

# Administration Backup

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## SUMMARY:

As an administrator, you can back up the system at your convenience.

We show here how to do it.

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**Ubidoxy A/S**

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Klamsagervej 358230

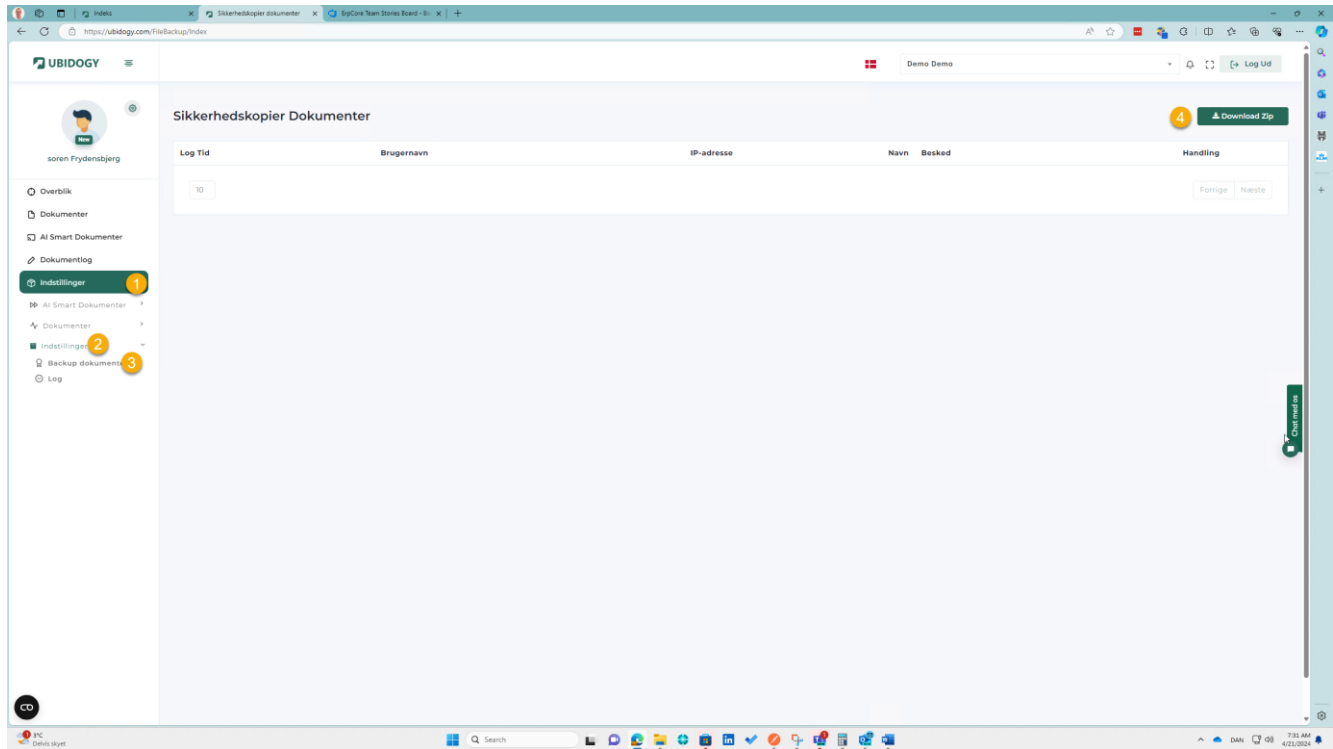
Åbyhøj

[info@ubidoxy.com](mailto:info@ubidoxy.com)

[ubidoxy.com](http://ubidoxy.com)

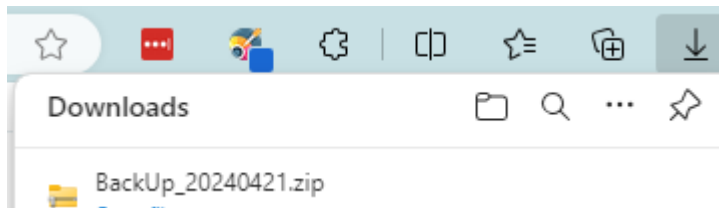
# Backup

If you are logged in as an administrator, then you can back up.







