



amadeus

Amadeus e-Power North America

How To Backup and Publish Your Site

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Publishing your Settings and UI to Production

Portal Backup Limits

Portal Backups are now limited to a maximum of 20

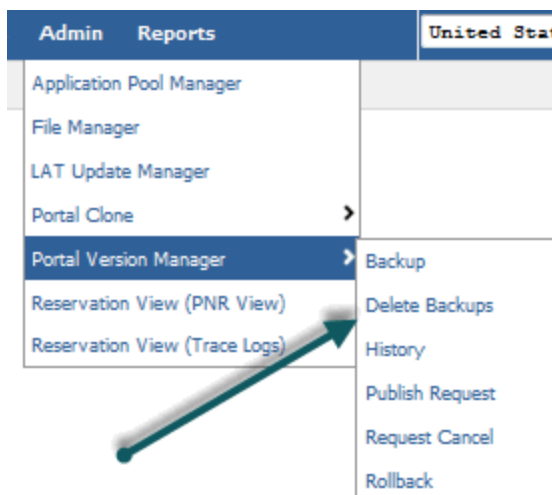
A new "Delete Backups" menu item has been added, you can delete old backups (until you reach less than 20) before backing up new portal versions.

It is not possible to delete the last back-up of each type (i.e. the last Portal Settings backup, the last Portal UI back-up, the last Portal Both (Settings + UI) backup).

The portal backups are being deleted every evening at midnight GMT. Once deleted, there is no way to retrieve a deleted backup (no recycle bin concept).

The Portal UI elements are now selected by default (like Setting), to reduce possible human errors.

Please contact us at PMonline@amadeus.com if you have any questions.



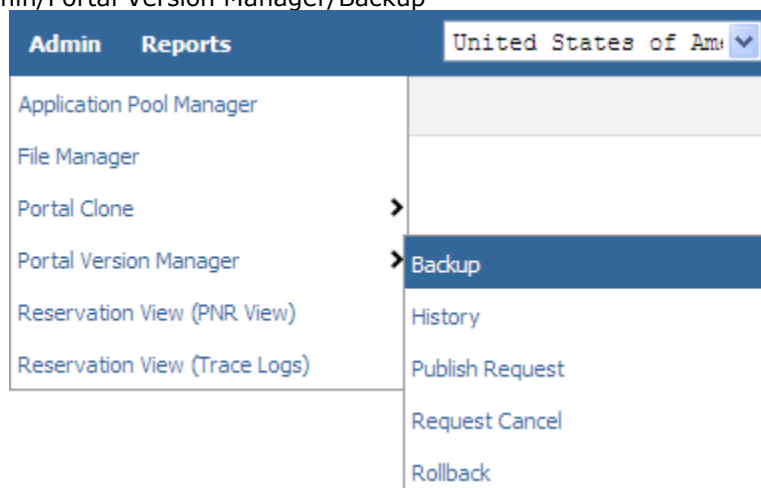
Portal Backup

Any time you perform a change on your site, it is effective only on staging. Whether this change concerns a portal setting (via the portal wizard, markups, text) you will need to publish this change to production. This is a two-fold process.

1. You will need to create a backup. A backup is a copy of all your settings at the time of backup creation. This is a fixed image of these settings and will never change regardless of future changes to your settings
2. You will need to publish this backup to production. This is done independently for portal settings and for UI settings.

Create a backup of your Settings

1. Log in the admin site on staging.
2. Go to Admin/Portal Version Manager/Backup



3. Source Server should be **STAGING** to capture your new changes.
4. Backup Content Type: can only be portal settings.
5. Version name and description are for you to define.

Backup

New Backup

Source Server

: ☒ Staging ☐ Production

Backup Content Type

: ☒ Both (Setting+UI) ☐ Only Settings ☐ Only UI

Version Name

: 1.1

Description

: Updates

Create Backup

Once this is filled, click on "Create backup".

Publish your Backup Settings to Production

1. Go to Admin/Portal Version Manager/Publish Request

You have to request the load of the portal settings and of the portal UI in two different requests.

Portal Settings.

1. Deployment Type: Portal Settings.
2. Target Type: Select **Production**
3. Backup Version to Publish: Select the backup you want to publish in the drop down menu.
4. Description: Enter the description you want.
5. Planned Date: Enter the date to be published or check "publish now" for the settings to be effective immediately.
6. Make sure all items are selected on the list Portal Settings Details.
7. Once this is filled, click on "Publish on Production".


