# SiteWorks Site Download & Import to LocalWP using WPVivid v5 2025-01-23

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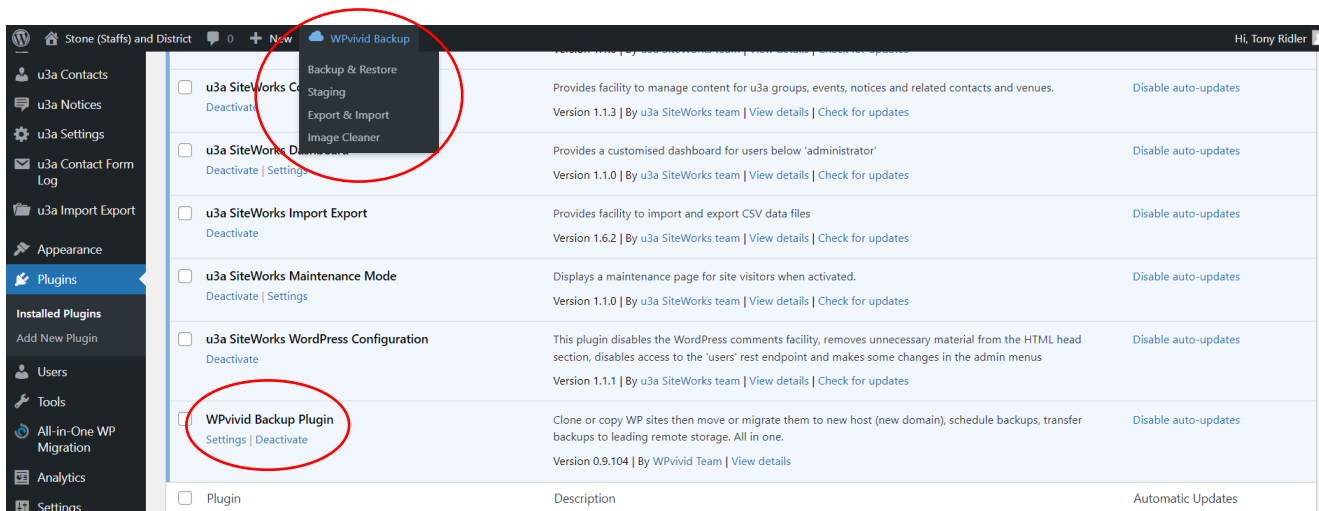
No Backups are permitted to be restored onto your SiteWorks server Site due to it causing issues, there is already a 14 day backup offline available via the SiteWorks Helpdesk.

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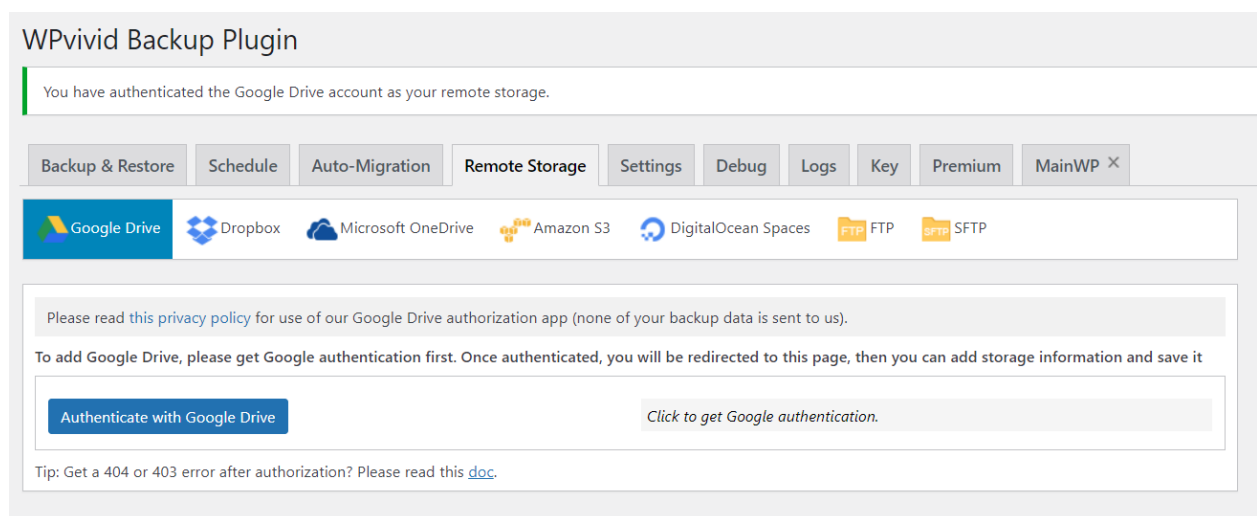
e. Afterwards you should see the details of the storage at the bottom of the screen.

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)

Note that for larger sites more than one ZIP file we be generated. You will need to download them all.

2. **Import WPVivid ZIP file(s) of your Siteworks Backup into LocalWP using WPVivid**

   a. Open the LocalWP program, Import, or download and Import the **SiteWorks Training Beta-demo** 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(s) 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.

