

BACKING UP

Version 1 – Nov 2016

WHY

The host (Simply Hosting) is continuously automatically backing up but we also need to do our own back-ups. This should be done every week or immediately after a big input session of big change to the template settings. This is to safeguard against the unlikely event of a major failure with the host or the cloud.

PROCEDURE

Method 1 – Through TNG

1. Log into to www.christinaanddonaldmclean.com with your normal username and password
2. Click into '**Administration**'
3. Click into '**Utilities**'
4. Click '**Select all**'
5. Open the 'Select with' options arrow and click '**Back up**'
6. Click '**Go**' and the whole website has now been backed up on the cloud.
7. Make a copy of this file by downloading it through FileZilla – see separate procedures for using FileZilla
8. See also http://tng.lythgoes.net/wiki/index.php/Database_-_Backup#Method_3_-_Using_TNG.E2.80.99s_internal_system".

Method 2 – Through cPanel

1. Get into Simply Hosting '<https://www.simplyhosting.net/clientarea.php>' – using your user normal name and password
2. Click '**Services**'
3. Click '**My services**'
4. Click near (but not on) the text '[christinaanddonaldmclean.com](http://www.christinaanddonaldmclean.com)'
5. In Actions, click '**Login to cPanel**' in the vertical menu on the left hand column
6. In Files which is the first group of options, click the '**Back-up**' icon.
7. Click '**Download a full backup**'
8. Click '**Generate backup**'. The following message will be displayed "Full Backup in Progress - Once the full backup of your account has been completed, you will receive an email at the address you specified, "don.gordon1@hotmail.com".
9. Download the file from the email and the store it in a separate, secure place which can be located if ever the website needs to be restored.