Managing UI versions

Owing to the New User Interface, it becomes possible for sites with the new UI to publish "UI Versions" (i.e. "Portal UI" backups/versions) on Production directly from the File Manager.

Moreover, the limitation to publish UI Versions only after midnight GMT is no longer valid in this case. Please follow the below instructions to publish UI versions on Production. **DO NOT ATTEMPT THIS OPTION UNTIL AFTER YOU HAVE HAD YOUR TRAINING.**

Create a new version

The easiest/quickest way is to clone an existing version. To clone a Version, you must select the upper level folder. For example, if you want to clone Staging_2014Oct08,



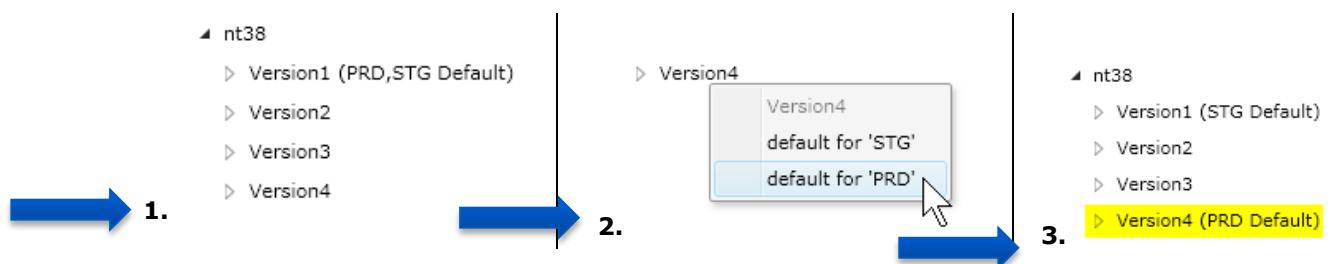
The diagram illustrates the process of cloning a version. On the left, a file manager view shows a tree structure with folders: Production_2014Oct08, Staging_2014Oct08 (STG Def), Version1Production, and Version1STG. An arrow points to the 'Clone' button in the 'VersionFolder' section. In the center, the 'Folder Manager' dialog box is shown with 'Folder Name: Production_2014Nov1' and an 'OK' button. On the right, a list of versions is shown, with 'Production_2014Nov1' highlighted by a red arrow.

1. Select the upper folder in parenthesis ()
2. Click on Clone
3. Select the Version to clone and give a name to your future new version
4. Wait a few seconds until it's created

Your version can now be used for modification with File Manager or other tools after selection with Host Admin Settings.

Publish a UI version on Production or Staging

Once your new version is ready to be used by default on Staging or Production, all you need to do is to click right on the version name and select where to publish it:



The diagram illustrates the process of publishing a UI version. It shows three steps: 1. A file manager view with a tree structure showing 'Version1 (PRD,STG Default)', 'Version2', 'Version3', and 'Version4'. 2. A 'Version4' dialog box with 'default for 'STG'' and 'default for 'PRD'' options. 3. A file manager view with a tree structure showing 'Version1 (STG Default)', 'Version2', 'Version3', and 'Version4 (PRD Default)' highlighted in yellow.

- 1.
- 2.
- 3.

The Portal Version Manager was the unique tool to publish UI Versions (backups) on Production. It has some limitations such as the incapacity to publish UI Versions on Production before midnight GMT. Now, all the sites running on the new UI will no longer be using the Portal Version Manager to publish their UI settings.

When a portal uses the new UI, it is no longer possible to backup UI files from the Admin's "Portal Version Manager" >> "Backup" menu

Backup

New Backup

Backup Type	: <input checked="" type="radio"/> Portal Backup <input type="radio"/> Market Backup
Source Server	: <input checked="" type="radio"/> Staging <input type="radio"/> Production
Backup Content Type	: <input checked="" type="radio"/> Both (Setting+UI) <input type="radio"/> Only Settings <input type="radio"/> Only UI

When a portal uses the new UI, it is no longer possible to do "Publish Requests" for the Portal UI from the Admin's "Portal Version Manager" >> "Backup" menu

Publish Request

Deployment Type	: <input checked="" type="radio"/> Portal Settings <input checked="" type="radio"/> Portal UI
Target Type	: <input type="radio"/> Staging <input checked="" type="radio"/> Production
Portal	: Nicolas Travel 38

The new File Manager sho