

Manual Backup Process

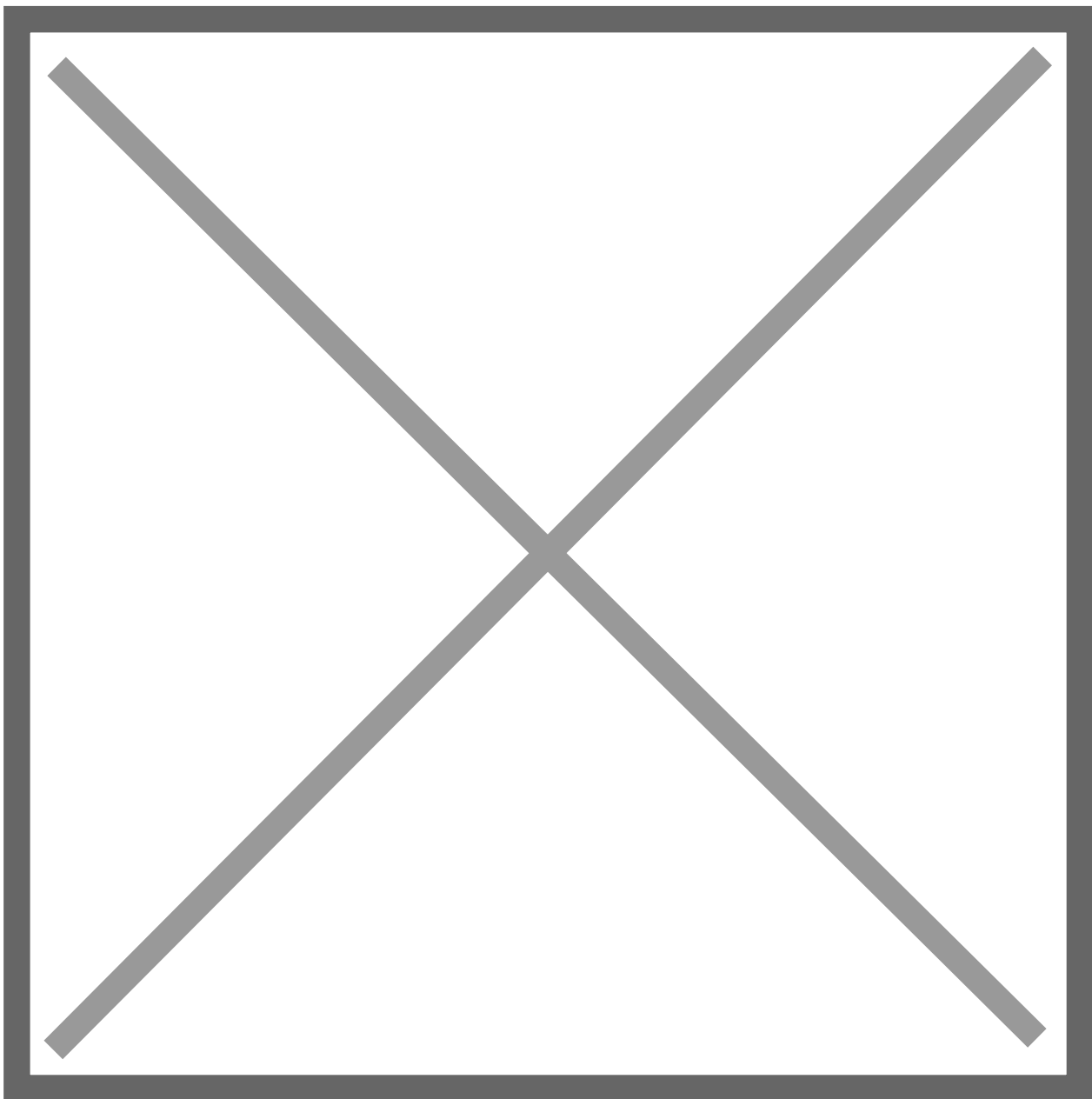
Video training manual 2016 - [Click Here](#)

