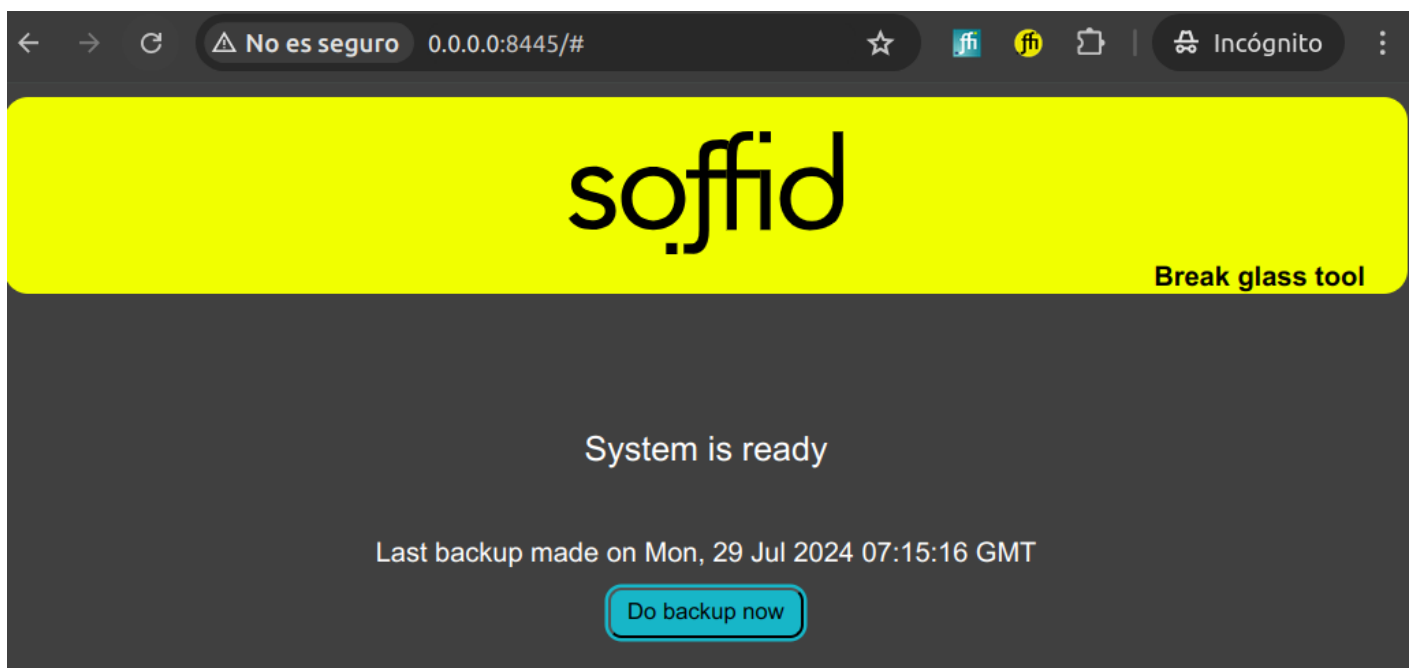


# Step 3.- How to use Soffid Break glass recovery tool?

## If your system is working fine

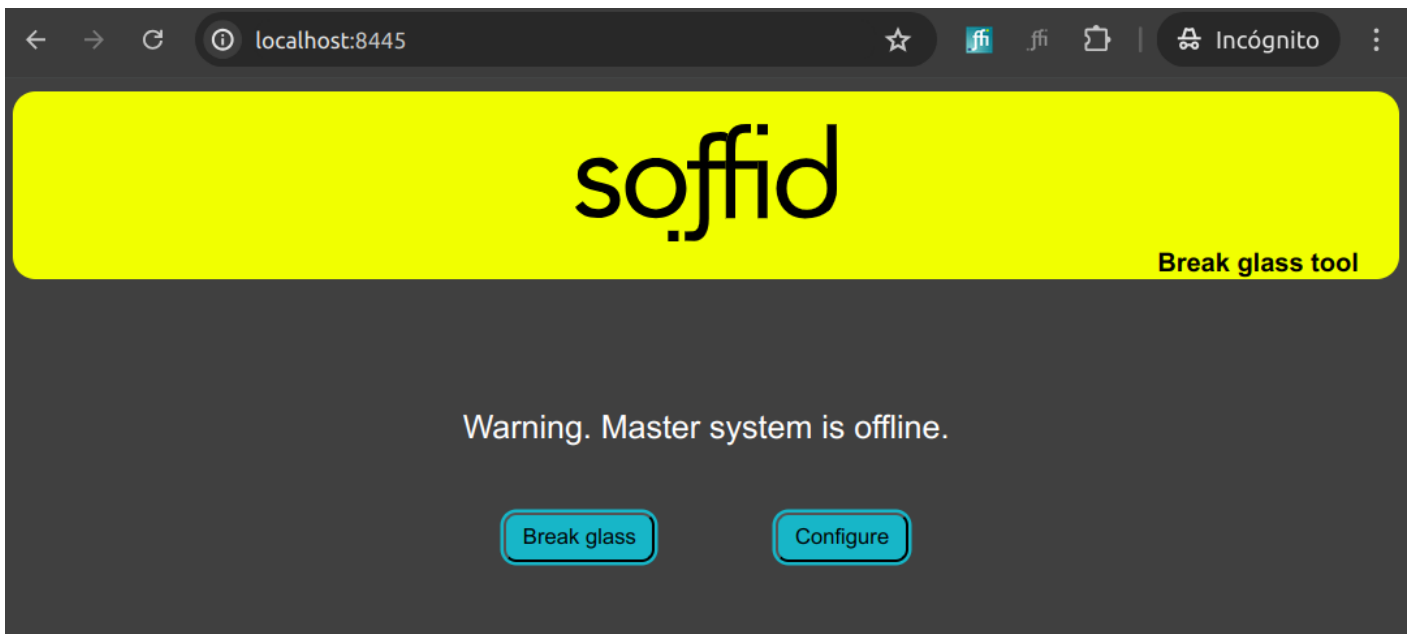
A window like this will be displayed:



## If your system is broken

You could use Soffid break glass tool:

