

Design & Print Studio Restore and Backup Guide

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Purpose

This guide explains how to create full restore backups, keep code backups, and restore data safely from the private admin Settings and Backups pages.

Create a full restore backup

1. Open Settings, then choose BACKUPS or RESTORE / BACKUP PDF for this guide.
2. On Data Backups choose DOWNLOAD FULL RESTORE BACKUP to download a JSON file immediately.
3. Choose SAVE FULL RESTORE BACKUP NOW to store a dated copy inside the backup list.
4. Keep the downloaded JSON together with the latest code restore ZIP after every publish.

What the full restore backup contains

- Workflow jobs and workflow cards.
- Quotes and quote line data.
- Invoices, invoice totals, payment status and artwork references.
- Client, supplier and product directory data.
- Backup metadata, summary counts and restore targets.

Create a code backup

1. After code changes are published, export or capture the current Wix code files.
2. Keep the code restore ZIP with the full restore JSON from the same date.
3. The code backup should include http-functions.js, page scripts, public scripts, styles and config files.

Restore directory data only

1. Open the relevant page: Clients, Suppliers, Products, Quotes or Invoices.
2. Use THIS PAGE ONLY: BACKUP before making changes to that page data.
3. Paste a matching backup into UPLOAD to restore that page list only.
4. This replaces the current rows for that directory, so confirm the backup is correct first.

Restore from a stored full restore backup

1. Open Data Backups.
2. Download the stored backup and check the date, source and collection summary.
3. Restore only the needed directory first unless a full rebuild is required.
4. For a full rebuild, restore code first, then restore data collections in a controlled order.

Recommended restore order for a full rebuild

1. Restore/publish the code ZIP in Wix IDE and publish the site.
2. Restore Products, Suppliers and Clients.
3. Restore Quotes and Invoices.
4. Restore Workflow Jobs/cards if required.
5. Open Workflow, Recent Quotes, Recent Invoices and Client History to verify totals and links.

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Safety checks after restore

- Public quote pages load without errors.
- Invoice pages show card payment and BACS payment images/links.
- Client history shows one preferred paid version and quote/invoice totals.
- Search and sort controls work on admin pages.
- BACK buttons return to the staff portal login/workflow route.

Important cautions

- Never restore over live data without downloading a fresh full restore backup first.
- Never save a partial code paste in Wix IDE.
- Keep full restore JSON and code ZIP files together by date.
- If unsure, restore one directory or test record first before replacing larger data sets.