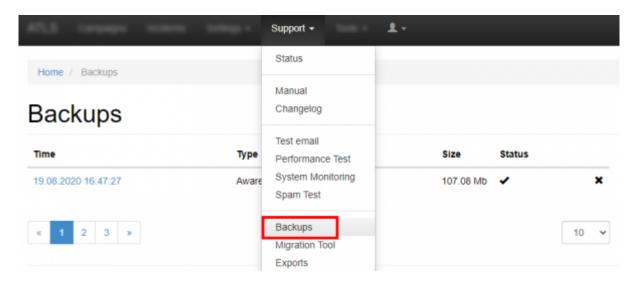
## Location of backups

All backups are written into the centralized backup directory on LUCY server. The backups can be accessed within the support menu (/support/backups):



# Downloading a backup

You can download the according to backing by clicking on the backup date:

ATLS Carporps Income	termina -	Support +	1.		
Home / Backups		Status			
Backups		Manual Changelog			
Time	Туре	Test email Performance Test	Size	Status	
19.08.2020 16:47:27	Aware	System Monitoring Spam Test	107.08 Mb	*	×
« 1 2 3 »		Backups Migration Tool Exports			10 👻

## Backup a mail or web template

All Templates (Email, Web, Scenario & e-learning) can be saved or restored using the Backup/Restore function with the corresponding Menu item.

Example: Backup & Restore Scenario Templates

Home / Attack Templates				
Attack Templates				Actions • Delete •
data entry	Q III List View III Grid View	Name - V	Clear Fil	+ New C Copy
Blank (Data Entry) Blank data entry template.		== = ×	Type •	Backup     Restore     Download
12.04.2019 17:25:40	Edit Preview Message + 1	Preview Lure -	Category +	
a 1 2	Lun Thereithering	100 ~	Attention: Those are the bas can be edited for all campai If you wish to edit a templat campaign only, you need to page and email within the c settings.	gns. e for a specific edit the landing

**Note**: please make sure that if you restore a template, that you don't change the naming convention of the archive nor extract any file before restoring it. A backup archive has a syntax like: "2019-09-07-awareness-templates.zip". That exact file should be shared between Lucy instances.

### **Backup your campaign**

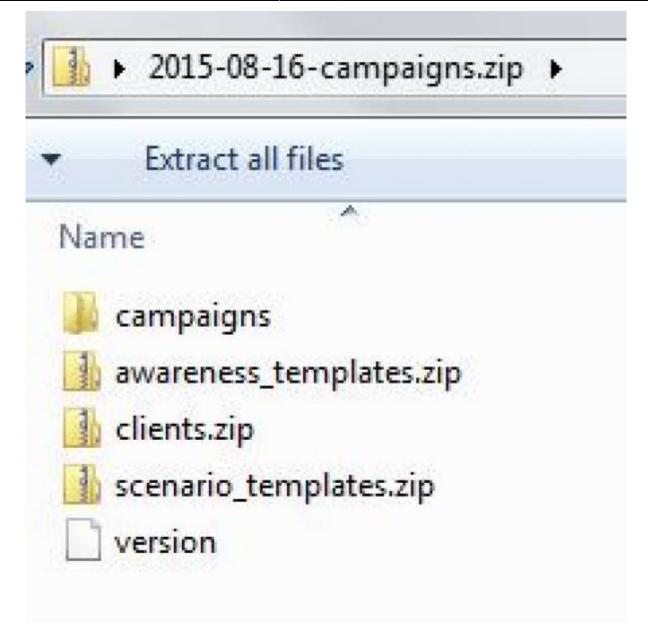
You can either backup your campaign or as well create an identical copy of an existing campaign with the backup/restore function (if you don't delete the original campaign and restore your campaign a copy will be created).

Example: Backup & Restore Campaigns

ampaigns			+ New -	A Export	<ul> <li>Select ▼</li> </ul>	Actions • O	Dashboard 👻	Add Widget
learch					Туре	C Copy Stop All X Delete Start Stop	Benchm	nark Sector +
Campaign	† Type	Status	Recipients 0	Started 0	Stopped 🔶	Restart	uccess	
Lucy Phishing Campaign	0	-	1	-	- (	C Restore		≭⊵⊦x

During a Campaign Backup the Following Data Is Saved:

- Campaign Configuration (all settings)
- Email Template
- Landing Page Template
- Awareness Site Template
- Campaign Stats (from LUCY v. 2.8 on)



#### Copy a campaign

LUCY > 3.0 allows you to quickly copy a campaign using the copy button. To copy a campaign first select the checkbox of the campaign(s) that you want to copy and then click "copy". LUCY will create a 1:1 copy of your complete campaign and add a number next to the campaign name:

Campaign	S			+ New	• Z Export	select	•	Actions +		hboard +	Add Widg
Search						/	1	X Delete	3 <sub>0</sub>		
1 Campaign		Туре	Status	Recipients	Started 0	Stopped	lype -	<ul> <li>Start</li> <li>Stop</li> <li>Restart</li> <li>Backup</li> </ul>		Benchr	nark Sector
Lucy Phishing C	ampaign	0		1	-	-	0	C Restore			×⊵⊦:
	ampaign (copy)	0	-	1	-	-	0	0	c	)	*±+:

# Create a new campaign based on a previous campaign template

Create a new campaign based on a previous campaign template: LUCY now allows an administrator to create a template based on a previous campaign. The template consists of all settings including all associated scenario and awareness templates. You can then start a new campaign, using this campaign template

You can create a new template by clicking "save as template" in the campaign summary page:

Home / Campaigns / ADAPTB TEST				
ADAPTB T	Campaign Status: Not Started	C Reset Stats	H Save as Template	💆 Export 👻 🕨 Start •
Results	Campaign	Running Time		Created By
Summary	ADAPTB TEST	45 seconds		oliver@muenchow.ch
Statistics	Attack Overview		Awareness	
Reports	$\sim$			
Exports	( ) ) (	.).(.		
Configuration				

You find the campaign template on the campaign template settings page:

	Settings -	1.
Home / Campaign Templates	Templates	Attack Templates Awareness Templates
Campaign Tem	Benchmank Sectors Cornams	File Templates Report Templates Campaign Templates
No templates yet.	Dursame DNB	
Copyright © 2020 Lucy Security AG	Adapt Authoring Toolkel	Awareness Training Diploma
All Rights Reserved		Download Templates

If you start a new campaign, you can then select one of your previously saved campaign templates. Please select "Start with Default Campaign Template" to get in the required menu:

Home / Campaigns / New Campaign			
New Campa…	Campaign Status: Not	Started	
New Campaign	Name	Lucy Phishing Campaign based on previous campaig	jn
	Client	My Client	~
	Setup Mode	<ul> <li>Expert Setup (Manual Configuration) •</li> </ul>	
		Setup Wizard I	
		<ul> <li>Risk Assessment O</li> </ul>	
		Start with Predefined Campaign Template	
		<ul> <li>Start with Default Campaign Template 9</li> </ul>	
	Template	Please select eLEarning Multistep ADAPTB TEST - Anow Te-achecoming awareness	
		Ignore repeated answers in Awareness	

#### **KNOWN ISSUES**

Certain data is cross-referenced (e.g. recipient group name). So if you delete that group or copy that backup to a fresh LUCY install, make sure the exact same group name exists. Other data (e.g. your custom landing page, etc. is fully backed up in the ZIP file). The Backup/Restore only works without issues using the same version. You cannot restore campaign data from a lower version into a LUCY with a higher version. Therefore, you need to make sure that you first Update LUCY to the latest version before backing up your campaign data.