1. First of all, browse to your Soffid break glass tool URL



2. Soffid break glass tool offer you two options

- Break glass
- Configure

3. If you select the **Break glass** option:

3.1. Soffid will display a window with all the available backups:

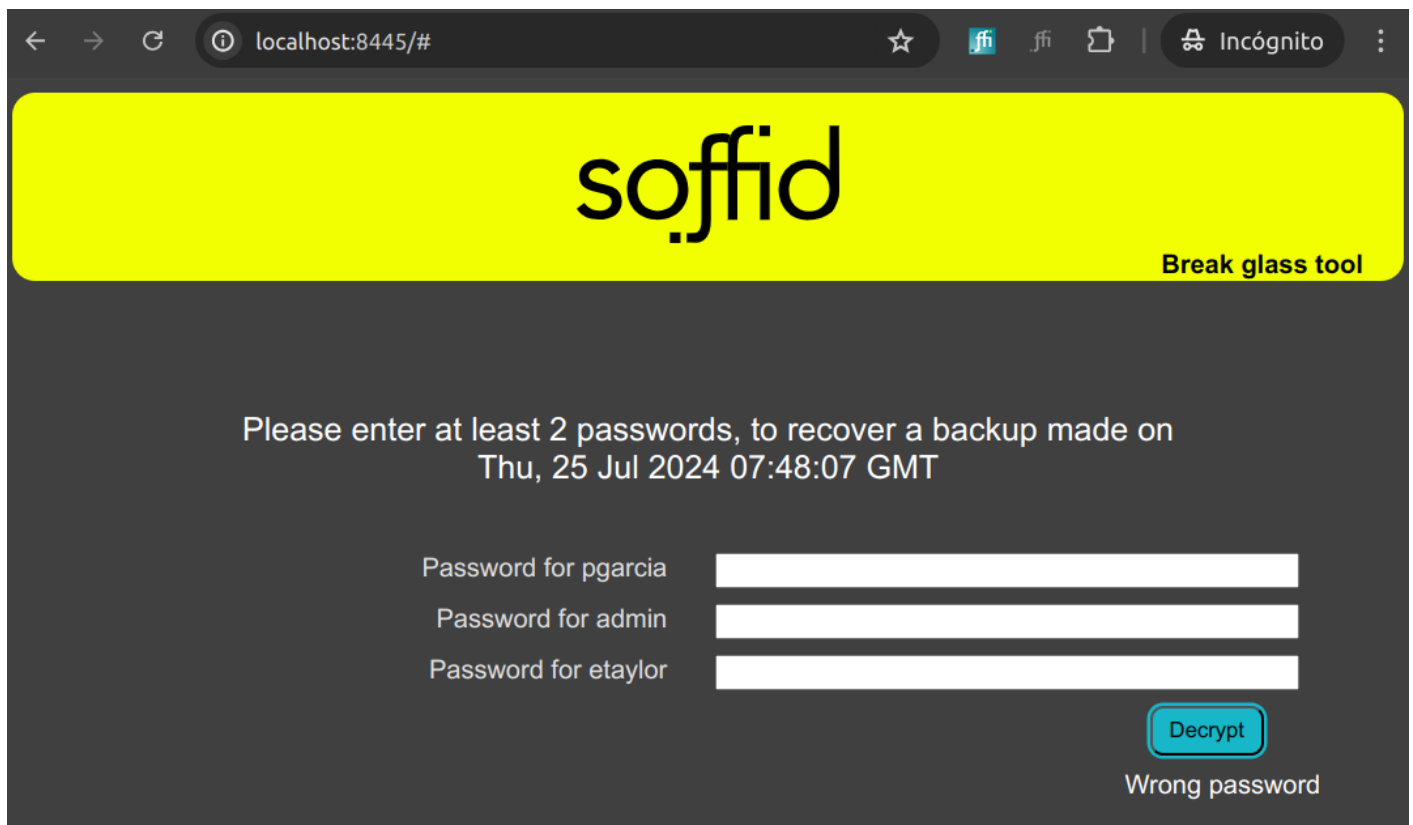


3.2. You can choose one of them by clicking on the link. Then Soffid will display a new window to retrieve the backup copy:



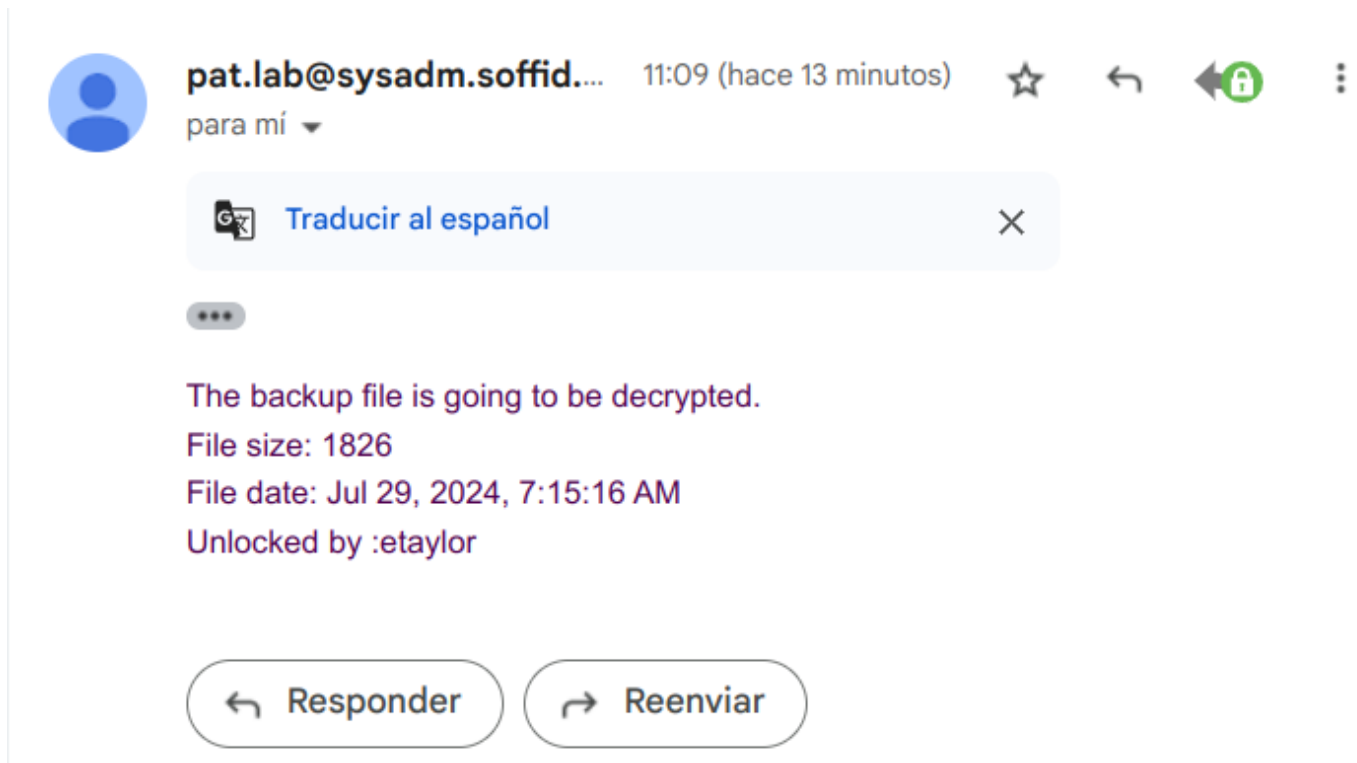
**3.3.** Here you will need to enter the required passwords.

