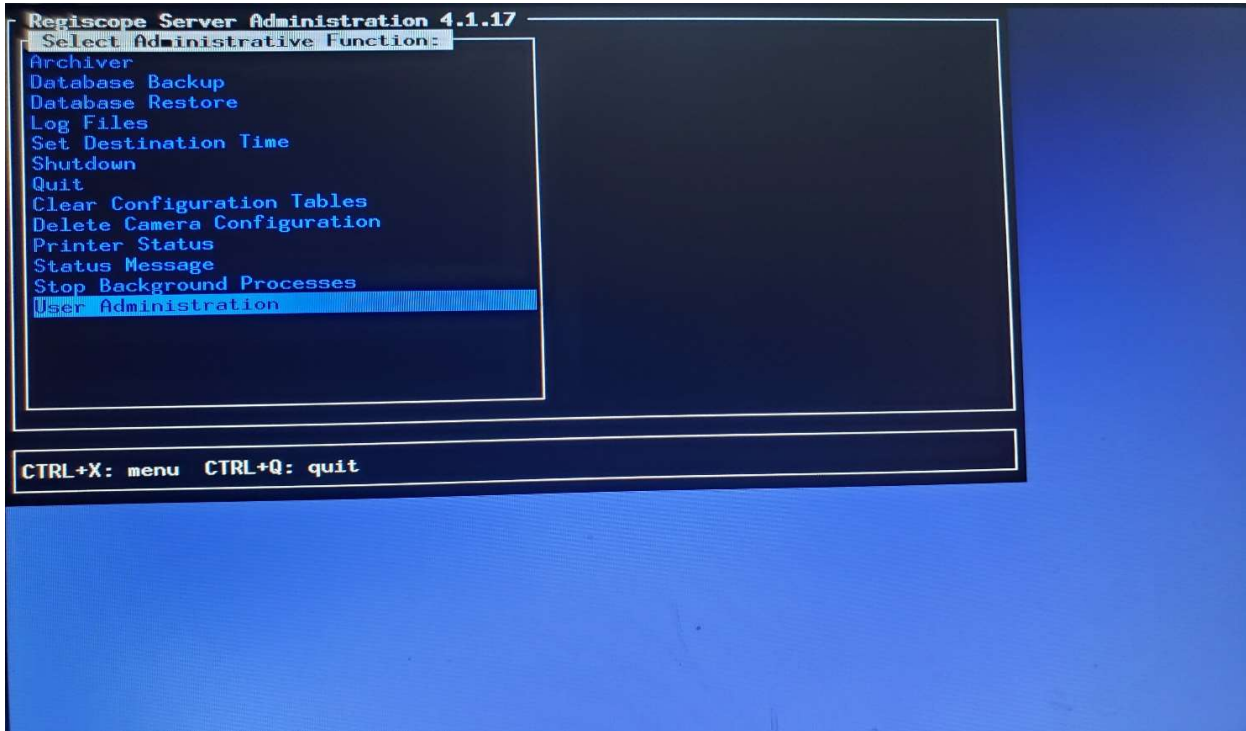
USER SUPPORT MANUAL

HOW TO CREATE NEW USERS

- ❖ Enter Username and password when prompted.
- ❖ Select Regiscope **Administration for Managers**
- ❖ Use your keyboard tab button to navigate and select **User Administration**.
- ❖ Select **Add New User Id**
- ❖ Enter Staff Id as **User Id**
- ❖ Enter Lastname,firstname and password
- ❖ Select **Digital Regiscope Camera**
- ❖ Select **Update**
- ❖ **Contact Tech Support to disable or modify users' access.**



USER SUPPORT MANUAL



USER SUPPORT MANUAL

Add User Account

User Id: 200
Lastname: Jane
Firstname: Doe
Password: *****
Confirm Password: *****

I

Select Applications:

- ☒ Digital Regiscope Camera
- ☐ Regiscope Server Administration
- ☐ Digital Regiscope Camera Configuration
- ☐ Regiscope Server Administration for Managers

< Update > < Cancel >