System configuration>Administration> Backups

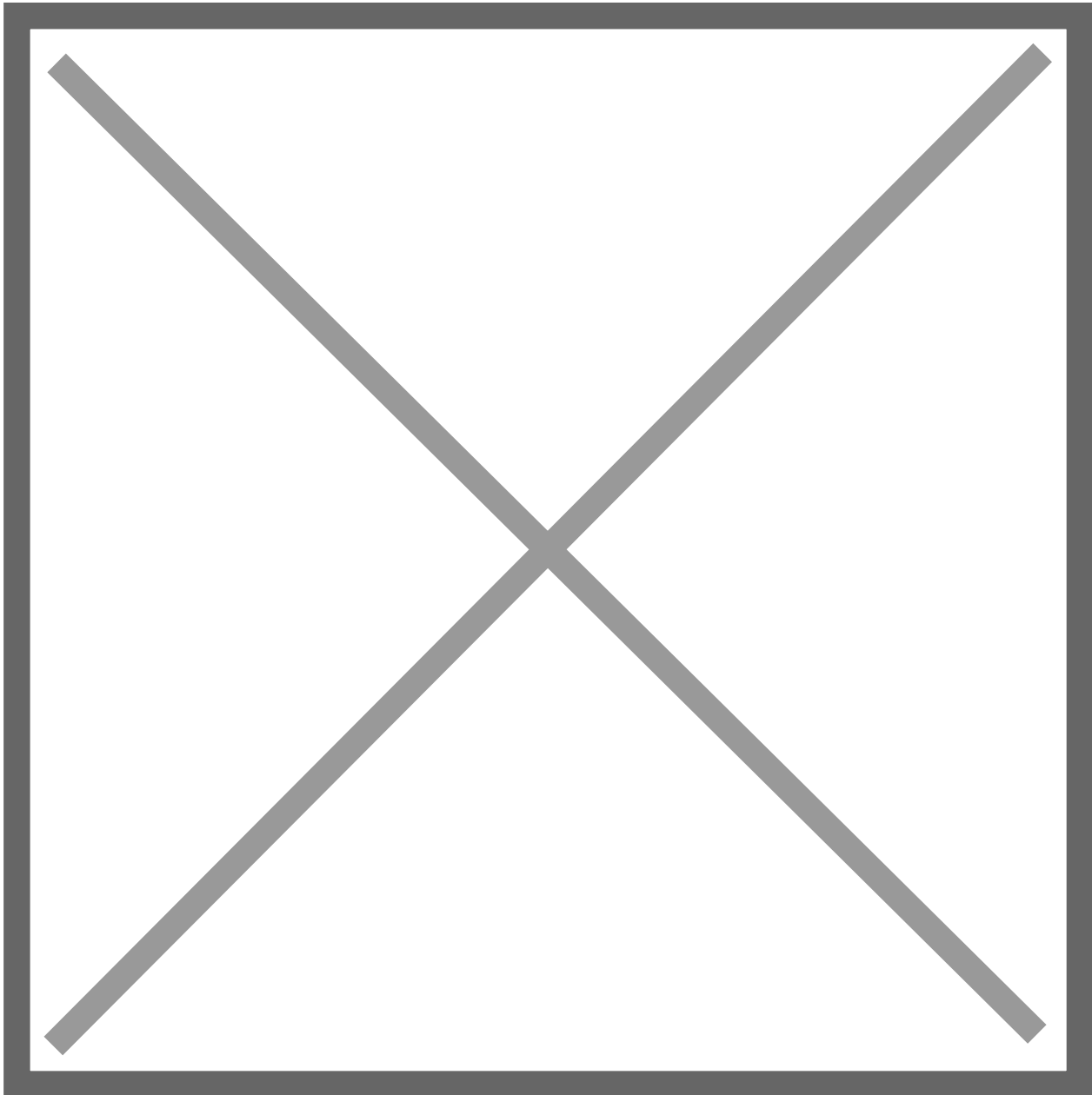
This Menu Item is where backups of the system are done.

to manually create a backup

Click on the Create Button and the window will appear.



