Backup User Manual Guide

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1. Installation

- Download "Backup" plugin from http://sygnoos.com/wpbackup (1)
- Open your WordPress admin panel (2)
- Choose "Plugins" tab from the sidebar menu (3)
- Push "Add New" button from the top-left corner (4)
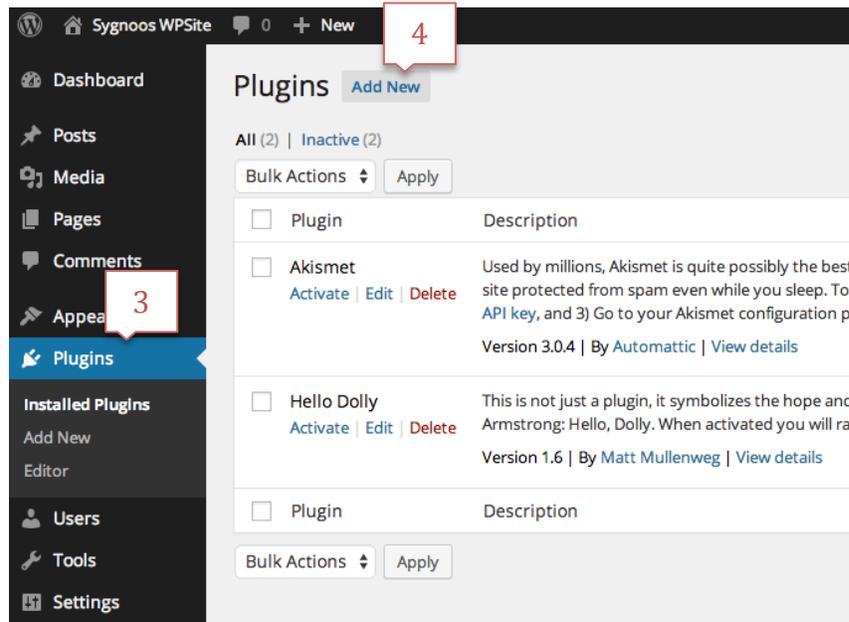
- Push "Upload Plugin" button (5)
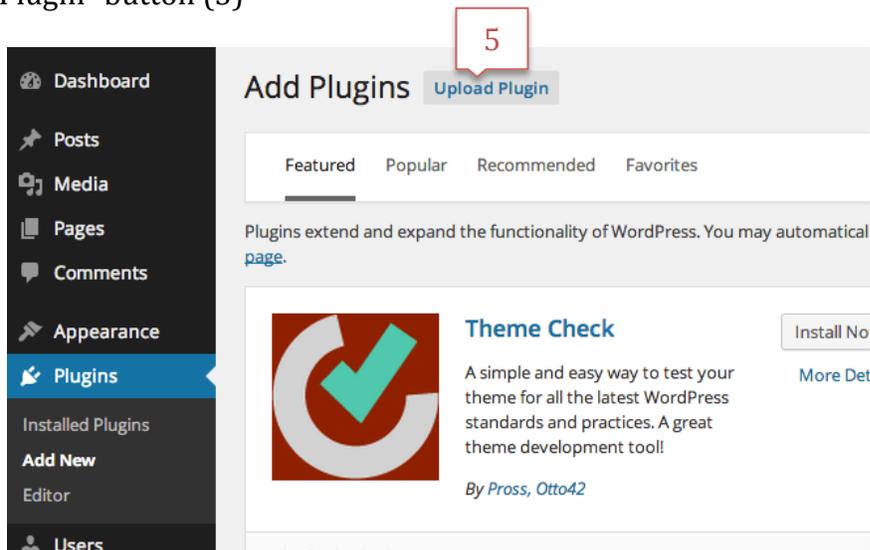
- Push "Choose File" button (6)
