



## GGC Website Documentation

### Backup & Restore

#### Introduction

This procedure describes how to make a backup of the website (i.e. how to create a huge zip file of everything in the website) and how to restore the backup into a separate website which we use for testing.

- By regularly restoring to Test we gain experience of the procedure.
- Data only ever moves from Live to Test, so there is only one website for Live but we can, and do, keep a history of Test websites, each with their own database
- Our "Silver" package from Zen gives us just two active websites, so the subdomain used for Test needs to be reassigned to the relevant Test folder and database.
- We need to be aware of any pages that have been created or modified in Test which we wish to keep. These need to be copied to Live before we start the Back and Restore process.
- The steps below will transfer the "Installer" and "zip" files to your local PC before being moved to the new Test folder on the server. So, this file on your PC is the "current backup" of Live and must be retained against a disaster in Live.
- Since you, or your PC, may not be available to another person who needs to do a restore you must copy the "Installer" and "zip" files into the folder "Most Recent Backup" on our server, ie by logging into cpanel. (You can then delete these files from your PC if space is tight.)

**Note:** We never reverse this backup process to move the Test website to Live. If we need to recreate Live, we use the most recent installer and zip files on your PC's downloads folder (or in the Most Recent Backup" folder). See "A true story" below.

#### Step 1

*NB We use the plugin called Duplicator to create the zip file and the first step below is to check for any updates. Such updates may change the steps described in this document.*

Save anything “in progress”:

- Log into Live and Test and compare “All Pages”.
- Copy across any new pages from Test into Live and save as Draft. Check that all links on the new pages are using relative addresses (e.g. href="/wp-content...", see Step 4 below)

## **Step 2**

### Backup Live

- Log into Live and check that the latest version of the Duplicator plugin is installed.
- In Plugins > Duplicator, click on Manage. To delete old archives, select them and under Bulk Actions select Delete and Apply.
- Click on Create New  
At step "**1-Setup**", set the name of the backup archive and click **Next** (I always retain the check digits at the start of the name).  
After step "**2-Scan**" completes check out any errors or warnings that are flagged. You have to accept any warnings to enable the **Build** button.

*You may get warnings about big files in the /wp-content/uploads folder. This folder holds the photographs that have been uploaded to the website and new 'phones are taking bigger pictures!*

- When Build has completed (its progress indicator only has 4 steps 0% 59% 65% and 100%!), Duplicator will show “Package Complete” and list two files “Installer” and “Archive” (which is the zip file referred to elsewhere), click on each filename to initiate a download to your PC’s download folder. (Installer download is super quick, Archive download depends on your broadband speed, a minute or two).

NB The upload process below has a max file size of 98GB, currently the [archive.zip](#) is below 1GB, but worth monitoring.

Check your downloads folder to check download is complete (for some reason its always slightly bigger in downloads than it says in Duplicator). Note also, that the download may rename the Installer.php file to Installer-4.php if, say, you already had 3 previous versions in your Downloads folder.

Log out of the Dashboard and out of [GiffordGolfClub.com](http://GiffordGolfClub.com).

### Step 3

To create a new Test.

- Log into [GiffordGolfClub.com/cpanel](http://GiffordGolfClub.com/cpanel) (from Live or Test) and click on File Manager.
- Double click on the home folder "data02/c5995232" and click "New Folder". Enter the folder name e.g. *gifford-test-april2019* (NB Use lower case only, Linux is case sensitive.)
- Refresh the screen if necessary to see the new folder and click into the new folder where you click on Upload. Choose the file in your downloads folder and do this for the Installer and the Archive file. (If necessary rename installer-10.php, say, to installer.php)
- Close File Manager and in cpanel click on Subdomains.  
In Subdomains, note that you are not creating a new subdomain, only modifying the existing subdomain **test.c5995232.myzen.co.uk**. Click on the update pen under its Document Root and change that to the new folder's name.
- Return to cpanel (Home top left) and click on **mySQL databases**.  
In mySQL databases, create a new database e.g. *c5995232\_gifford-test-april2019* (i.e. matching the folder name - not necessary - but less confusing if you do).

*At some time we are going to reach our database limit. See the last section below on deleting old Test folders and databases.*

- Once created, scroll down the page to "Add User to a database" and add User **c5995232\_gifford** to the new database and (on the next screen) Specify "All Privileges" click **Make Changes**.
- Return to cpanel and click on **MultiPHP Manager**, you will see that the default PHP version is 5.6 and down in the list of Domains, the PHP version we use is 7.2. When we recreate the test site it seems we need to reset the PHP version in

[test.c5995232.myzen.co.uk](http://test.c5995232.myzen.co.uk) (despite this panel saying the two domains match). So, select [test.c5995232.myzen.co.uk](http://test.c5995232.myzen.co.uk) and in the drop-down list select PHP version 7.2 and click Apply.