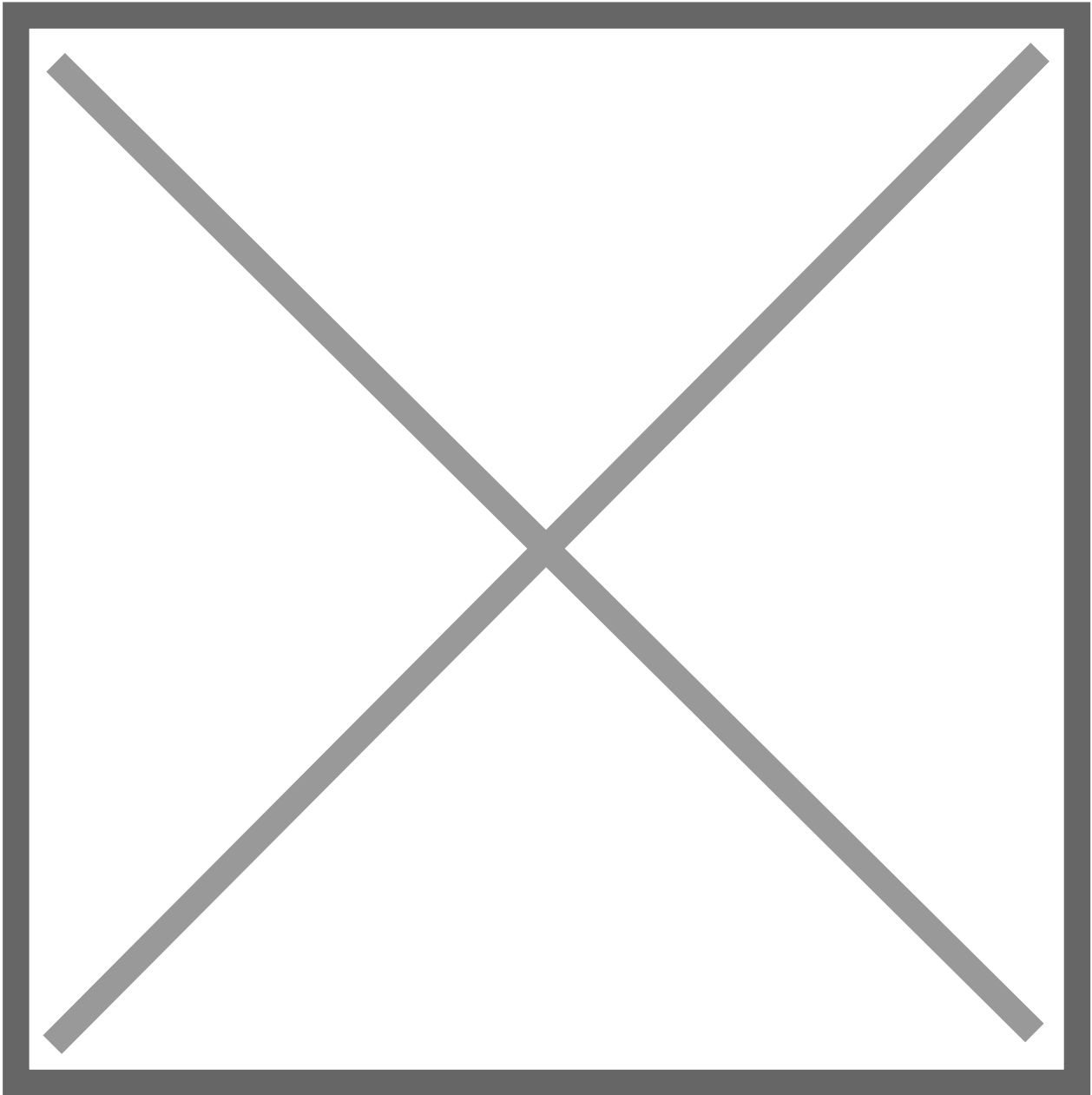
Check the name of the backup file and then click on the “Save” button.



You will be directed back the main window. Click on the Search button until the “Size” Column amount stops growing.

This indicates that the backup is completed.

Backups are stored on the server where the Cache database is stored.



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