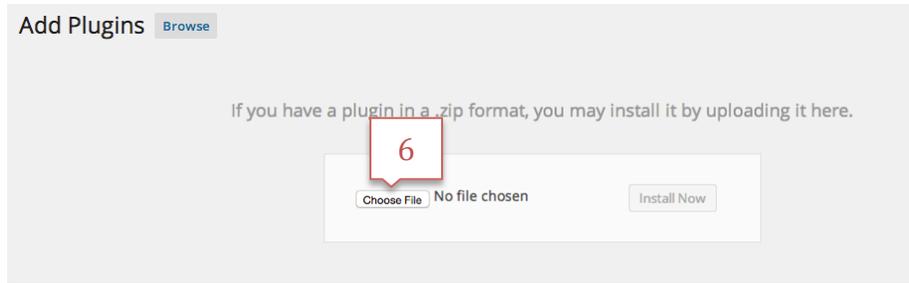
- Select the "backup-wp.zip" file you just downloaded from http://sygnoos.com/wpbackup (7)
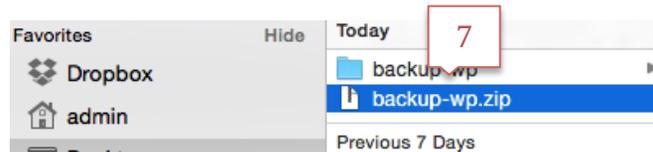
- Press "Open" button (8)
- Now press "Install now" button and wait a little bit while the plugin is being installed (9)
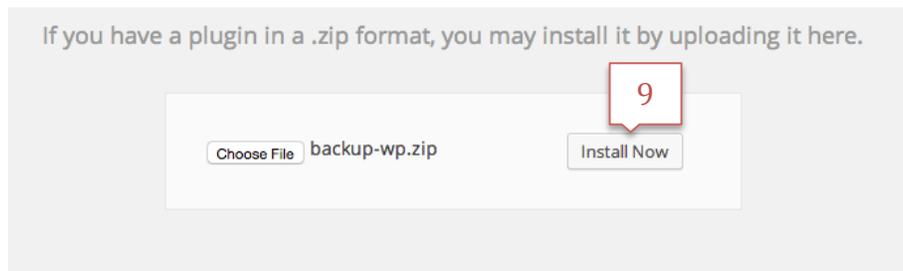
- Press "Activate Plugin" button and wait a little bit wile it's being activated (10)