**3.3.1.** If there are any error with the passwords, Soffid Break glass tool will display an error message



**3.3.2.** If you enter the passwords properly:

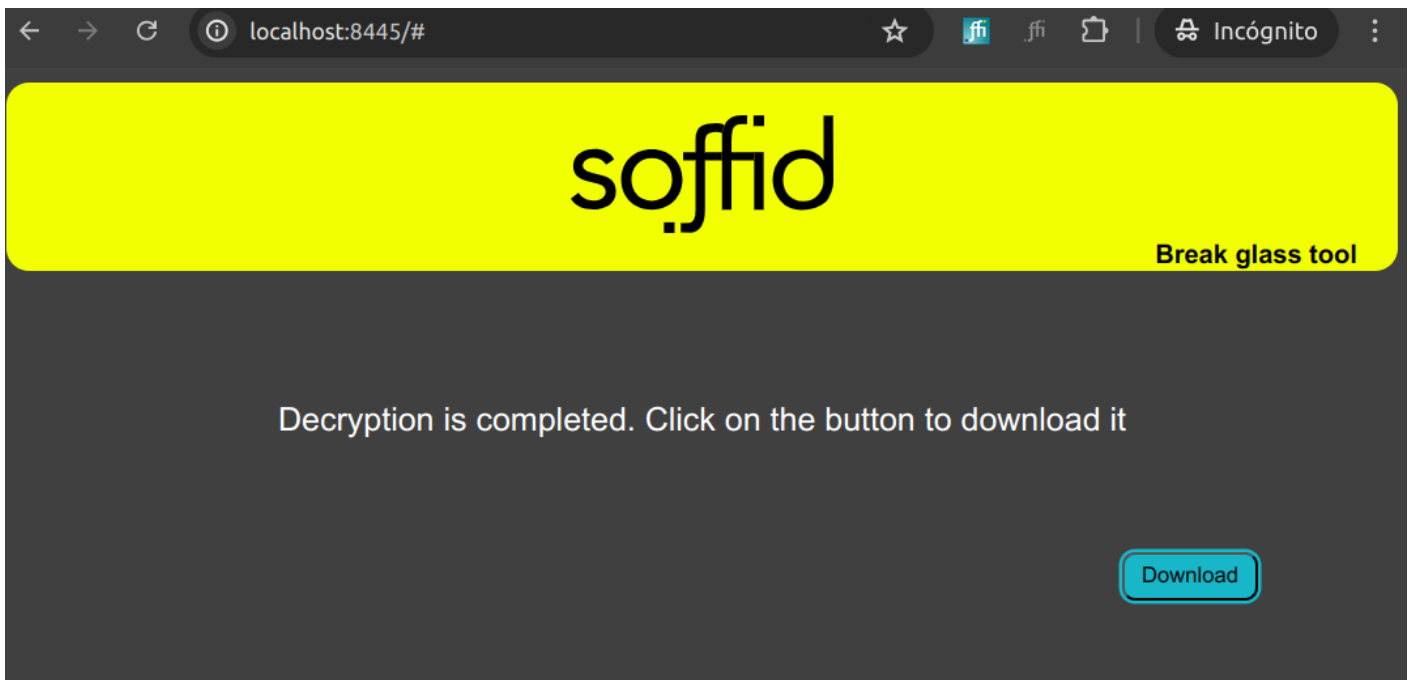
**3.3.2.1.** An email will be sent to the user indicated at the Break glass tool configuration



**3.3.2.2.** Soffid break glass tool will display a new window with the with the remaining time to download the backup



**3.3.2.3.** When the waiting time has elapsed, you will be able to download the backup. This backup will be a CSV file.



The file can be downloaded during the following 4 hours.

The tool will have to be reconfigured.

4. If you select the **Configure** option, Break glass tool will display the window that allows you to configure the Break glass recovery tool again.

A screenshot of the 'soffid Break glass tool' configuration page. The header is yellow with the 'soffid' logo and 'Break glass tool' text. The main content area is dark gray and contains the text 'Your break-glass tool is empty. Enter the following parameters to configure it:'. Below this text are several input fields for configuration: 'Sync server URL:', 'Authorization token:', 'Hours between downloads:' (with a value of 24), 'Email to notify errors:', 'Email to notify when the glass is broken:', and 'Minutes to wait after the glass is broken:' (with a value of 10). A blue 'Configure' button is located in the bottom right corner.

For more information about how to fill this form visit [the Step 2.- How to configure Break glass? page](#)

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