Backing Up Your Website

1) Log onto the Plesk Control Panel

https://89.249.70.35:8443

Your credentials will have been provided when your hosting was initially set up.

2) You may need to update your personal details then click OK if the screen below appears:

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	Personal information			_					
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	Company name	Softscript Limited							
	Contact name	Andy Adkins							
	Login *	aadkins							
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	* Required fields	OK	Cancel	J					

3) The following will appear.



4) Click on the Backup Manager to view the following:



5) Click on *Back Up*. The following will appear:

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Main Menu	Home 🕨 Backup Manager: Server Repo	sitory 🕨							
• Home	Back Up Your Data				🔆 Favorites 🕶	🥹 Visite	ed Pages ·	• 휡 Up	Level
Domains	Prolum anti-								
Mail	Add prefix to backup name								
Applications	Commonts								_
Sitebuilder	comments	Client account backup. Creation date: Sep 21, 2012 12:21 PM							
Desktop									
Users									
Sites	Create multivolume backup	Volume size 2047 MB							
Server	Store backup in	Server repository							
	When backup task is completed, send notification e-mail to								
	Backup content								
	Back up	Olient's configuration							
		 Client's configuration and content 							
	Suspend domains until backup task is completed								
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Help & Support Help Desk Help © 1999-2010, Parallels All rights reserved									

- 6) Type a name in the field *Add prefix to backup name*
- 7) Add any comments in *Comments*
- 8) Click on the option box Client's configuration and content under Backup Content
- 9) Click the *Back Up* button. The following screen will appear:

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Main Menu	Home >			
• Home	Backup Manager	🌟 Favorites 🕶	🥪 Visited Pages	👻 🏂 Up Level
Domains				
Mail	Information: The process of backing up your data has been started.			
Applications	Tools			
Sitebuilder	Scheduled Backup Loload Files to Server Repository	Refresh		
Uesktop	Settings			
Sites	Server Repository Current Backup Tasks			
Server	No backups			

10) You can view your Current Backup Tasks buy clicking on the tab. You can also click *Refresh* at any point in time.

11) When the backup has finished, you will see the following screen:

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Server	1 hackuns total size 1.55 gh			Number of a	intries per page: 10.25.100 All		
			<u> </u>	Number of e	c:		
		Name	Comments Client account backup. Crea	tion date: Sep 21, 2012	Size		
	🛄 🔮 Sept 21, 2012 12:42 PM	Backup_aadkins_info_1209211242.xml	12:33 PM	1.1	1.55 GB		
	1 backups total, size 1.55 gb Number of entries per page: 10 25 100 All						
	Save Button						

- 12) Click on the *Save* button to save the file to your computer.
- 13) You can upload a backup file to the server by clicking *Upload Files to Server Repositary* and browsing to the backup file on your computer.
- 14) For restore options, click on the Name of the backup.