- Select "Backup" option from the sidebar (11)
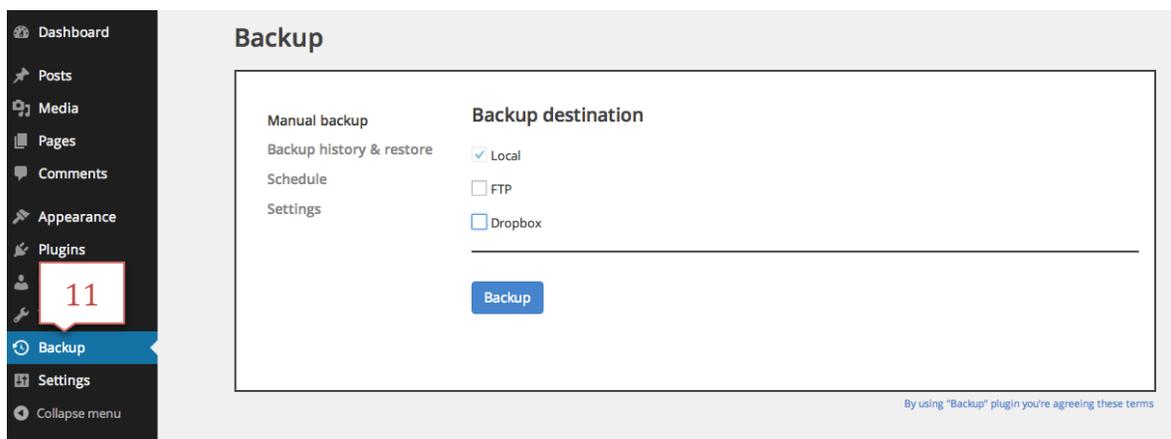
- **YOU ARE DONE! The plugin was successfully installed.**

  NOTE:
  You can find more detailed information about the plugin usage in the next chapters.

