MWP - Domains & Website Setup - How to create a staging website

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Access your Managed WordPress dashboard. Use the Manage Website button on the right had side of the website you wish to create a staging site for.Â On the overview page, you will have the option for Staging Tool on the top right of the screen. Once clicked, a pop up will appear with 2 options: Anyone can view my website â€“ this allows for the staging site to be publicly visible via the website address link Password protect my website â€“ this will allow you to set up a username and password for the staging site, which will be required if anyone wants or needs to view the staging siteÂ Â
Once one of the 2 options has been selected, you can click the continue button and the system will create a clone of the selected website and redirect you to the staging site section. In there you will have the same overview page with the general options to access the WP dashboard and manage the site. When you are happy with the staging site and wish to push the changes to the main site, you can use the Publish option on the top right corner. Theâ€¯**Publish Website**â€¯window will appear. You must select the publication options for your website's files and database tables.Â **File optionsâ€¯**The system selects theâ€¯WordPress files, including the core, theme, and plugin files.â€¯andâ€¯Replace modified WordPress files (even if they are older) â€¯options by default. We recommend thisoption. If you selectâ€¯Remove WordPress files from the production site that do not exist on the staging site, the system willâ€¯onlyâ€¯remove files under WordPress subdirectories, likeâ€¯wp-admin,â€¯wp-content, andâ€¯wp-includes. It willâ€¯notâ€¯remove the files in the user's document root.Â **Database optionsâ€¯**The system selects theâ€¯Databaseâ€¯andâ€¯All database tables except pages, posts, and usersâ€¯options by default. We selectâ€¯All database tables except pages, posts, and usersâ€¯to avoid overwritingimportant changes on the production site. For example, if you add new blog posts to production after creating the staging site, selectingâ€¯All database tablesâ€¯would overwrite these posts. By choosingâ€¯All database tables except pages, posts, and users, we keep the new blog posts safe. Note: If you selectâ€¯Files, including the core, theme, and plugin files, but uncheckâ€¯Databaseâ€¯or chooseâ€¯New database tables only, the following will happen when you publish to production: The system will copy plugins and theme files from the staging website to the production website. New plugins or themes added to the staging site will appear in production but remain deactivated by default.Â Â **Sync to your production website** Synching your staging website with your production website willâ€¯overwriteâ€¯your staging website with your current production website. This is useful for keeping your staging website up-to-date with your production website so that you don't overwrite authorized third-party changes when youâ€¯publish. For example, if you hired a UX developer to improve your website's checkout experience, then published a change from your staging websiteâ€¯withoutâ€¯synching the UX developer's changes first, you couldâ€¯overwriteâ€¯their UX improvements.To sync your staging website with your production website, click theâ€¯Syncâ€¯iconat the top of theâ€¯Site Overviewfor your staging website. Theâ€¯Sync from production site?â€¯menu will appear. Clickâ€¯Syncâ€¯to overwrite your staging website with your production website. How to return to your staging website. Once you have created a staging website, you can return to it and test new features. To manage your staging website, perform the following steps: From theâ€¯Website Dashboard, click the down arrow next to the desired website. The staging website will appear. Click the Manage website icon to get to theâ€¯Site Overview.

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