   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
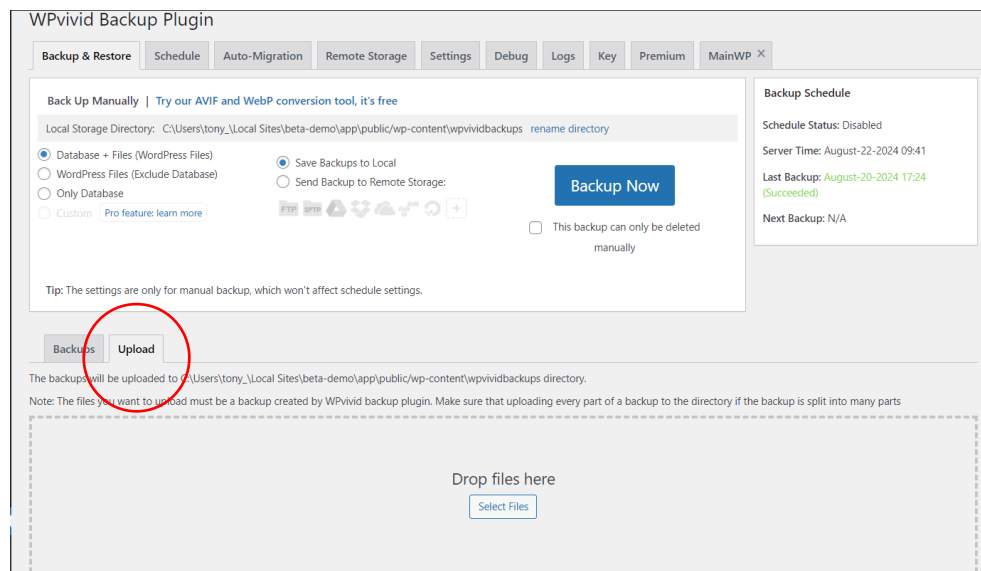
e. Either Drag & Drop, or select the WPVivid Backup ZIP file(s) (Downloaded in 1, above) to be uploaded into LocalWP and replace the Beta-Demo. You will see the screen below. Select Upload.
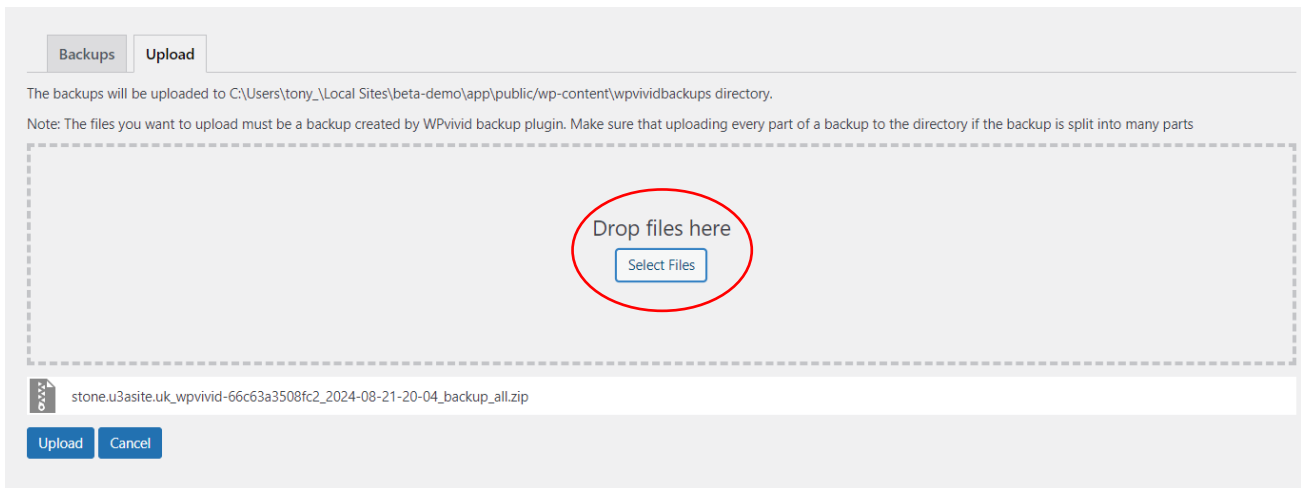
f. You will be notified when the Update is completed and see the following at the bottom of the screen.
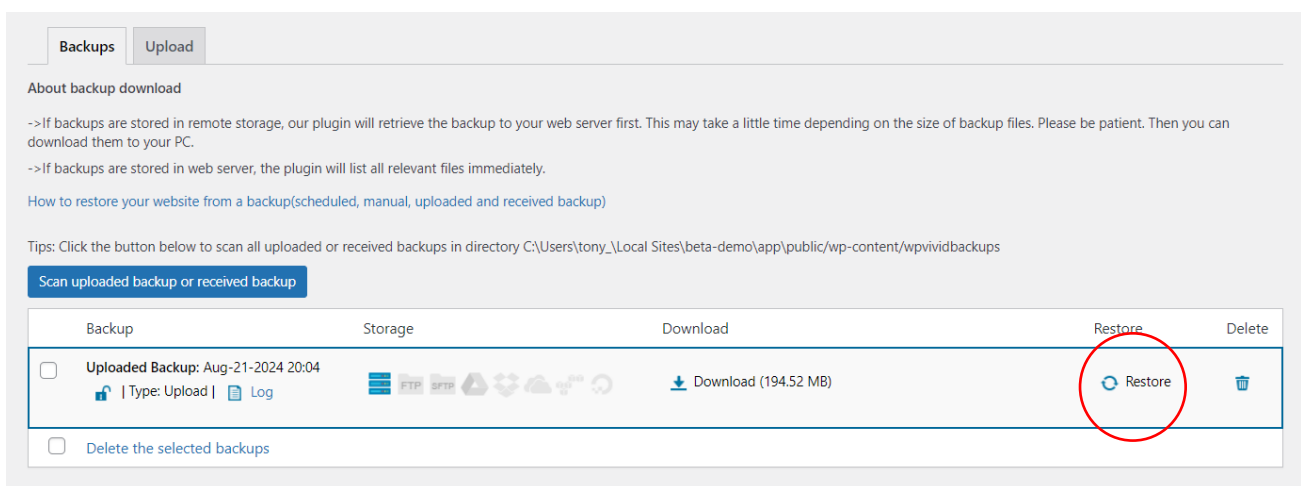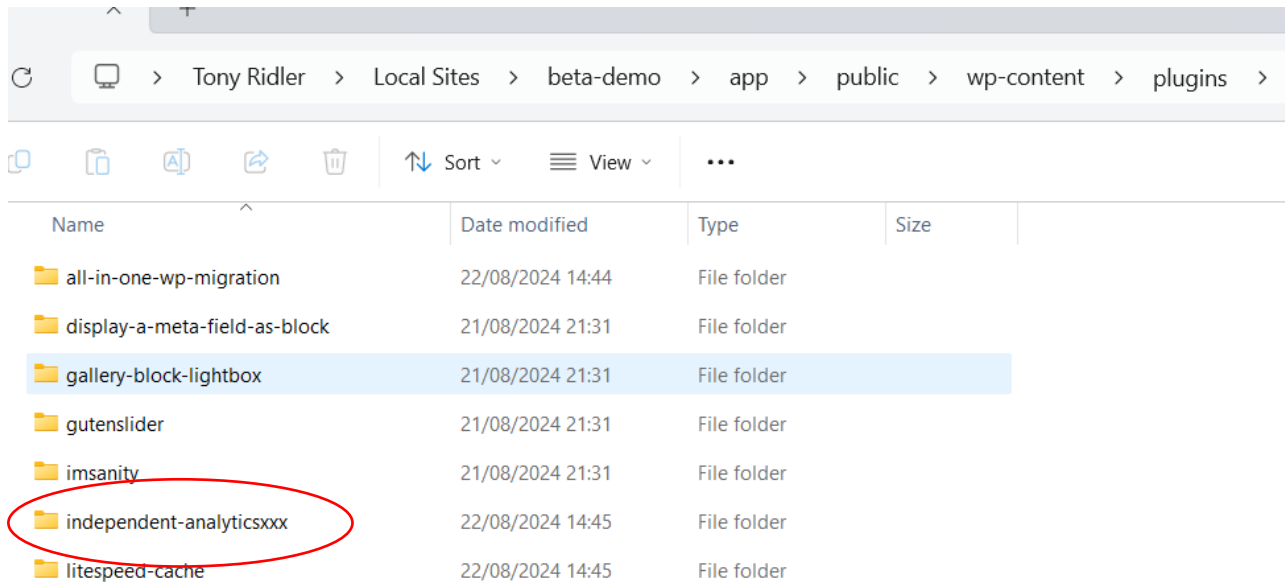
g. Now select Restore, then Restore, then OK.

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'
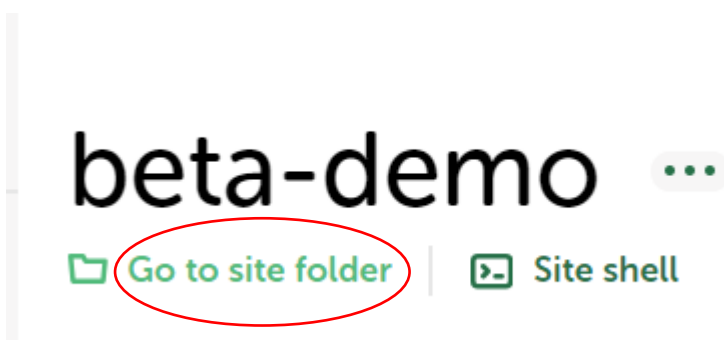
l. Navigate to the folder shown below.

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'**

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

beta-demo •••

📁 Go to site folder | ▶ Site she

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

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.