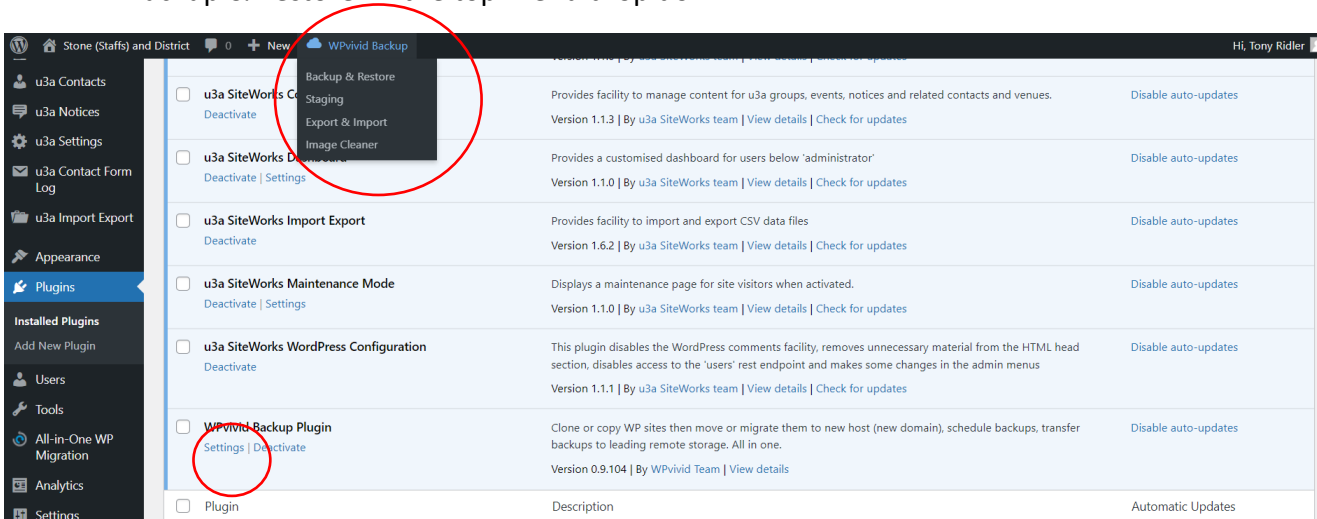


# SiteWorks Site Backup & Import to LocalWP using WPVivid Procedure v4 05.09.24

The use of the WPVivid Plug-in to create an off-line Backup ZIP file of your SiteWorks Website and if required Import it into LocalWP is described below.

## 1. Create ZIP file Backup of your SiteWorks Site

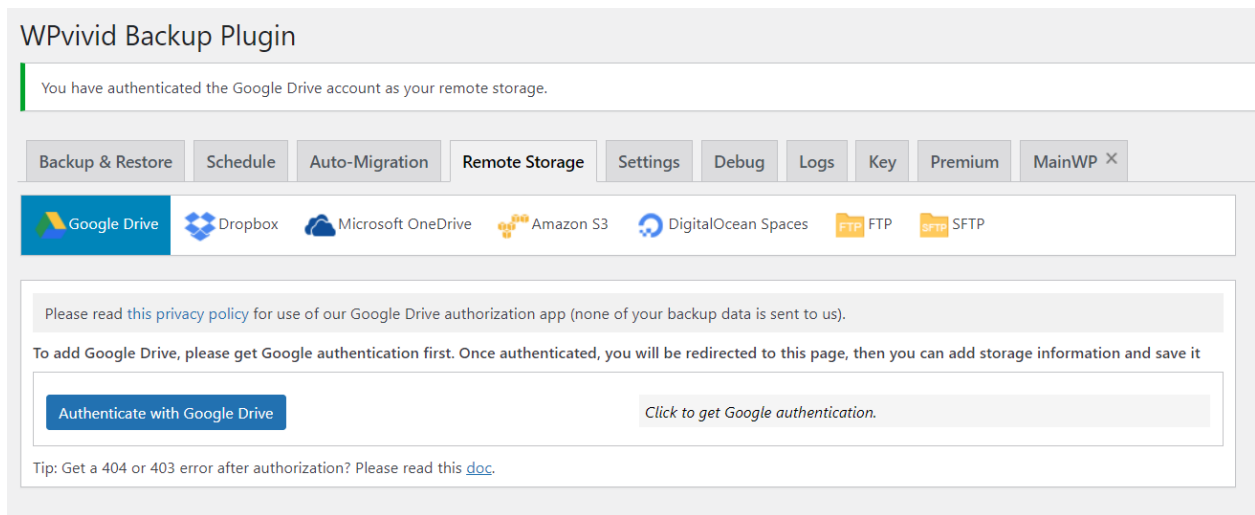
- a. Install the WPVivid Plug-in to your SiteWorks Site.
- b. Either select “Settings” in the WPVivid entry of the Installed Plug-ins list or select WPVivid then ‘Backup & Restore’ in the top Menu drop down.



