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.

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Stone (Staffs) and I	District 📮 0 🕂 New 🥌 WPvivid Backup		Hi, Tony Ridler
🎍 u3a Contacts	Backup & Restore	Provides facility to manage content for u3a groups, events, notices and related contacts and venues.	Disable auto-updates
 u3a Settings 	U3a SiteWorks D	Version 1.1.3 By u3a SiteWorks team View details Check for updates Provides a customised dashboard for users below 'administrator'	Disable auto-updates
■ u3a Contact Form Log	Deactivate Settings	Version 1.1.0 By u3a SiteWorks team View details Check for updates	
 u3a Import Export Appearance 	u3a SiteWorks Import Export Deactivate	Provides facility to import and export CSV data files Version 1.6.2 By u3a SiteWorks team View details Check for updates	Disable auto-updates
✓ Plugins Installed Plugins	u3a SiteWorks Maintenance Mode Deactivate Settings	Displays a maintenance page for site visitors when activated. Version 1.1.0 By u3a SiteWorks team View details Check for updates	Disable auto-updates
Add New Plugin	u3a SiteWorks WordPress Configuration	This plugin disables the WordPress comments facility, removes unnecessary material from the HTML head section, disables access to the 'users' rest endpoint and makes some changes in the admin menus Version 1.1.1 By u3a SiteWorks team View details Check for updates	Disable auto-updates
 All-in-One WP Migration Analytics 	Settings Derctivate	Clone or copy WP sites then move or migrate them to new host (new domain), schedule backups, transfer backups to leading remote storage. All in one. Version 0.9.104 By WPvivid Team View details	Disable auto-updates
Settings	D Plugin	Description	Automatic Updates

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.

Sto Please c	nages	age to save your backups (remote storag	je)	
		Storage Provider	Remote Storage Alias	Actions
1	\checkmark	Google Drive	Webmanager	¢ (j)
Save	Changes			

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

WPvivid Backı	ıp Plugir	l							
You have authenticate	ed the Google [Drive account as your r	emote storage.						
Backup & Restore	Schedule	Auto-Migration	Remote Storage	Settings	Debug	Logs	Key	Premium	MainWP ×
Back Up Manually	Try our AV	F and WebP convers	sion tool, it's free						
Local Storage Directo	ory: /home/sto	neu3asite/public_html	/wp-content/wpvividba	ackups renam	e directory				
 Database + Files (\ WordPress Files (Es Only Database Custom Pro featu 	NordPress Files kclude Database ire: learn more		Save Backups to Lo Send Backup to Rer	cal note Storage:	>		(Backu	p Now
Tip: The settings are	only for manua	l backup, which won't	affect schedule setting	5.			This	s backup can o	nly be deleted manually

- 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.'

Backup	Storage	Download	Restore	Delete
Aug-23-2024 15:35 🔐 Type:Manual 📑 Log	📰 🖬 📾 📥 🎲 🛳 🖓 🖓	Download (194.47 MB)	Restore	Ū

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)

Backups	Upload	Download \times
File		
stone.u3asite.u File Size: 194.4	Ik_wpvivid-66 7 MB Dow	c70594ac3c2_2024-08-22-10-32_backup_all.zip

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

- a. Open the LocalWP program, Import, or download and Import the **SiteWorks Training Betademo** file if not already there.
- b. 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 Betademo ZIP file e.g. 'siteworksdemo2' <u>before</u> importing it into LocalWP.

- c. Install the WPVivid Plug-in to your chosen Beta-demo Site.
- d. 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