2. Upgrade to PRO version or update currently working version

WARNING:
If you are trying to install a totally new plugin (you don't have already installed FREE or PRO versions on your WordPress site/blog), you can just follow the steps listed bellow. Otherwise, please uninstall the current working plugin to prevent possible conflicts and then return here to continue installation (you can find the uninstallation instructions in the next chapters).

- Download "Backup PRO" plugin from http://sygnoos.com/wpbackup if you don't have it yet.
- Don't forget to uninstall the currently working plugin before starting the installation. If you start installation before uninstalling already working version, this can cause conflicts in future.

NOTE:
BE VERY CAREYFUL!!! If you have already created backups only on your local server, they will be deleted while you are trying to uninstall the currently installed version. Download them or store somewhere else before uninstalling the plugin.

- More detailed instructions about the installation you can find in chapter called "Installation".
- After plugin installation/uninstallation, don't forget clean your browser's cache to make sure WordPress is working properly. More detailed information about cache cleaning you can find here http://www.wikihow.com/Clear-Your-Browser's-Cache.

- **YOU ARE DONE! You've successfully upgraded/updated your plugin.**

3. Uninstallation

- Choose "Plugins" tab from the sidebar menu (1)
- Find "Backup" plugin in the plugins table (2)
- Press "Deactivate" button if the plugin is active (3)
- Press "Delete" button and wait while the plugin is being removed from the system (4)
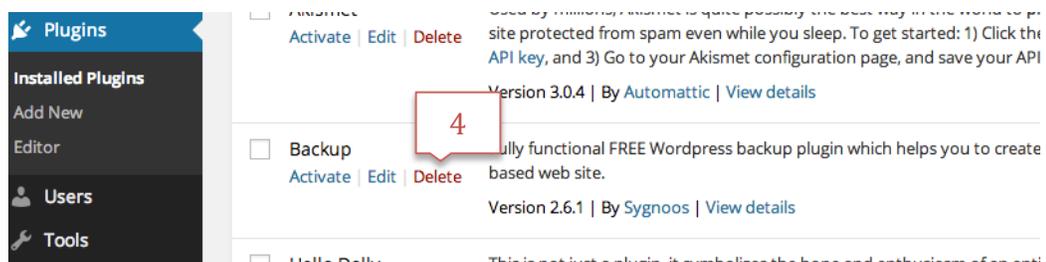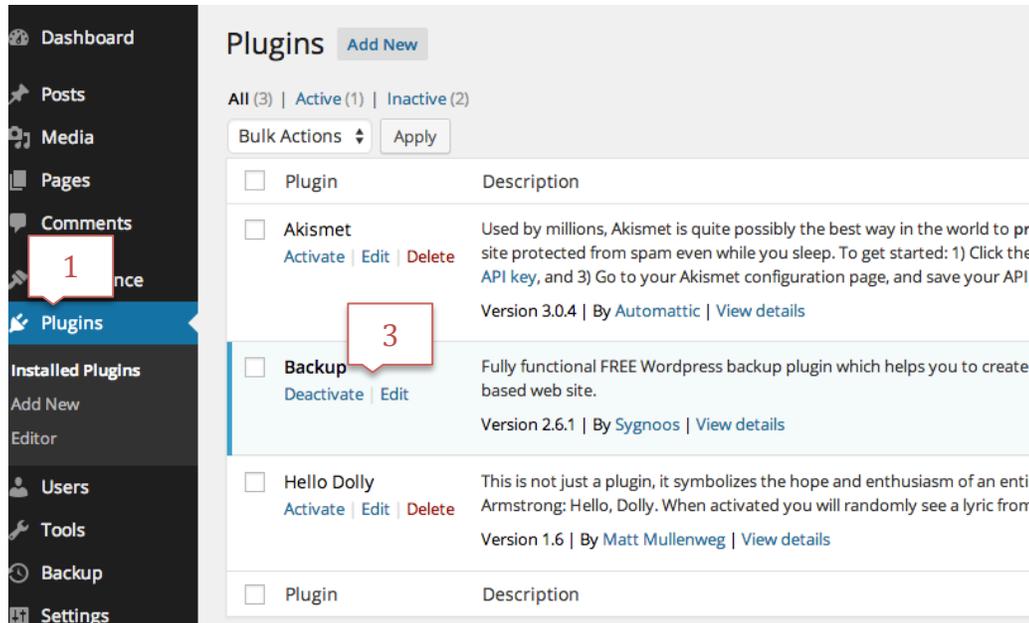
- Press "Yes, Delete this files and data" to confirm uninstllation (5)
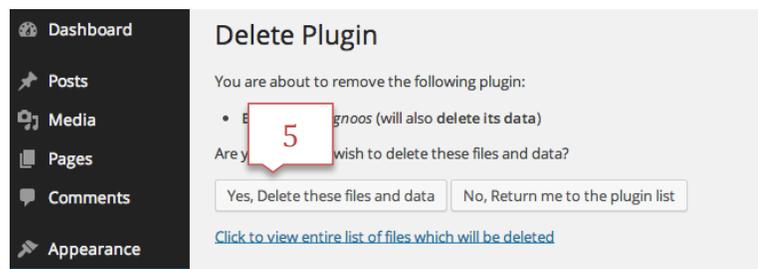
- **YOU ARE DONE! The plugin was successfully uninstalled.**

