



STANDARD OPERATING PROCEDURE

PTSL / SOP / IT / WEBSITE WORDPRESS BACKUP

	Name	Signature	Date
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For the attention of the User

Users may give feedback or present comments and recommendations on any aspect of this Document and address them to Internal Audit Department, Yong Tai Berhad.

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1.0 OBJECTIVE

To backup WordPress Database from thepines-melaka.com website.
Thepines-melaka.com website is using WordPress to design and running MySQL Database free Version.

2.0 SCOPE

This procedure applies to Backup WordPress Database by Weekly or Monthly

3.0 DEFINIITION

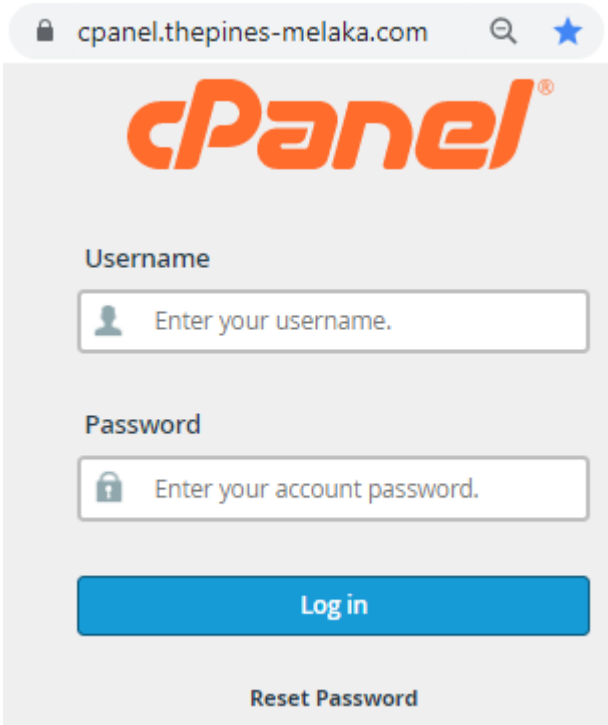
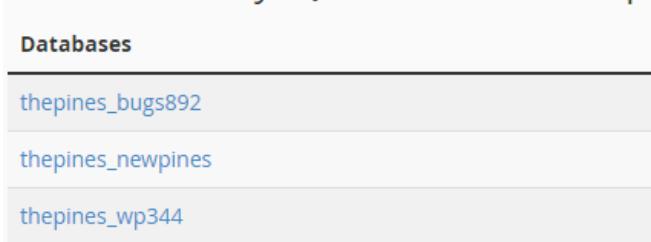
3.1 "IT" shall refer to Information Technology Staff

4.0 RESPONSIBILITY

- 4.1 IT Department to carry out their job strictly and professionally and accordance to Company's policies and procedures.
- 4.2 IT Department to ensure the Website WordPress is backup by Weekly and Monthly.

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5.0 PROCEDURE

STEP	DESCRIPTION	RESPONSIBILITY
5.1	<p>Login to thepines-melaka.com CPanel at https://cpanel.thepines-melaka.com/ using Google Chrome. Key in Username and Password to login to Cpanel.</p> 	IT Department
5.2	After Login, go to Files Panel, click on Backup Button.	IT Department
5.3	<p>It will display Backup Page. At Download a MySQL Database Backup Click thepines_bugs892 (about 8k) to download Click thepines_newpines (about 6.1MB) to download Click thepines_wp344 (about 3.5MB) to download Download a MySQL Database Backup</p> 	IT Department