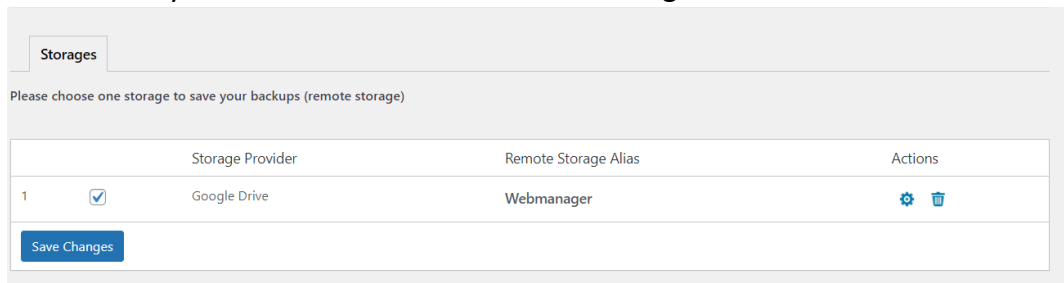
**No Backups are permitted to be restored onto your SiteWorks server Site due to it causing issues, there is already a 14 day backup offline available via the SiteWorks Helpdesk.**

**YOU WILL GET AN EMAIL FROM SYS ADMIN TO DELETE IF YOU SAVE TO THE SERVER (LOCAL) DUE TO SITEWORKS SERVER CAPACITY CONSTRAINTS !!**

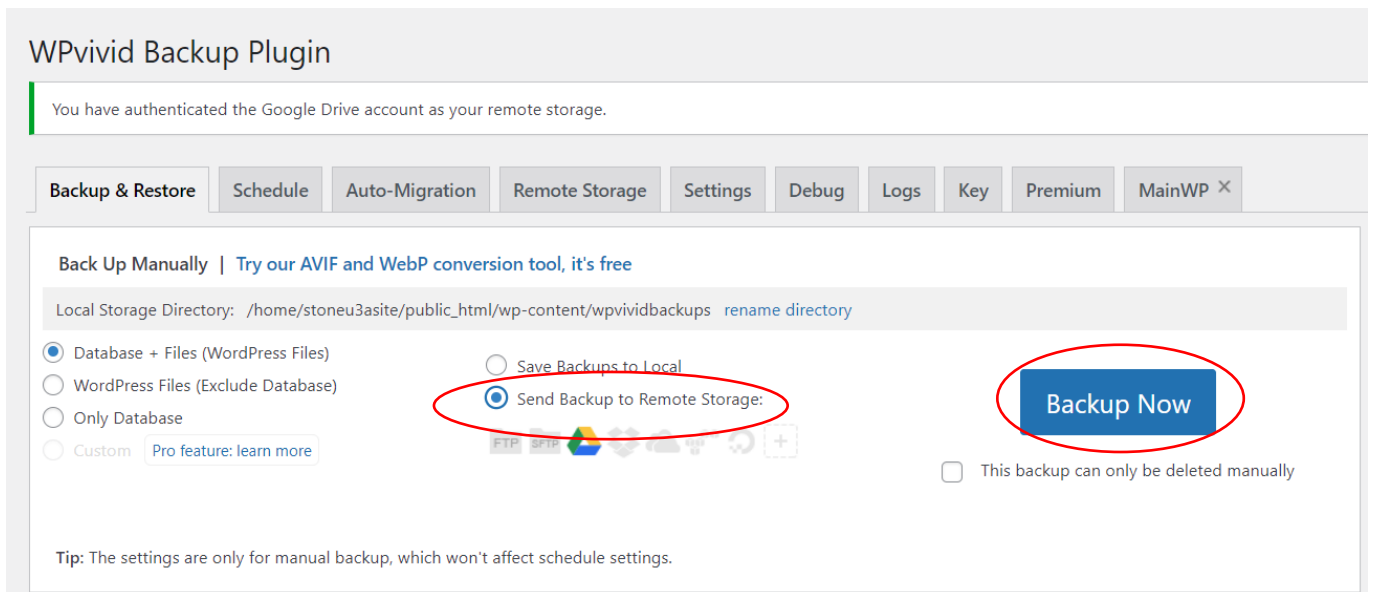
- c. Set up your Remote Storage; the example below is for a Google Drive.
- d. Select the ‘Remote Storage’ tab and then ‘Authentication’.



e. Afterwards you should see the details of the storage at the bottom of the screen.

