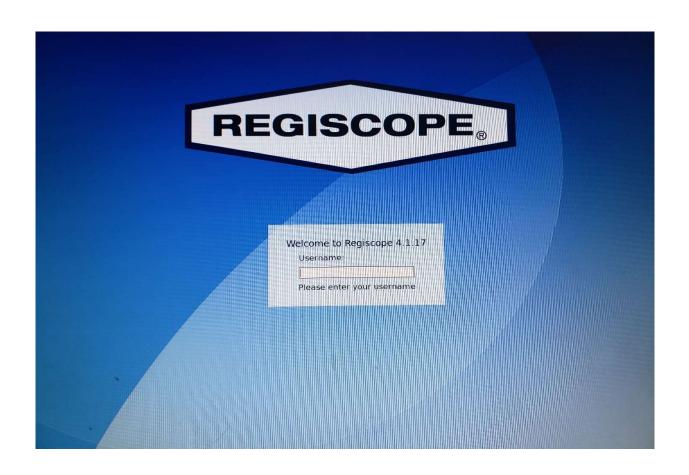
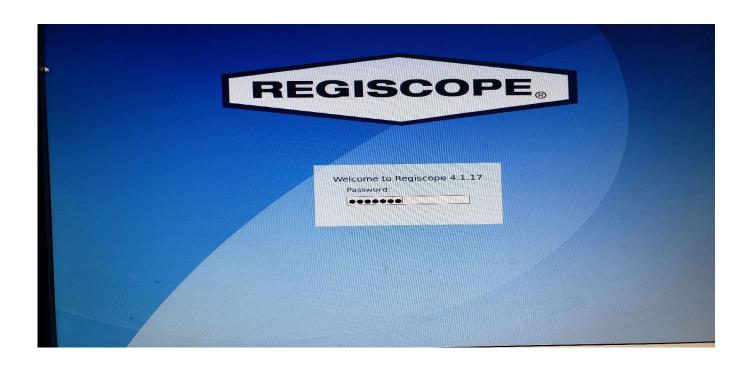
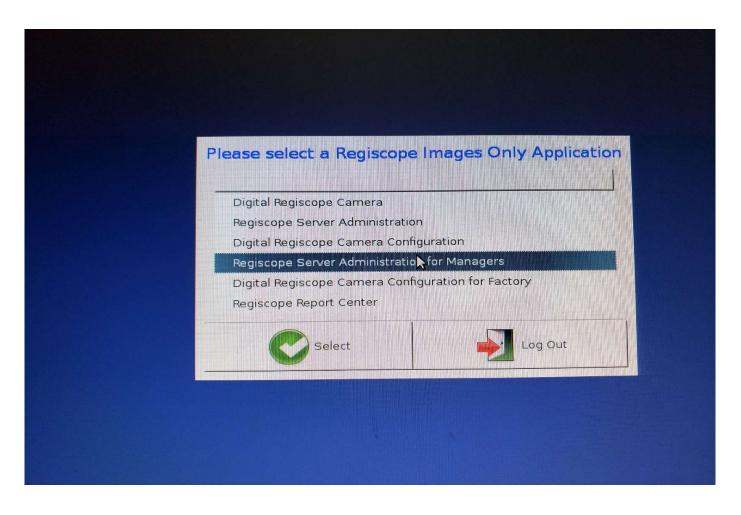
HOW TO BACK UP DATA ON CD-ROM

- ❖ 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.



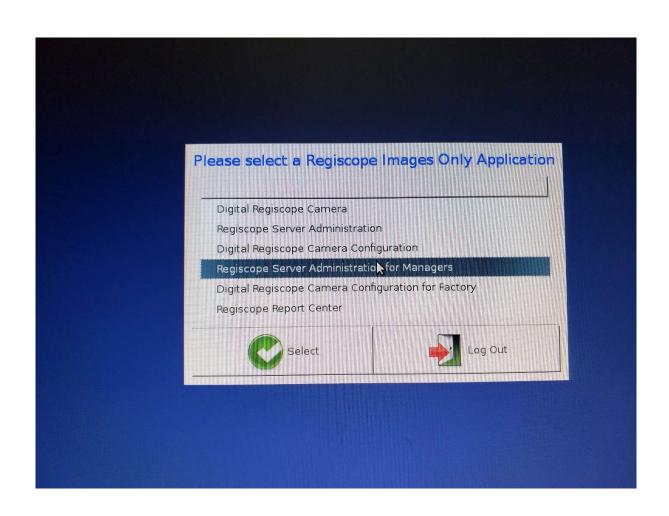


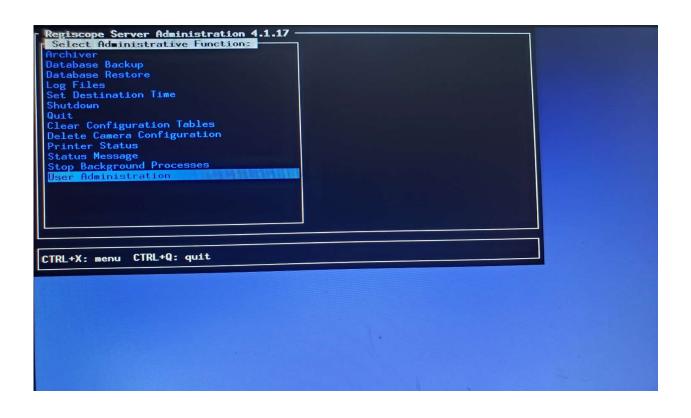


```
Regiscope Server Administration 4.1.17
Select Administrative Function:
 Database Backup
 Database Restore
 Log Files
 Set Destination Time
 Shutdo Database Backup Function
 Quit
 Clear
 Delete
           Label a blank CD-R Backup CD 1 of 1 and Place In Drive.
 Printe
 Status
 Stop B
                                                                        < <u>0</u>K >
 User A
CTRL+X: menu CTRL+Q: quit
```

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.**





Add User Account User Id:	
Lastname:	
Firstname: Password:	
Confirm Password:	
Select Applications: [] Digital Regiscope Camera [] Regiscope Server Administration [] Digital Regiscope Camera Configuration [] Regiscope Server Administration for Managers	
	〈 <u>U</u> pdate 〉〈 <u>C</u> ancel 〉

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

| Select Applications:
| [X] Digital Regiscope Camera | [ ] Regiscope Server Administration
| [ ] Digital Regiscope Camera Configuration
| [ ] Regiscope Server Administration for Managers
| [ ] Regiscope Server Administration for Managers
```