

Manual Website Backup

1. Log into inmotion hosting
2. In the “pizzazz-group.com” section click on “Root WHM”
3. Next click on “List Accounts”
4. Go to the cPanel of the domain you are wanting to backup
5. Scroll down to the “Databases” section and click on “phpMyAdmin”
6. Click on the database
7. Click the on “Export” tab
8. Click the “Export” button
9. Once the database is downloaded you can exit out of phpMyAdmin
10. Once we are in the cPanel scroll down to the “Files” section and click “File Manager”
11. Click on the “public_html” folder
12. Delete the previous database within the folder
13. Upload the database you just downloaded
14. Once that database has been uploaded click the “Up One Level” button
15. Right click on “public_html” and select “Compress”
16. Select “Zip Archive” then “Compress Files”
17. Once that is compressed, right click on “public_html.zip” and select “Download”
18. Once the “public_html.zip” file is downloaded, right click and select “Delete” and then “Confirm”
19. While you are still within the File Manager, click on “View Trash”
20. Next click on “Empty Trash” (you should see both the previous database and the public_html.zip file)
21. Go to your downloads
22. Rename the “public_html.zip” to the following format:
 - a. Example-Domain-Backup-Date
 - b. A real example would be Marketing-Pizzazz-Backup-10-3-22
23. Go to your websites backup folder on your desktop
24. Go to the folder of the domain you just backed up
25. Within that domains folder create a new folder for the current date
26. The format should look like the following (example date is October 3rd 2022)
 - a. Backups-10-3-22
27. Move both the database and your downloaded zip file that you renamed into that folder
28. You have now successfully completed a manual backup for that website