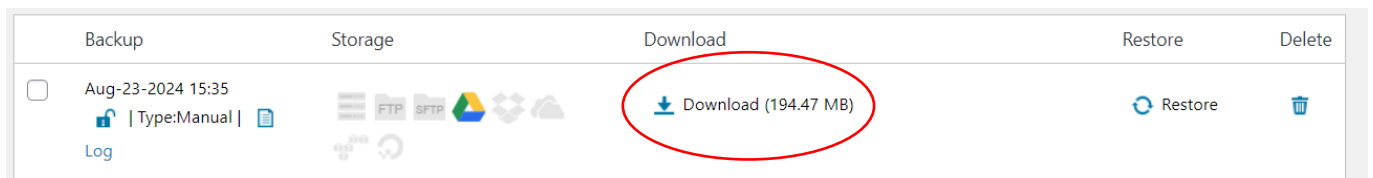


f. Select the 'Backup & Restore tab' and ensure 'Send Backup to Remote Storage' is selected then select 'Backup Now'

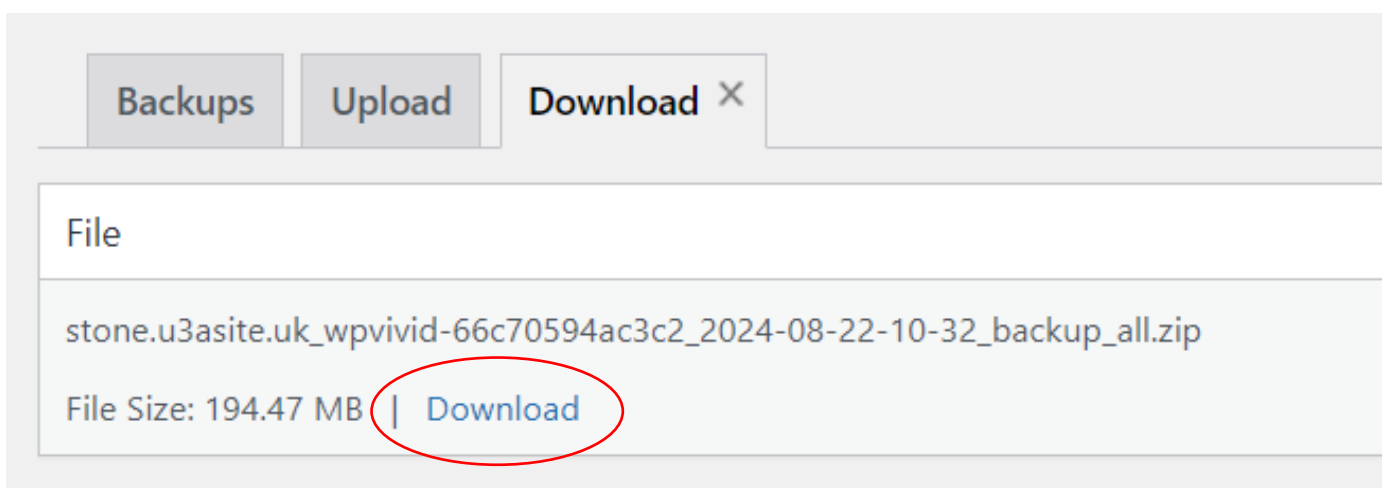


g. The time taken to create the backup and send to your remote storage depends on the size of your Site.

h. Once complete go to the bottom of the page and select 'download.'



i. You will see the following screen and again select 'Download' then choose location and 'Save' (You may see 'Prepare to Download', click that and then the 'Download' option will appear)

