Steps for backing up and restoring the IRIS iData SoHo Panel PC Database:

Note: Backing up of the database of users is recommended in the event that the Panel PC or any of its software files, or hardware ceases functioning. With such a backup, you can minimize the risk of lost data and downtime for your entry access system. Additionally, backing up of the Database is highly recommended when upgrading the software version of your system, or for receiving a replacement panel from your vendor.

Please see below for steps to backup and Restore the iData SoHo Database.

Steps for Backing up database:

1. Connect a PC to the same network as your IrisAccess SoHo panel PC. (Make sure to change the IP address information of the PC as needed so that you are on the same subnet and can connect to the Panel PC.)
2. Open an internet Browser to access the iData SoHo WebAccess back Office utility. (The Panel PC must be on and connected to the network at this time).
3. Type the IP address of the Panel PC into the URL of the browser. (i.e.: If the SoHo panel IP address has been set to 192.168.5.110, you would need to type that number in the URL address bar of your browser screen). *NOTE: If you are not aware of what the IP address is, you can Login to the Panel PC with an administrator or Operator account and select Config > System > IP address and the IP will be displayed at the bottom left of the panel PC screen (Note: Only never versions of software will display the IP address on the screen).*
4. From the iData SoHo WebAccess login screen enter the user ID and password of the Panel PC for the administrative account and press *Login*. (The User ID is defaulted to *administrator* and the password is the password that is used as the administrative account login for your Panel PC (often it is the same as the password configured during your initial system setup) – the password is case sensitive and should be written in all uppercase letters.)
5. Select *Manage Backup File* from the main menu once logged in.
6. Select *Backup*. A dialog box prompt will appear saying "File Download: Do you want to save this file?". Select *Save* to continue saving the database. Create file name and location for file. (The file will be saved as a .XIP File.) The backup process is now complete.

Steps for restoring the database:

1. Connect a PC to the same network as your IrisAccess SoHo panel PC. (Make sure to change the IP address information of the PC as needed so that you are on the same subnet and can connect to the Panel PC.)

2. Open an internet Browser to access the iData SoHo WebAccess back Office utility. (The Panel PC must be on and connected to the network at this time).

3. Type the IP address of the Panel PC into the URL of the browser. (i.e.: If the SoHo panel IP address has been set to 192.168.5.110, you would need to type that number in the URL). *NOTE: If you are not aware of what the IP address is, you can Login to the Panel PC with an administrator or Operator account and select Config > System > IP address and the IP will be displayed at the bottom left of the panel PC screen.*

4. From the iData SoHo WebAccess login screen enter the user ID and password of the Panel PC for the administrative account and press *Login*. (The User ID is defaulted to *administrator* and the password is whatever password was created as the administrative account during your initial system setup – the password is case sensitive and should be written in all uppercase letters.)

5. Select *Manage Backup File* from the main menu once logged in.

6. From the restore backup File area of the screen select "Browse" to search for your saved backup file.

7. Select *Restore* to initiate the database backup restoration process. (Note: This process will force the Panel PC to reboot. Do not interrupt this process by refreshing the page or restarting the panel as doing so may adversely affect the state of the Panel PC.)

8. When panel PC restarts completely the database should be successfully restored to the system.

Technical Support

Additional Information and Technical assistance is available on the IRIS ID Systems, Inc. support web site at www.irisid.com, click on Support & Service then Technical Support.