4. Manual backup creation

- Choose "Plugins" tab from the sidebar menu (1)
- Check the cloud destinations where you prefer backups to be stored (2)

  WARNING:
  If you don't have configured cloud storages, you can find detailed information about configuration in next chapters.

- Press blue "Backup" button (3)
- Wait while your site is being backed up (4)

  WARNING:
  This procedure can take a while if your site is large. It depends on your site and hosting how much will take the process.

  WARNING:
  While plugin is backing up your site/blog, you are not able to create another backup or restore already created backups. Wait till progress reaches to 100% to create new backups or restore already created backups.
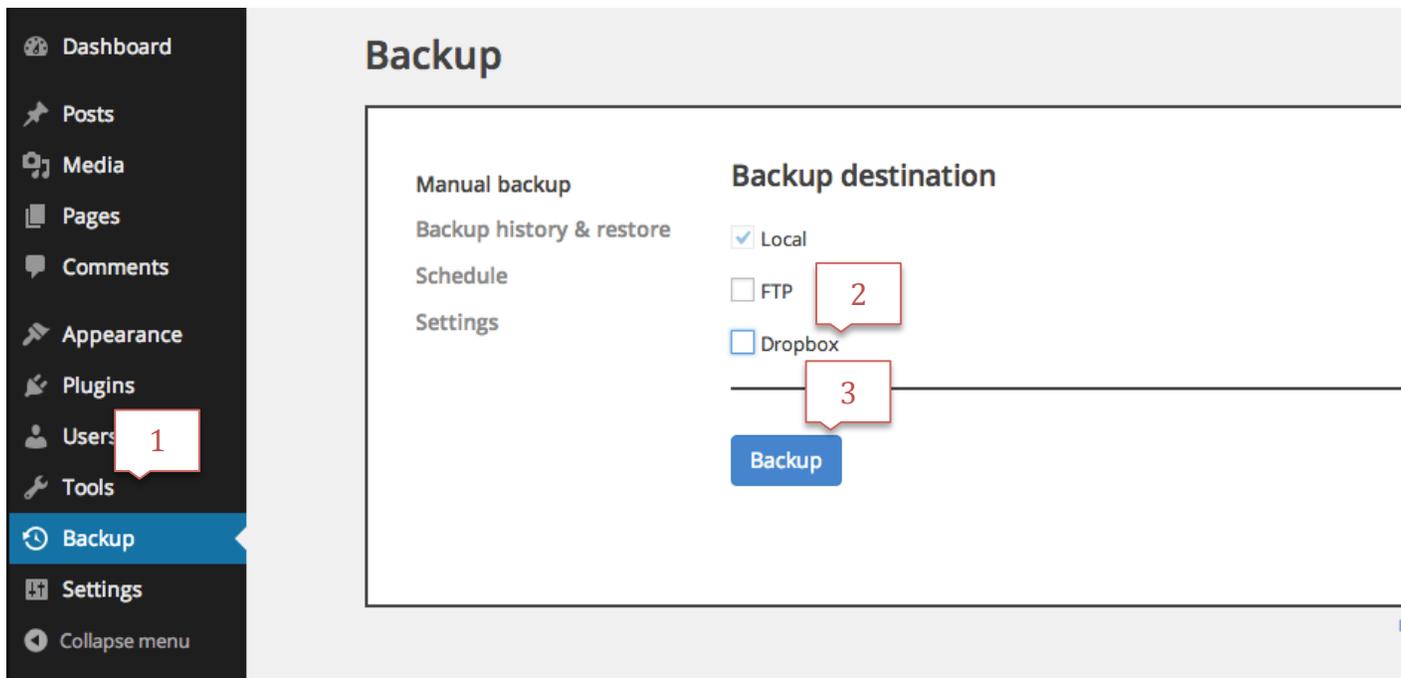
- Navigate to "Backup history & restore" section (5) to see just the backed up record (6), or wait a little bit while we are trying to upload the backup file to your could storage if you checked that option initially.
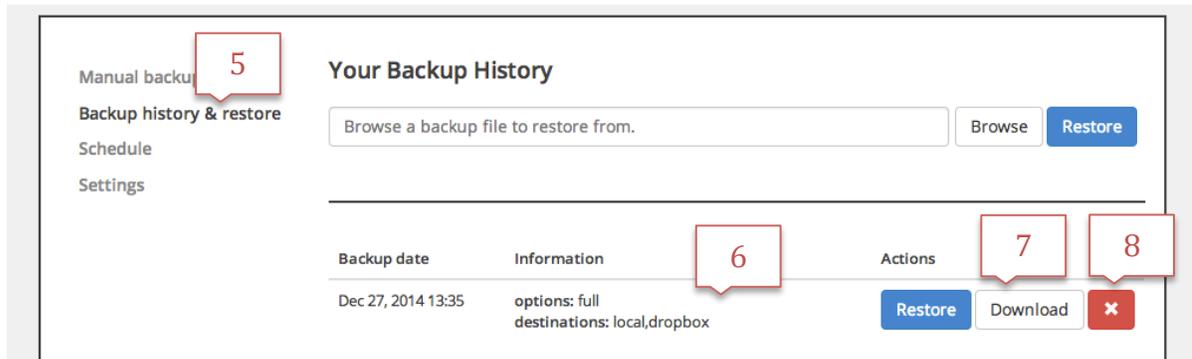
- You can just download it directly from the history records (7) or you can delete that record if you don't need it anymore (8).
- **YOU ARE DONE! The backup is ready.**

5. Backup restoration

There are 2 options for restoration. Either you can restore directly from the history records or you can upload already downloaded backup file to perform restoration.

