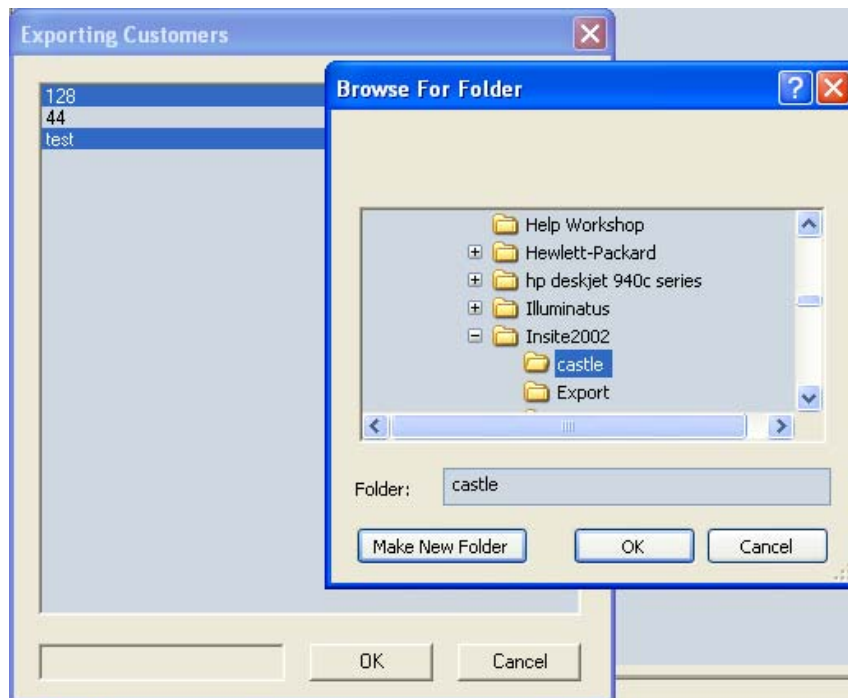


Export

This feature is useful if you wish to back up each individual site in your database. Select 'Export' from the 'Customers' menu. You will be given a choice of which site to export, you can select as many at a time as you wish, simply by clicking on the site name. After clicking 'OK' you will then be asked to choose a location in which to save the exported files. By default it will ask you to save these in a folder within the installation directory, but you can choose another location if you wish, ie your desktop. It will take between 10-20 seconds to export each customer, depending upon the speed of your computer and the size of the site.

Please remember the location of where you saved the sites so that you can retrieve them later!



Import

You can import sites saved in any location on your computer. Simply select the folder containing the sites you want to import in the 'Browse for folder screen' as shown above. On clicking 'OK' a screen will appear listing all of the sites available for import in that location.