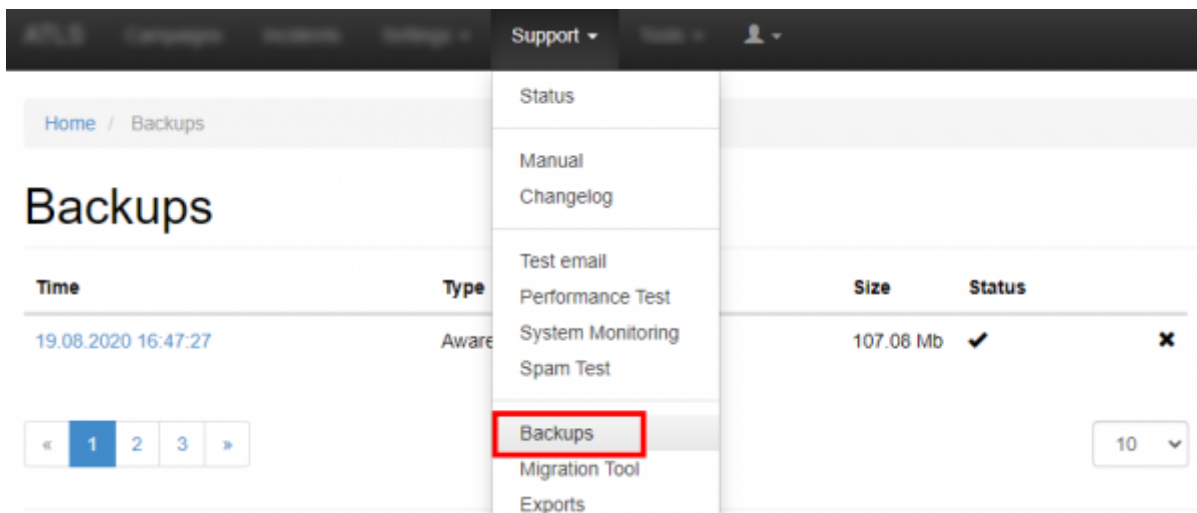


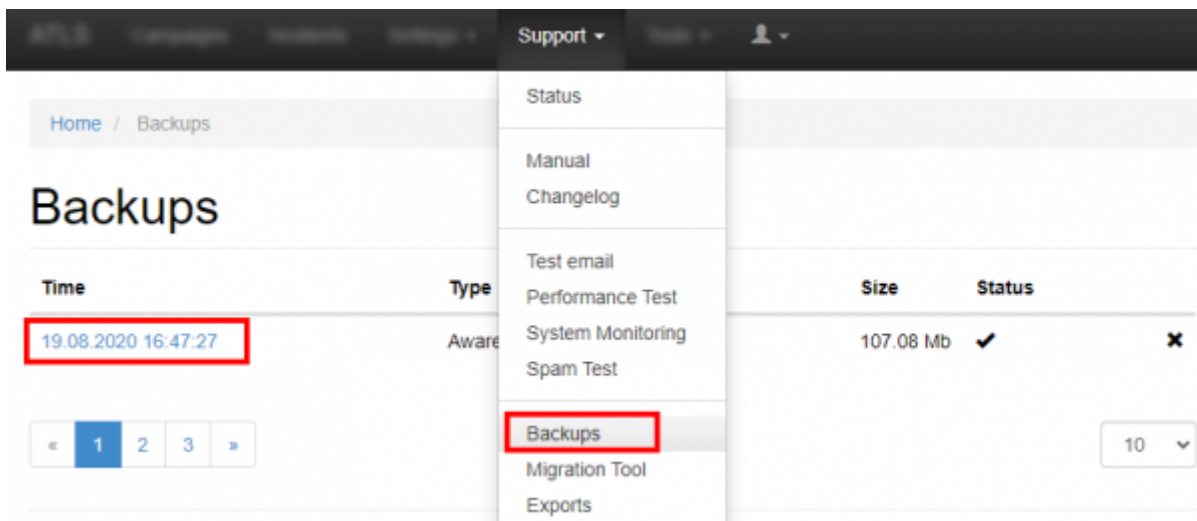
## Location of backups

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

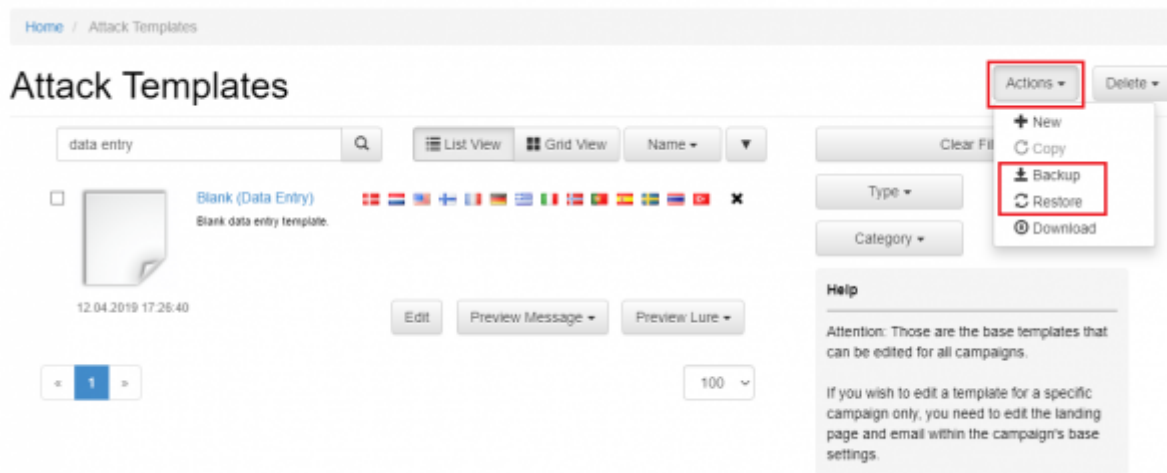
You can download the according to backing by clicking on the backup date:



## 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

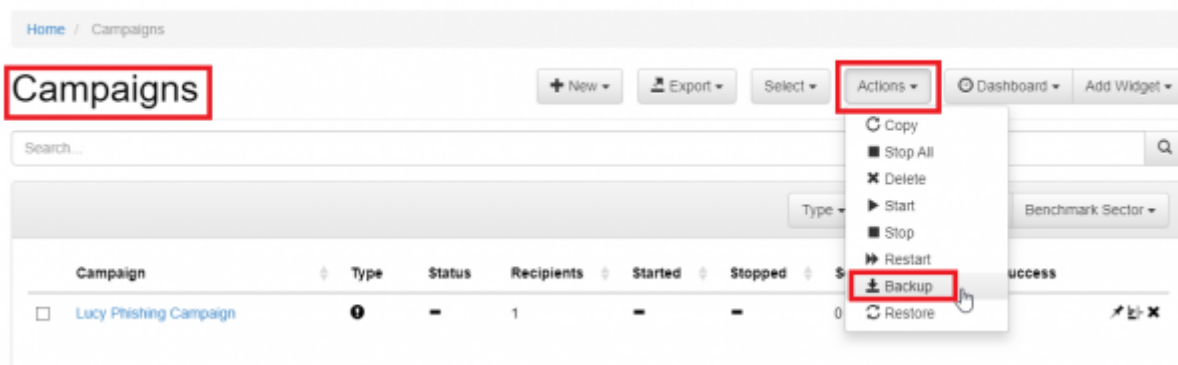


**Note:** please make sure that if you restore a template, that you don't change the naming convention of the archive nor extract any file before restoring it. A backup archive has a syntax like: "2019-09-07-awareness-templates.zip". That exact file should be shared between Lucy instances.