A. Let's start with restoration directly from the history records. It's very easy to perform.

- Navigate to "Backup history & restore" section (1)
- Hit "Restore" button of the record you wish to be restored (2)
- Wait while your system is being restored (3)
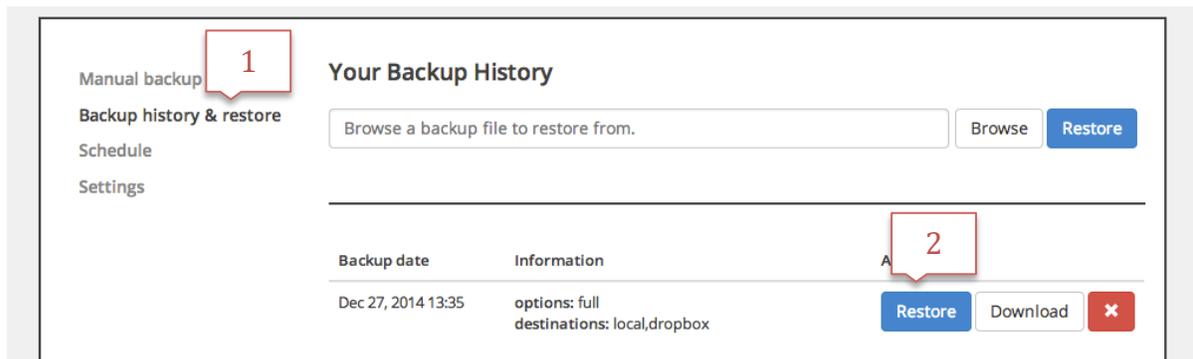
- **YOU ARE DONE! The system was restored.**

B. Now let's see how to restore from the external file.

- Navigate to "Backup history & restore" section (1)
- Hit "Browse" button (2)
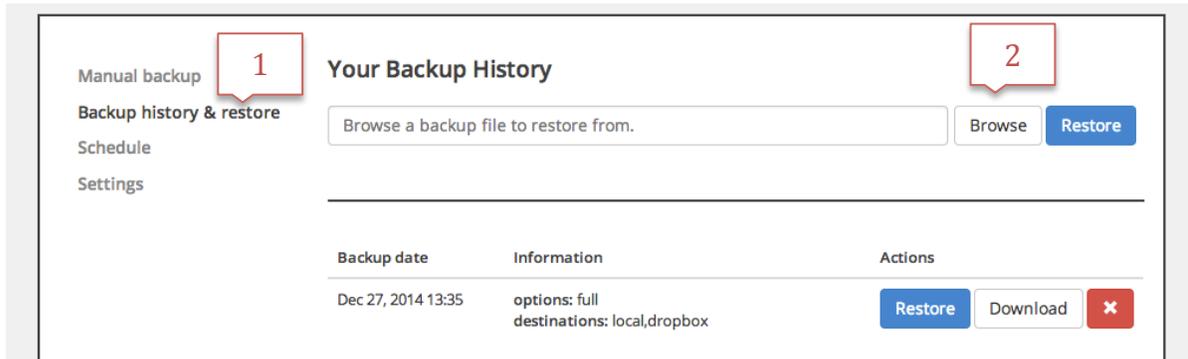
- Choose the backup file from your computer (If file is stored on your Dropbox account or FTP server, you should downloaded it on your local computer first of all) (3)
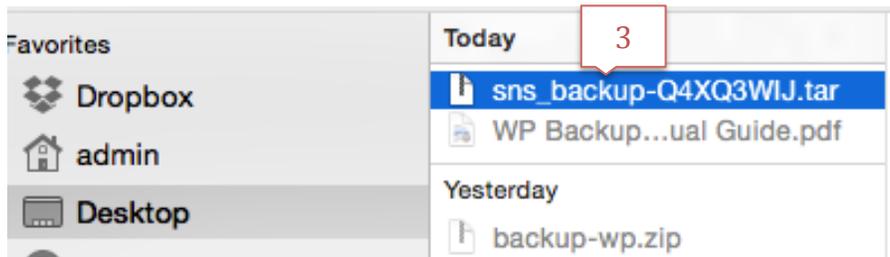
- Choose the backup file from your computer (If file is stored on your Dropbox account or FTP server, you should downloaded it on your local computer first of all) (3)
- Hit the "Restore" button (4)
- Wait while your system is being restored (5)

- **YOU ARE DONE! The system was restored.**

6. Scheduler configuration

If you need to configure scheduler that will automatically create backups for you, follow the steps listed bellow.

- Navigate to "Schedule" section (1)
- Mark scheduler as enabled (2)
- Chose how often you want to create backups (3)
- Choose the external destinations where you whish the backup files to be stored too (4)
- Finally push "Save" button (5)

- **YOU ARE DONE!**

    NOTE:
    Scheduler is ready. It will first time perform automatic backup after the duration you've chosen.