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STEP	DESCRIPTION	RESPONSIBILITY
5.4	<p>At Download Email Forwarders Click thepines-melaka.com (about 2k) to download Click bdm.thepines-melaka.com (about 1k) to download</p> <p>Download Email Forwarders</p> <p>Forwarders</p> <hr/> <p>thepines-melaka.com</p> <p>bdm.thepines-melaka.com</p>	IT Department
5.5	<p>At Download Email Filters Click filter_info.thepines.yaml.gz (about 1k) to download</p> <p>Download Email Filters</p> <p>System Filter Info</p> <hr/> <p>filter_info.thepines.yaml.gz</p>	IT Department
5.6	<p>To Restore the MySQL Database due to Website display wrong info or corrupt.</p> <p>In thepines_newpines.sql.gz file, inside have sql file, about 87MB, extract the sql files, and then rename to thepines_newpines.sql</p> <p>Select Choose File, and click Upload.</p> <p>It will open another browser to restore MySQL script and process update about 15 min.</p> <p>After finish, you can preview website at www.thepines-melaka.com with latest download files.</p> <p>Restore a MySQL Database Backup</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="Upload"/></p>	IT Department

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STEP	DESCRIPTION	RESPONSIBILITY
5.7	Note: Must do Full Backup and MySQL Database monthly to prevent anything happen to thepines-melaka.com website.	IT Department

6.0 RECORDS

Records Type/Title	Retention Period

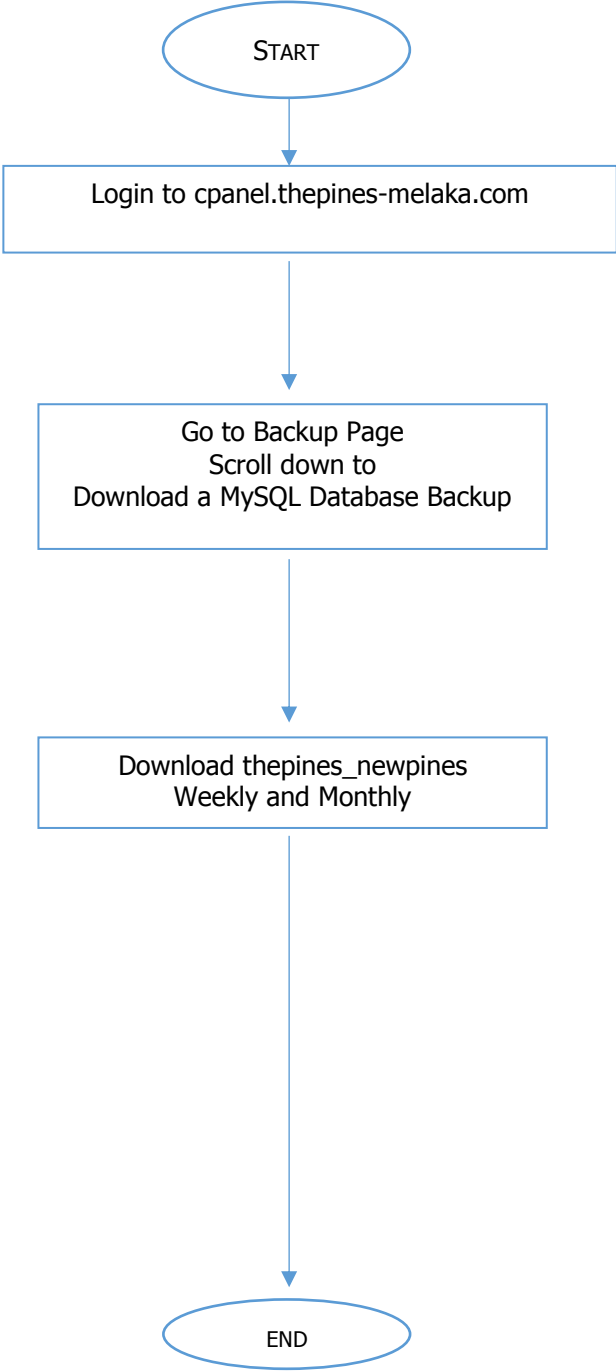
7.0 APPENDIX

Appendix 7.1: Process Flow of Website WordPress Backup.

Appendix 7.2: Process Flow of Website WordPress Restore.

Process Flow of Website WordPress Backup

<u>Responsibility</u>
IT Staff
IT Staff



<u>Interface / Ref Doc.</u>
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Process Flow of Website WordPress Restore

