

## How to Create a Safe Back-up of Web site Data

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### Safe Data Backup

#### WEB SITE DATA

*Artsystems* creates copies of the contents of the entire web server to ensure safe backup copies of all Web sites, web data and images, etc., so those copies may be used to restore the original in the unlikely event of a major data loss event. However, the safest and most effective way for *Artsystems* Web Manager users to quickly recover web data is to create a safe backup after each successful publication to the Web site. This will give you a known backup recovery for web data, so a good restore point is always available to implement.

#### ROLLBACK VERSUS BACKUP

Rollback allows for recovery after a single publish to the point where data existed prior to the last publishing event. Rollback will only restore once, i.e., to continue to try rolling back previously rolled back data will return the same data as the initial rollback. In contrast, data backup creates a safe zip archive of data as exists at the time the backup is implemented. *Artsystems* highly recommends making a backup of web data after each successful publish.

The Rollback button is available from the Admin menu bar when logged in as an administrator on your Web site.

You may log into your administration page by accessing your admin from a browser by going to [www.mywebsite.com/admin](http://www.mywebsite.com/admin) where “my website.com” is the actual url for your Web site followed by the /admin. Enter your credentials at each prompt.



#### BACKUP DATA

The easiest method for quickly examining data to determine if a preview or publish was successful is to click the search page and view all results. Then scroll through all pages to be sure images and works loaded, or in version 2.5.1 click the View All button to display all works on one page.

Next, check all top level pages and any custom pages.

After determining that the data is correct, click the backup data button in Admin Tools to create a safe zip copy of the published data on the web server as currently exists.

Admin tools:

<b>works manager</b>	Manage Individual Works
<b>artist manager</b>	Manage Artists
<b>exhibition manager</b>	Manage Exhibitions
<b>cleanup manager</b>	Delete Artists, Exhibitions and Works marked for Deletion
<b>search page manager</b>	Manage Search Lookups
<b>file upload</b>	Upload files to the Server
<b>delete uploads</b>	Select Uploaded files for deletion
<b>backup data</b>	Makes a safe copy of your data
<b>restore data</b>	Restores the safe copy of data
<b>finished</b>	Logout and go to the public site

### **RESTORE DATA**

Clicking the restore data button will unzip the safe backup last created and overwrite any existing web data thereby restoring the data to the time of the last backup zip of data.

**If further assistance is needed, please contact Artsystems Support.  
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<mailto:Support@artsystems.com>**