7. Backup options customization

If you need options customization (like backup only database or files, or perform pull complete backup), then follow the steps listed bellow.

- Navigate to "Settings" section (1)
- Select "Options" tab (2)
- Choose which folders/database should be included in the backup file (3)
- Choose the number of backups that you want to keep on the server (Note: the history will keep the top N recently created records on your local server) (4)
- Finally push "Save" button (5)

- **YOU ARE DONE! If next time you or scheduler start to create backups, the backups will be created based on the preferences you just saved.**

8. Configure notifications

Do you want to get email notifications how did the backup or restore process go? Simply follow the steps listed bellow and you are done.

- Navigate to "Settings" section (1)
- Select "Notifications" tab (2)
- Mark notifications as enabled (3)
- Enter the email address where you want to get notified
- Finally push "Save" button (5)
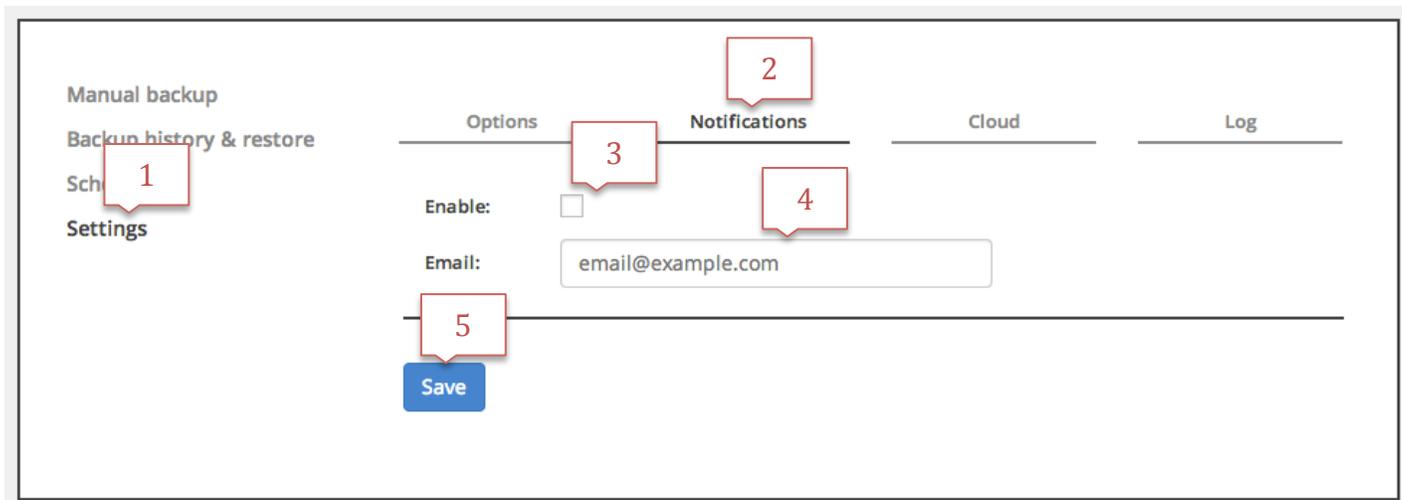
- **YOU ARE DONE! You will get notified about did the backup/restoration process go? .**

9. Dropbox account configuration

If you want to keep the backup files on your Dropbox account, you should follow the steps listed bellow to configure your account.