Back Up Manually Try our AVIF and WebP conversion tool, it's free ocal Storage Directory: C\USers\tory_\Local Sites\beta-demo\app\public/\u03c4p-content\\u03c4py\public/\u03c4p-content\\u03c4py\public/\u03c4ps-content\\u03c4py\public/\u03c4ps-content\\u03c4ps	Back Up Manually Try our AVIF and WebP conversion tool, it's free ocal Storage Directory: C\Userstory_Llocal Sites\beta-demo\app\public/\wp-content\wp/widbackups rename directory Database + Files (WordPress Files) Save Backups to Local Only Database Send Backup to Remote Storage: Castom Po feature learn more Ip: The settings are only for manual backup, which won't affect schedule settings. Backups VulDead Backups VulDead Backups VulDead Backups VulDead Backups Vuldbackups Vuldbackups directory. Database + Vuldbackups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups Vuldbackups Vuldbackups Vuldbackups directory. Backups V	•	Migration Remote Storag	je Settings	Debug	Logs	Key	Premium	MainWP	×
cocal Storage Directory: C\LSersitory_\Local Sites\beta-demo\app\public/wp-content\wpvividbackups rename directory Schedule Status: Disabled Schedule Status: Disabled Database + Files (WordPress Files) Sond Backup to Local Send Backup to Local Send Backup to Remote Storage: Backup Now Only Database This backup can only be deleted manually This backup can only be deleted manually Not Backup: N/A	cal Storage Directory: C_USerstony_Llocal Sites/beta-demo/applpublic/wp-content/wpvividbackups rename directory Database + Files (WordPress Files) WordPress Files (Exclude Database) Sere Backups to Local Sered Backup to Remote Storage: This backup can only be deleted manually This backup can only be deleted manually The settings are only for manual backup, which won't affect schedule settings. Backups Upload Backups vill be uploaded to r/USers/tory.Llocal Sites/beta-demo/applpublic/wp-content/wpvividbackups directory.	3ack Up Manually Try our AVIF and W	/ebP conversion tool, it's free							Backup Schedule
Database + Files (WordPress Files) WordPress Files (Exclude Database) Only Database Custom Pro feature learn more Save Backups to Local Send Backup to Remote Storage: This backup can only be deleted manually Backup Now This backup can only be deleted manually Server Time: August-22-2024 09:41 Last Backup: August-20-2024 17:24 (Succeeded) Next Backup: N/A Server Time: August-22-2024 09:41 Last Backup: N/A Server Time: August-20-2024 17:24 Succeeded) Next Backup: N/A Server Time: August-20-2024 17:24 Server Time: Augus	Database + Files (WordPress Files) WordPress Files (Kotude Database) Only Database Custom Pro feature learn more Save Backups to Local Send Backup to Remote Storage: This backup can only be deleted manually Backups Upload Backups Upload Backups Save Backups to Local Server Time: August -22-2024 09:41 Last Backups : August -20-2024 17:24 (Succeeded) Next Backup: N/A Server Time: August -22-2024 09:41 Last Backups : August -20-2024 17:24 (Succeeded) Next Backup: N/A Server Time: August -22-2024 09:41 Last Backups : N/A Succeeded) Next Backup: N/A Server Time: August -22-2024 09:41 Last Backups : N/A Server Time: August -22-2024 09:41 Last Backups : N/A Server Time: August -22-2024 09:41 Last Backups : N/A Succeeded) Next Backup: N/A Server Time: August -22-2024 09:41 Last Backups : N/A Succeeded) Next Backups : N/A Server Time: August -22-2024 09:41 Succeeded) Next Backups : N/A Server Time: August -22-2024 09:41 Succeeded Server Time: August -22-2024 09:41 Server Time: August -22	ocal Storage Directory: C:\Users\tony_\Loca	al Sites\beta-demo\app\public/w	p-content\wpvivio	dbackups re	name dire	ctory			Schedule Status: Disabled
IN THE SETTION ALCOUNT OF TRADUCTION WORTH ALCOUNT SETTIONS	Backups Upload	Database + Files (WordPress Files) WordPress Files (Exclude Database) Only Database Custom Pro feature: learn more	Save Backups to Local Send Backup to Remot Fire Fire (A) (A) (A)	e Storage:		Ba	ckup ckup can manual	Now only be delete	d	Server Time: August-22-2024 09:41 Last Backup: August-20-2024 17:24 (Succeeded) Next Backup: N/A
e The files y want to unded must be a backup created by WP/wird backup plugin. Make sure that uploading every part of a backup to the directory if the backup is split into many parts										

e. 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.

The	Backups	Upload							
Ine	backups will	be uploaded	to C:\Users\tony_\Local Sites\	beta-demo\app\public/wp-	content wpvividbackups c	irectory.			
Not	e: The files yo	ou want to up	load must be a backup create	d by WPvivid backup plugin	n. Make sure that uploadin	g every part of a backup	to the directory if the b	backup is split into many	y parts
					Select Files				
	stone.u3a	site.uk_wpviv	id-66c63a3508fc2_2024-08-2	-20-04_backup_all.zip					
U	pload Can	ncel							

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

Ba	ckups Upload								
About b	ackup download								
->If bac downloa	kups are stored in remote storage, our plugi Id them to your PC.	n will retrieve the backup to your web server first.	This may take a little time depending on the size of backup files. Plea	se be patient. Then you	can				
->If bac	>If backups are stored in web server, the plugin will list all relevant files immediately.								
How to	low to restore your website from a backup(scheduled, manual, uploaded and received backup)								
Tips: Clie Scan u	k the button below to scan all uploaded or i	received backups in directory C:\Users\tony_\Loca	l Sites\beta-demo\app\public/wp-content/wpvividbackups						
	Backup	Storage	Download	Restore	Delete				
	Uploaded Backup: Aug-21-2024 20:04		★ Download (194.52 MB)	• Restore	ŵ				
	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'



- I. 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'

	~														
С	Q	> To	ny Ridle	r >	Local	Sites >	beta-demo	> app >	publ	ic >	wp-c	content	>	plugins	>
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N	ame		^			Date m	odified	Туре		Size					
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	display-a	a-meta-fi	eld-as-bl	ock		21/08/2	2024 21:31	File folder							
=	gallery-b	olock-ligh	itbox			21/08/2	2024 21:31	File folder							
	gutenslic	der				21/08/2	2024 21:31	File folder							
	imsanity					21/08/2	2024 21:31	File folder							
	indepen	dent-ana	lyticsxxx)		22/08/2	2024 14:45	File folder							
	litespeed	d-cache				22/08/2	2024 14:45	File folder							

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

beta-de Go to site folder	E Site she	Open site	
Overview Databa	se Tools	Admin dashboard Go to site folder	
Site domain	beta-demo.	Site shell	
SSL	beta-demo.	Restart Stop	
Web server	nginx 🗸	Start	
PHP version	8.1.23 🗸	Clone site Export	
Database	MySQL 8.0.1	Save as Blueprint	
One-click admin	On	Move to new group Change domain	
WordPress version	6.6.1	Rename	
Multisite	No	Delete	
Xdebug	Off (i)		

- 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.