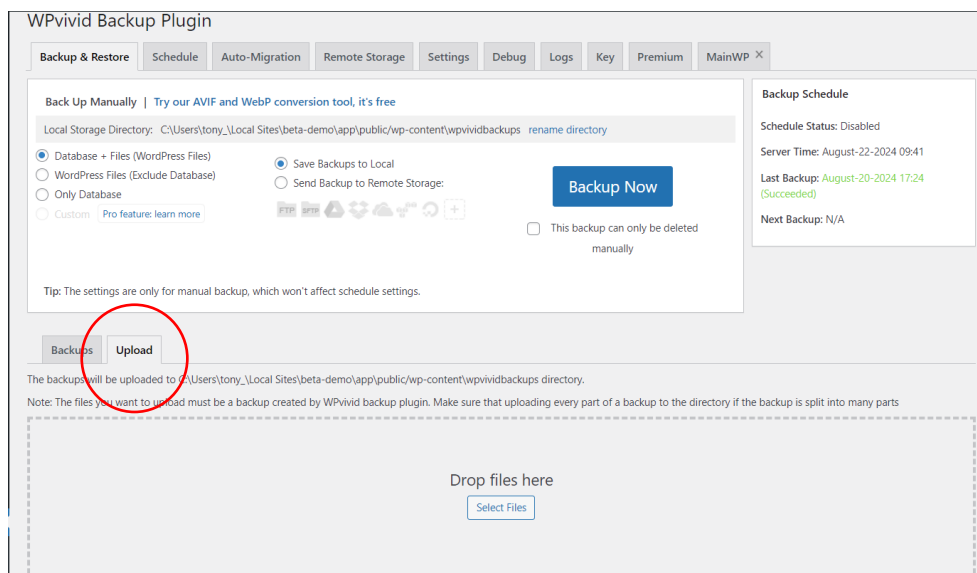


## 2. Import WPVivid ZIP file of your Siteworks Backup into LocalWP using WPVivid

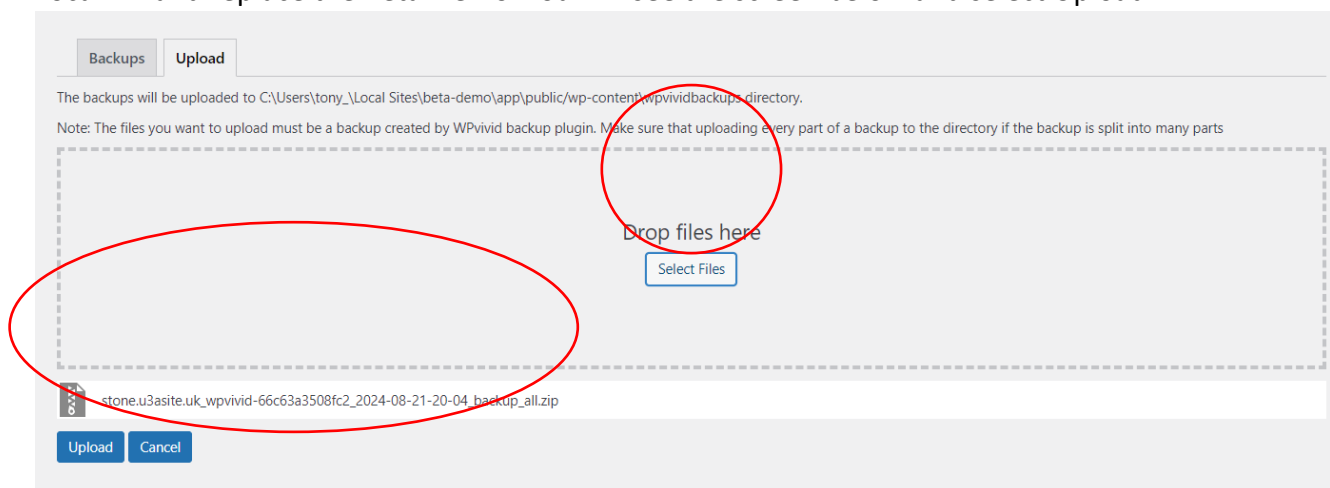
- Open the LocalWP program, Import, or download and Import the **SiteWorks Training Beta-demo** file if not already there.
- Select One-Click admin and open using the WP Admin button.

