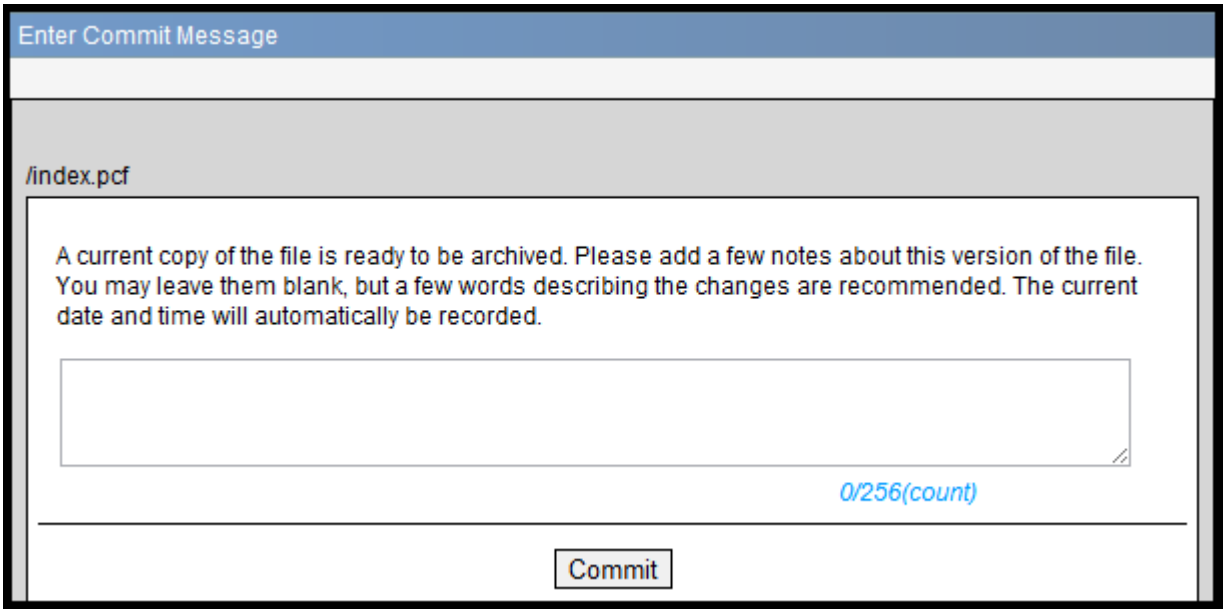
Backing Up Pages

Although a unique version of a page is saved in Omni Update's automatic version control system every time a page is "Published", users can also create a version or they can create a "Backup" at any time. Making a backup of a page has the same effect as when a version of the page is created automatically when publishing a page. So it can still create a version of the page in the version control system for future reference. The difference between the two is backing up a page does not publish the page to the production server. For example, after editing and saving a page several times, a user may wish to create a permanent version or backup of their page before moving on with further edits. The "Back Up" function is used for this purpose.

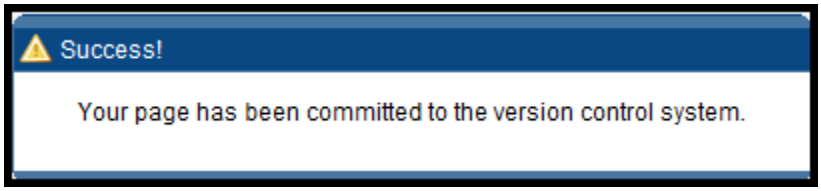
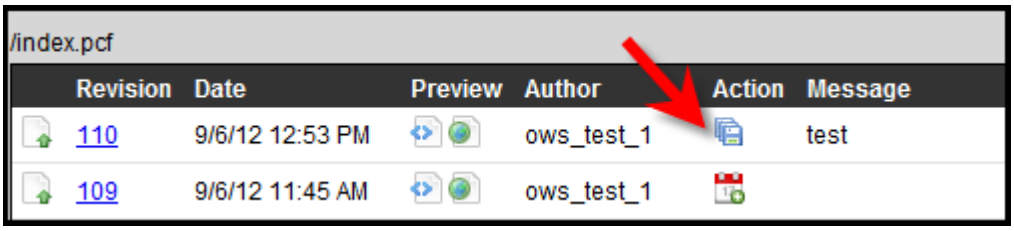
1. Go to the Pages View by clicking on the content tab; **locate the page** that you want to backup

***NOTE:** You can only modify pages that have not been checked out to someone else.*

2. Click the **Check-out icon** so that the light bulb is lit.
3. Click on the **Backup** icon
4. Optional: Add a message explaining what changes have been made for future reference



5. Click the Commit button
6. You will see a blue Success message



To view the backup that was created, click on the Revert icon in the Pages View.