## Backup your campaign

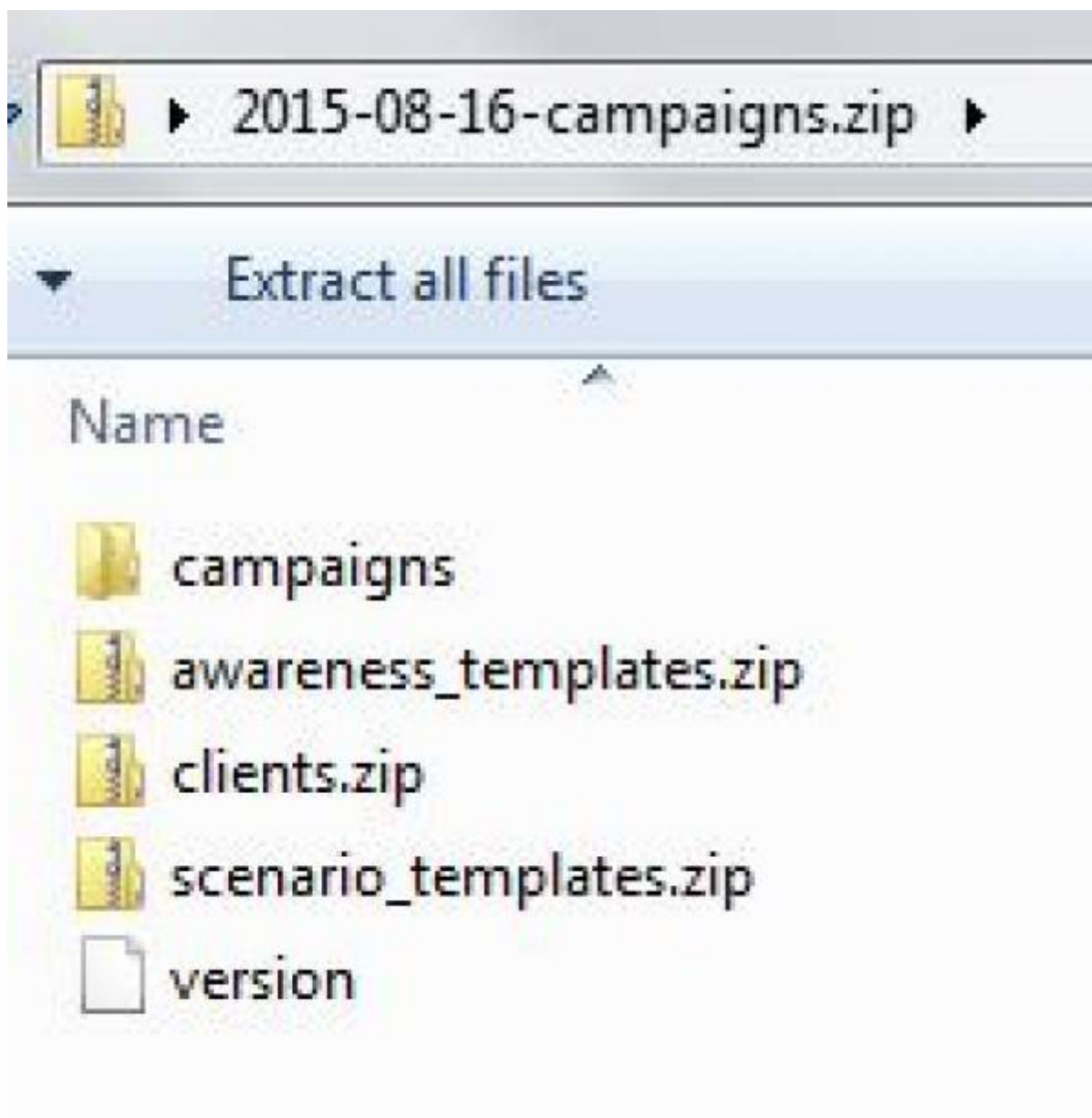
You can either backup your campaign or as well create an identical copy of an existing campaign with the backup/restore function (if you don't delete the original campaign and restore your campaign a copy will be created).