**This copy of the Beta-demo file will be overwritten by the Exported Backup ZIP file from your SiteWorks Site, if you want to keep your current LocalWP Beta-demo Site you will have to import a new Beta-demo copy with a different name by renaming the Downloaded Beta-demo ZIP file e.g. 'siteworksdemo2' before importing it into LocalWP.**

- Install the WPVivid Plug-in to your chosen Beta-demo Site.
- Open the WPVivid Plugin in the Beta-demo Site as per 1b. above (You may need to Activate' and then 'Open' WPvivid.) and then Select Upload as below



- Either Drag & Drop, or select the WPVivid Backup ZIP file (Downloaded in 1, above) to be uploaded into LocalWP and replace the Beta-Demo. You will see the screen below and select Upload.



- f. You will be notified when the Update is completed and see the following at the bottom of the screen.

The screenshot shows a web interface for managing backups. At the top, there are tabs for 'Backups' and 'Upload'. Below this is a section titled 'About backup download' with instructions on how backups are retrieved and restored. A blue button labeled 'Scan uploaded backup or received backup' is visible. Below the instructions is a table with columns: Backup, Storage, Download, Restore, and Delete. The table contains one row for an 'Uploaded Backup: Aug-21-2024 20:04' with a size of 194.52 MB. The 'Restore' button in this row is circled in red. Below the table is a checkbox labeled 'Delete the selected backups'.

- g. Now select Restore, then Restore, then OK.  
h. **IMPORTANT : Allow the Restore to complete without any other activities on your computer such as viewing other windows.**  
i. Press OK when notified that Restore is completed and you will see your SiteWorks Login page.  
j. **DO NOT LOG IN.** Close the Browser window with the Login.  
k. Stop the Beta-Demo site in LocalWP and select 'Go to Site folder'

The screenshot shows the SiteWorks interface for a site named 'beta-demo'. Below the site name, there are two buttons: 'Go to site folder' and 'Site shell'. The 'Go to site folder' button is circled in red.

- l. Navigate to the folder shown below.  
m. **IMPORTANT: Independent Analytics will throw up errors in LocalWP so change the name of the Independent Analytics folder shown above to e.g. 'independent-analyticsxxx'**

The screenshot shows a file explorer window with the following path: Tony Ridler > Local Sites > beta-demo > app > public > wp-content > plugins. The file explorer shows a list of folders with columns for Name, Date modified, Type, and Size. The folders listed are: all-in-one-wp-migration, display-a-meta-field-as-block, gallery-block-lightbox, gutenslider, insanity, independent-analyticsxxx, and litespeed-cache. The 'independent-analyticsxxx' folder is circled in red.

| Name                          | Date modified    | Type        | Size |
|-------------------------------|------------------|-------------|------|
| all-in-one-wp-migration       | 22/08/2024 14:44 | File folder |      |
| display-a-meta-field-as-block | 21/08/2024 21:31 | File folder |      |
| gallery-block-lightbox        | 21/08/2024 21:31 | File folder |      |
| gutenslider                   | 21/08/2024 21:31 | File folder |      |
| insanity                      | 21/08/2024 21:31 | File folder |      |
| independent-analyticsxxx      | 22/08/2024 14:45 | File folder |      |
| litespeed-cache               | 22/08/2024 14:45 | File folder |      |

n. Rename your Restored Site in LocalWP from “Beta-demo” to another name.

The screenshot shows the LocalWP interface for a site named "beta-demo". At the top, there is a header with the site name "beta-demo" and a three-dot menu icon. Below the header, there are two buttons: "Go to site folder" and "Site shell". The main content area is divided into three tabs: "Overview", "Database", and "Tools". The "Overview" tab is currently selected. Below the tabs, there is a table of site settings:

|                   |             |
|-------------------|-------------|
| Site domain       | beta-demo.  |
| SSL               | beta-demo.  |
| Web server        | nginx       |
| PHP version       | 8.1.23      |
| Database          | MySQL 8.0.1 |
| One-click admin   | On          |
| WordPress version | 6.6.1       |
| Multisite         | No          |

At the bottom of the interface, there is a toggle for "Xdebug" which is currently "off". A dropdown menu is open, showing the following options:

- Open site
- Admin dashboard
- Go to site folder
- Site shell
- Restart
- Stop
- Start
- Clone site
- Export
- Save as Blueprint
- Move to new group
- Change domain
- Rename
- Delete

o. Ensure One-click Admin is on.

p. Select your WM Admin name in the ‘One-Click Admin’ LocalWP dropdown.

q. Select WP Admin and you will open your Site backup and be able to edit your site.

r. You can Import the Beta-Demo again using the normal LocalWP Import, you may need to rename it before it will Import.