Administration Backup

SUMMARY:

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

We show here how to do it.

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🔽 UBIDOGY

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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.

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

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You can also see this in the general unified log:

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