

Backups and restoring configuration

“ **You need:** the view or edit permission for whatever the backup contains — not a separate backup permission. A zones backup needs delivery-zone access; a carrier backup needs third-party access; an employee backup needs employee access.

Every time you export configuration, a backup is kept. You can list them, download them, restore one, or delete it.

What gets backed up

Backup type	Covers	Permission it follows
Zones	Delivery zone configuration	Delivery zones
Schedule zones	Time-based zone switching rules	Delivery zones
External carriers	Per-store carrier configuration	Third-party
Employees	Employee and own-driver configuration	Employees

Because each backup follows the permission of its own content, someone who can restore a zones backup cannot necessarily restore an employees one. Access is decided by what the backup *contains*, checked when you open it.

Browsing backups

The list can be filtered by type. Each entry shows what it covers and when it was taken. Filenames follow the pattern `backup-<type>-<date>.csv`, so a downloaded file stays identifiable after it leaves the console.

Downloading

Download gives you the CSV snapshot exactly as it was captured. Two good reasons to download rather than restore:

- **To inspect before restoring.** Open the CSV and confirm it holds what you expect, especially if the backup is old.
- **To compare.** Diffing yesterday's export against today's answers "what actually changed?" faster than reading screens.

Restoring

Restoring re-applies a captured snapshot.

“ **Read this before restoring.** A restore reinstates the configuration as it was at capture time. Anything changed since — by you or anyone else — is overwritten for the entities in that snapshot. If two people have been editing zones this week, restoring last week's backup discards both sets of changes, not just the one you meant to undo.

The safe sequence:

1. **Export now**, creating a fresh backup of the current state. This is your way back.
2. **Download the backup you intend to restore** and read it.
3. Restore.
4. Verify on a real zone, store or carrier that the result is what you wanted.

Deleting

Deleting removes a backup permanently. Do it to clear out noise, not to tidy up after a change — the older backups are exactly what you need when a problem is noticed late.

Before deleting, check it isn't the last known-good snapshot from before a significant change.

Related pages

- [Delivery zones](#) — where zone exports and imports are done
 - [External carriers](#) — carrier configuration exports
 - [Where each setting lives](#) — what each restored field actually controls
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