Tools: import, export and maintenance

Reports & Tools · https://sutraplugins.com/docs/membersutra/plugin-tools/

Go to **MemberSutra → Tools**. The Overview shows the health of each tool; open one from the menu.

System Status

Your WordPress, WooCommerce, PHP and database versions and a list of checks. Start here when something looks wrong.

Import / Export

- **Export CSV** – members, memberships and more.
- **Import CSV** – choose a file and tick **Dry run** first: every row is checked and nothing changes. Optionally send the welcome e-mail to each new membership.
- **Export Settings (JSON)** and **Restore Settings** – your current settings are saved first, so you can **Undo last restore**.
- **Download Full Backup (ZIP)** – contains member e-mails; store it somewhere private.

Database Tools

Table checks, cleanup and a troubleshooter. **Reset Plugin Data** can reset settings only, or everything – type RESET to confirm. Take a backup first.

Membership & Access

- **Recalculate Now** – recomputes every membership status from its dates.
- **Rebuild Access** – rebuilds member roles and access.
- **Rule Debugger** – pick a page or product and a member (blank = guest) and click **Check Access** to see exactly which rule allows or blocks it.

Scheduled Tasks and Cron Jobs

Every background job with its next and last run. Use **Run Now** to run one immediately. Cron Jobs shows how to set up a real server cron – see Renewals and scheduled tasks.

Diagnostics and Audit Log

Diagnostics covers debug logging, caches and connection tests. The Audit Log is covered in Audit log and personal data.

Tip: The Rule Debugger is the quickest way to answer “why can’t this member see that page?”.