- Leave cpanel open, you may need to come back to copy new the database name.
- In a new browser window go to [test.c5995232.myzen.co.uk](http://test.c5995232.myzen.co.uk). That will list the 2 files downloaded.
- Click on Installer.php and **step 1 of 4** should show Setup=pass and Validation=pass. Ignore Options and tick the box "I have read ... etc) and click Next.
- Step 2 does the unzip into the new database and concludes with the panel which you fill as follows:

```
Action: Connect and Remove all data
Host: localhost
Database: (the new database eg c5995232_gifford-test-april2019)
User: c5995232_gifford
Password: gifford2011
```

- Click on Test Connection. If Requirements=pass then click on Next and OK the “Are You Sure” message.
- At Step 3 of 4, change the title to “Gifford Golf Test”, then click on Next.
- Hopefully you get to “Step 4 of 4” without errors or warnings. Click on “Admin Login” and this will take you through to the [test.c5995232.myzen.co.uk/wp-login.php](http://test.c5995232.myzen.co.uk/wp-login.php) screen (which should be Titled Gifford Golf Test), go to the Dashboard and there:
  - At the top of the dashboard is the message “Reserved Duplicator install file(s) still exist ..” . Click on Remove File(s) now. You can also do the Duplicator data cleanup.
  - navigate to **dashboard>settings>permalinks**. Ensure **Post name** is selected and click Save.
  - Still in Test, go to plugins and Deactivate *WP to Twitter*. This will stop any test postings going to Twitter.
  - Go to the plug-in *Quick Toolbar* (from side bar - not plugin list) and:
    - under Posts, tick All Post & Add Post
    - under Events, tick All Events & Add Event,

- under BSK PDF Pro, tick PDF Documents,
  - under Tangible, tick Templates
- Then click Save. This will reset these Admin bar links to the current Test environment.
- Go to **Dashboard>Appearance>Customise**, select **Site Identity** and set the Tagline to something like "Created from Live backup 2/2/20" and click Publish.
  - To avoid possible confusion between Live and Test:  
From the top right dropdown; select Edit my profile and choose the Sunrise Admin Colour scheme and "Update Profile".
  - As a final step, go into All Posts and change the Post "16 months for the price of 12" from Draft to Published. This lets you test the jQuery code that is in this reused Post.

Now go to Visit Site and check it through

You can also see the (maybe out-of-date) Duplicator steps on Youtube, e.g.

```
<a class="autolink" href="https://www.youtube.com/watch?v=tdP3quWLM0Q">https://www.youtube.com/watch?v=tdP3quWLM0Q</a>
```

#### Step 4

Check Live

Unbelievably, the above steps, to create a new Test site from a Live backup had previously (if fact TWICE, in 2014 and 2016) caused an error in Live.

How this happens is as follows:

At any time through the year a page is created or updated in Test with an image but an absolute href address was used pointing to the image, i.e. href="http://test....."

*(NB All links should be relative, i.e. href="/wp-content ....)*

The page was copied over into Live and it all worked ok in Live even though the image or document continued to be loaded from Test.

Then, when the subdomain for Test was reset to the new backup copy this image had a different URL.

In theory, this could happen to page links too, so after reassigning the Test subdomain, always step through the Live website and check that all pages and images appear ok.

## **Deleting old Test Accounts**

A Wordpress website consists of two components, the database and the Folder.

Log into cpanel and go to File manager and select (and note down) which Folder to delete.

Within that folder, click on wp-config.php and click View. Scroll down the file to find DB\_NAME and note that down.

From cpanel, go to MySQL Databases, under current databases locate the database to delete (carefully) and click on Delete. (NB Old databases may have been deleted without deleting the Folder, so a missing database is not a problem with old Folders).

From cpanel return to File Manager and double click the Home directory, then select the folder and select Delete.

## **A True story**

In 2022 I was recreating a new test account and noticed that we were close to the 15 database limit. So I deleted 4 old databases and their corresponding folders, but, (and I don't know how I did this) somehow I also deleted the contents of the folder public\_html, the folder for the Live web site. Later that day, just before retiring, I went to [www.giffordgolfclub.com](http://www.giffordgolfclub.com) and whoa, a blank screen except for something like "No files found"!

Fortunately, that afternoon I had taken a backup with Duplicator to create a new Test account. So in cpanel, file manager, in folder public\_html, I clicked Upload, selected the Installer and the zip file and then in [www.giffordgolfclub.com](http://www.giffordgolfclub.com) I started the Installer.

The data I entered into Installer was:

*Action: Connect and Remove all data*

*Host: localhost*

*Database: C5995232\_gifford2011*

*User: c5995232\_gifford*

*Password: gifford2011*

I did the Test Connection, clicked Next and after the Admin login, I deleted the Duplicator install files. Nothing else had to be done and I checked as much as I could. A bit late getting to bed, but all seemed ok.