Example: Backup & Restore Campaigns



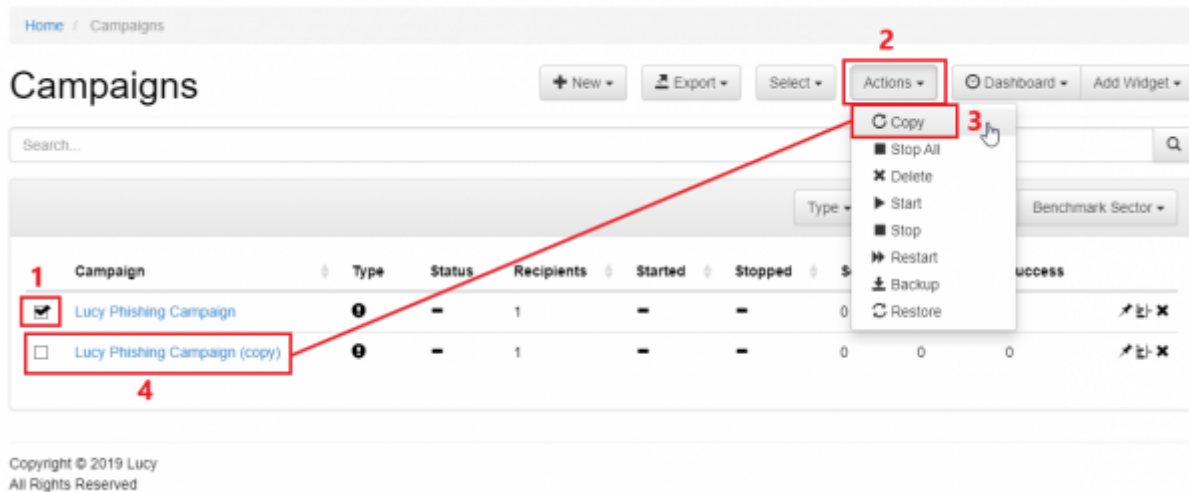
During a Campaign Backup the Following Data Is Saved:

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



## Copy a campaign

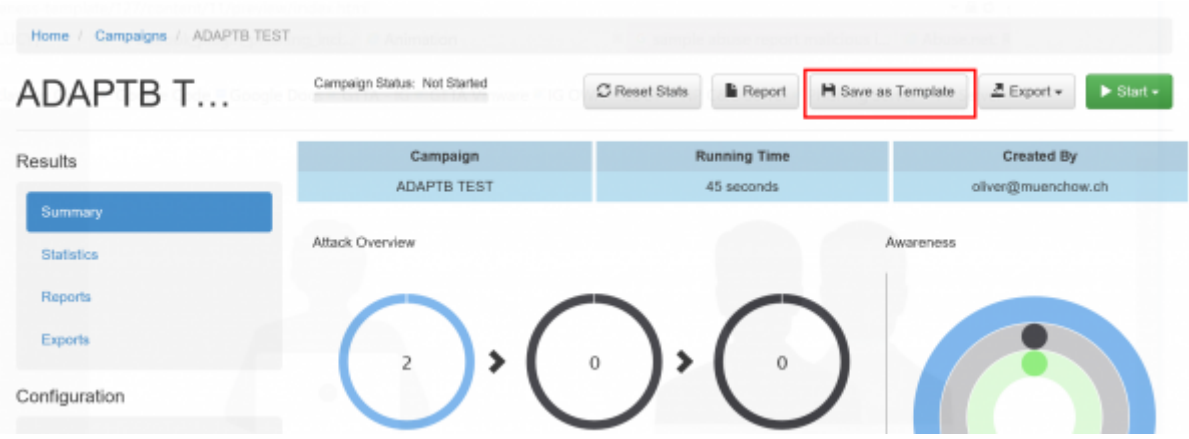
LUCY > 3.0 allows you to quickly copy a campaign using the copy button. To copy a campaign first select the checkbox of the campaign(s) that you want to copy and then click "copy". LUCY will create a 1:1 copy of your complete campaign and add a number next to the campaign name:



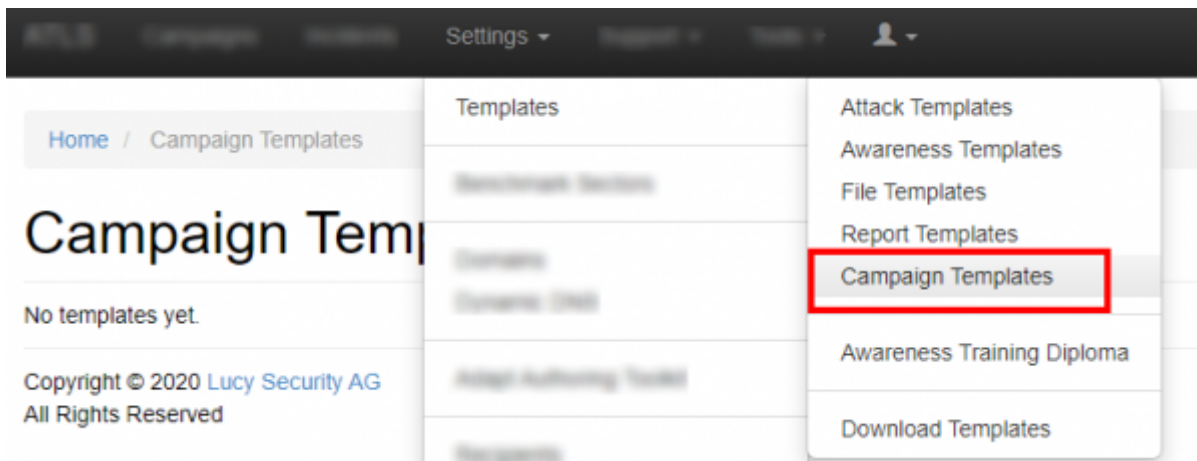
## Create a new campaign based on a previous campaign template

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

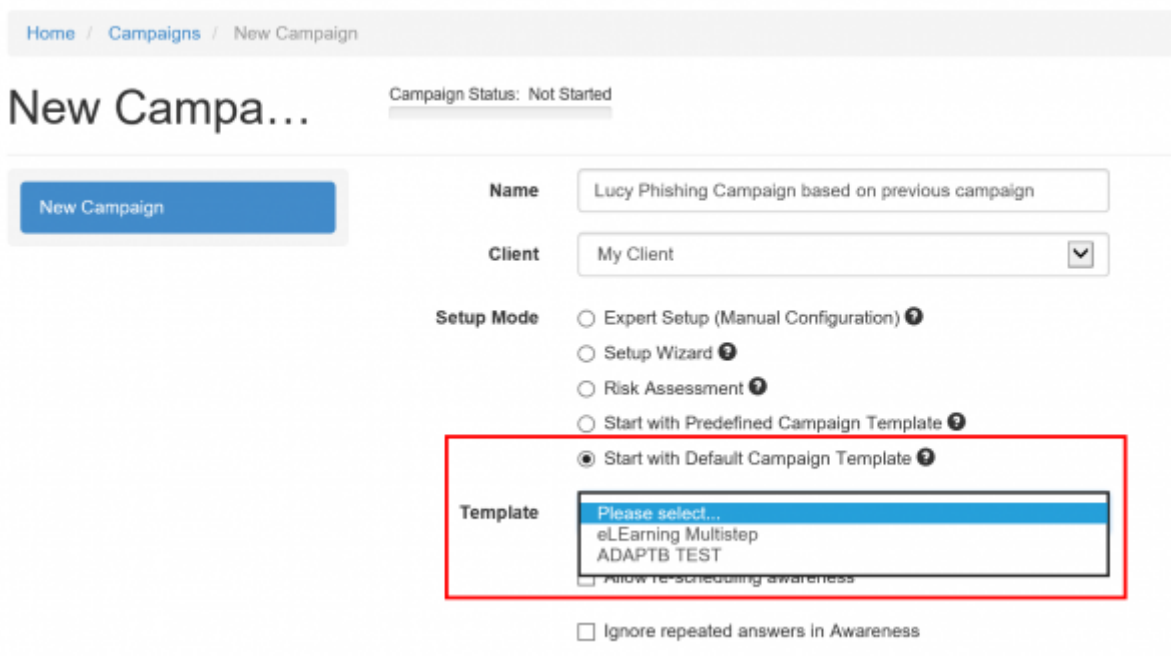
You can create a new template by clicking "save as template" in the campaign summary page:



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



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:



## 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.

From: <https://wiki.lucysecurity.com/> - LUCY

Permanent link: [https://wiki.lucysecurity.com/doku.php?id=backup\\_restore\\_your\\_campaign](https://wiki.lucysecurity.com/doku.php?id=backup_restore_your_campaign)

Last update: 2019/11/22 10:14