- Navigate to "Settings" section (1)
- Select "Cloud" tab (2)
- Push "Link account" button (3)

  NOTE:
  If you've already linked account, the "Link account" button will be shown as "Unlink". To link a new account or to remove already attached account, you just need to push "Unlink" button, and the linked account will be removed.
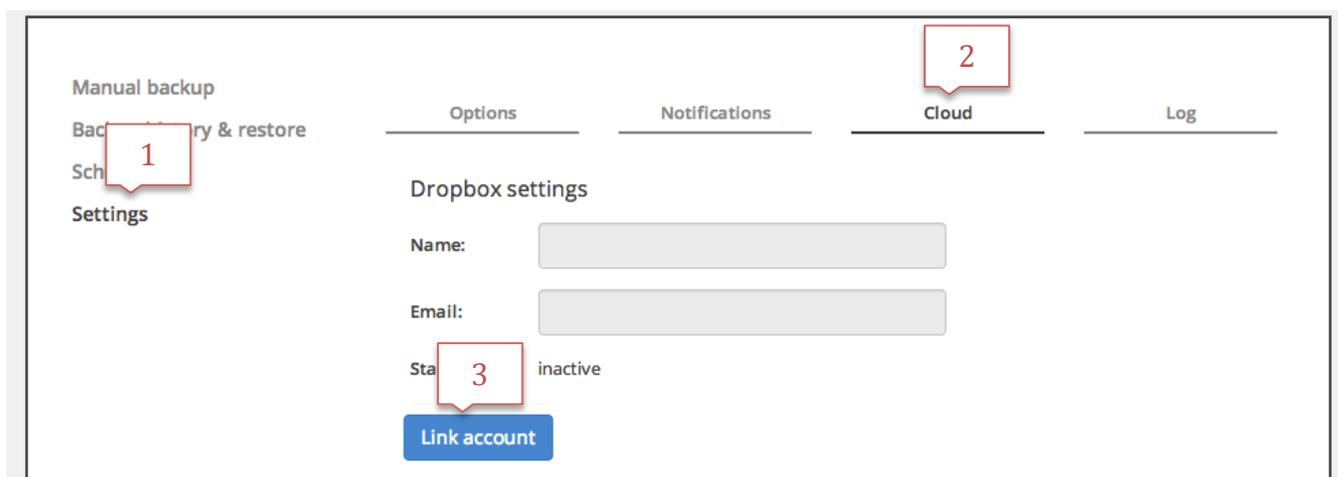
- Login on your Dropbox account if you've not logged in already one (4)
- Press "Allow" button to give permissions to upload the backup files on your Dropbox account (5)
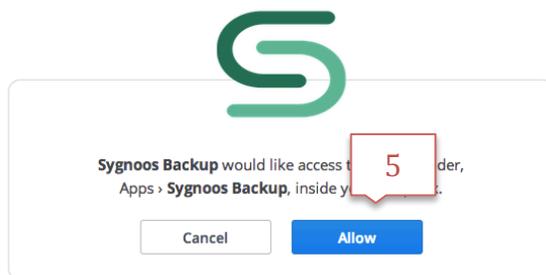
- **YOU ARE DONE! You can check the linked account details on "Settings" > "Cloud" section.**

10. FTP account configuration

If you want to keep the backup files on your FTP server, you should follow the steps listed bellow to configure your account.

- Navigate to "Settings" section (1)
- Select "Cloud" tab (2)
- Fill in the FTP credential (3)
- Push "Link account" button (4)

    NOTE:
    If you've already linked account, the "Link account" button will be shown as "Unlink". To link a new account or to remove already attached account, you just need to push "Unlink" button, and the linked account will be removed.

- **YOU ARE DONE! Your FTP account was successfully linked.**

11. Troubleshooting

If you've faced an issue and you are not able to create backups or restore already created ones, the first thing that you can do to troubleshoot an issue by yourself, you can check the low level detailed logs to understand the root cause. To see logs you just need to follow the steps listed bellow.

- Navigate to "Settings" section (1)
- Select "Log" tab (2)
- Press "Refresh" button to reload the shown logs (3)

- **YOU ARE DONE! Here you're able to see the low level detailed logs.**

  NOTE:
  If you're not able to discover your issue by yourself, don't hesitate and contact us here support@sygnoos.com to let us help you to figure out your problems.

  NOTE:
  After installation/uninstallation any plugin don't forget clean your browser's cache to make sure your WordPress is working properly and doesn't use temporary cached data. More detailed information about cache cleaning you can find here http://www.wikihow.com/Clear-Your-Browser's-Cache.