- 1) Select options
- 2) Select Settings again (submenu)
- 3) Select Backup Documents
- 4) Select Download ZIP

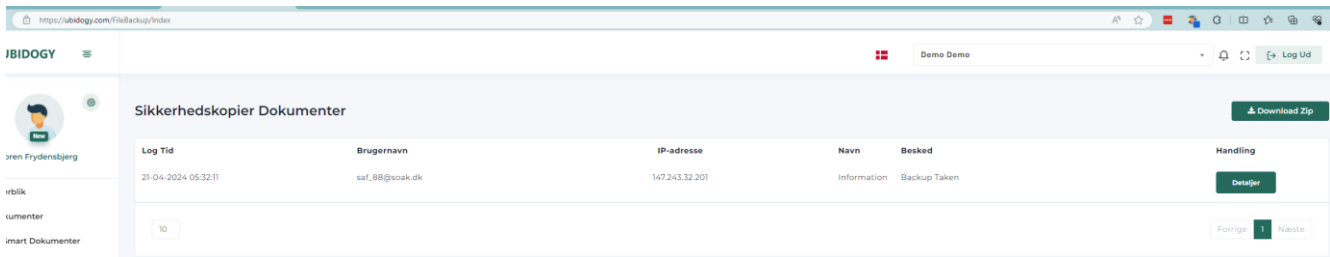
Depending on your browser, the top right corner will indicate that the file is downloaded.



If you unzip the file, you will see that it contains your documents.

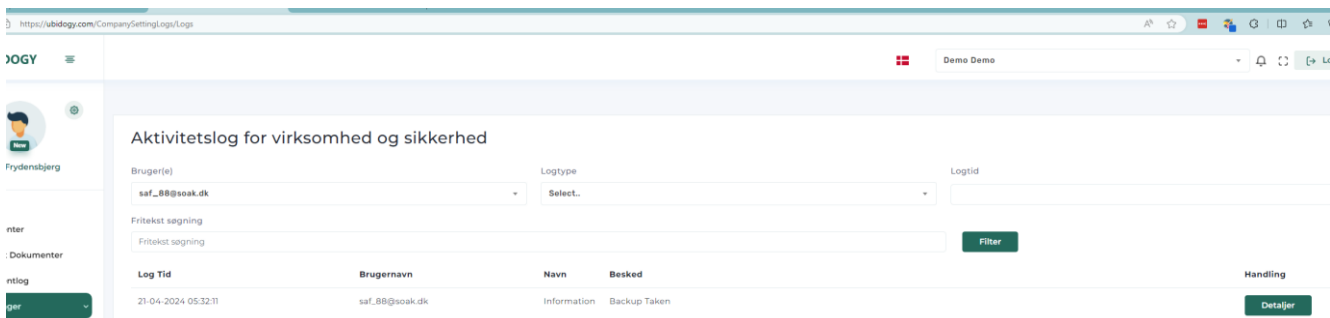
Name	Date modified	Type	Size
 Avanceret Demo signering.pdf	4/21/2024 7:32 AM	Microsoft Edge P...	1,009 KB
 Demo signering.pdf	4/21/2024 7:32 AM	Microsoft Edge P...	1,142 KB
 klm (1).pdf	4/21/2024 7:32 AM	Microsoft Edge P...	841 KB
 klm.pdf	4/21/2024 7:32 AM	Microsoft Edge P...	708 KB

In the backup functionality itself, you can now see that a backup has been taken, who has taken it and from where:



Log Tid	Brugernavn	IP-adresse	Navn	Besked	Handling
21-04-2024 05:32:11	saf_88@soak.dk	147.243.32.201	Information	Backup Taken	<a href="#">Detaljer</a>

You can also see this in the general unified log:



Log Tid	Brugernavn	Navn	Besked	Handling
21-04-2024 05:32:11	saf_88@soak.dk	Information	Backup Taken	<a href="#">Detaljer</a>