Performing a Manual Data Backup

> ⊘ **A message for ACS OnDemand customers**
>
> Although ACS OnDemand backups are made each night and stored and maintained for you, we recommend that you perform a manual backup before special procedures such as year-end closing, attendance promotion, or merging people records.

You can manually backup your ACS data with **ACS Backup/Restore**. A manual backup copies your data which can be restored if a computer or program malfunction occurs.

We recommend that you back up your dataset *frequently* on external media and store backup files off-site in case of hardware failure or a natural disaster.

During the backup process using ACS Backup or ACS Scheduled Backup:

- Don't shut down or turn off the computer.
- Remain logged in to your computer.
- If applicable, disable the **Hibernate**, **Sleep**, or **Stand by** options on your computer to maintain your backup schedule.

Back up Your Data

1. Open the **ACS Backup** utility.

   a.) ***Windows 7:*** On your Windows desktop, click the Start button 🪟 in the lower-left corner of the screen. The Start menu displays. Click **All Programs** > **ACS Technologies** > **ACS Tools** > **ACS Backup**.

   b.) ***Windows 8.1:*** On the Windows desktop, click the Start button ⊞ in the lower-left corner of the screen. The Start screen displays. Click the arrow button ⊕. The Apps view displays. In the ACS Technologies section, click **ACS Backup**.

   c.) ***Windows 10:*** On the Windows desktop, click the Start button ⊞ in the lower-left corner of the screen. The Start menu displays. Scroll to the ACS Technologies section, and click **ACS Backup**.

   Link
2. Enter your user name and password and click **OK**.
3. Under **Data Options**, select the backup that you want to perform.
4. Under **Additional Options**, make the appropriate selections.
5. Verify the backup destination. If necessary, click **Lookup** ⊡ to select a different location.

   > ⚠ **Important**
   >
   > ★ Do not back up to the WINACS or ACSNET folders.
   > ★ ACS OnDemand users must back up files to the **S:\ACS_Backups** folder.

6. If you are backing up to a zip disk or a flash drive, insert the disk or drive.
7. Click **Backup**.
8. If you selected to change the filename, enter a filename and click **OK**.

Optional: When the backup is finished, click **Print History** to view or print the Backup/Restore Log report.

Additional Field Information

History
Displays a record of all activity in the ACS Backup/Restore program.

Data Options

Full Data Backup
Select to back up or restore data in the following suites or modules: People suite, and Financial suite.

People Data Backup
Select to back up or restore data in the following modules: People, Contributions, Attendance, Organizations, Connections, Special Mailings, Reservations, and Checkpoint.

Financial Data Backup
Select to back up or restore data in the following modules: General Ledger, Accounts Payable, Accounts Receivable, Payroll, Fixed Assets, and Purchase Orders.

Full ACS System Backup
Select to back up or restore data in the following suites and modules: People suite, and Financial suite. The system files in the ACSNET folder are also included in the backup.

Additional Options

Change Backup Filename
Select this option to change the name of the backup file. If you do not select this option, ACS assigns a filename using the backup type, current date, and current time (<type>-mmddyyyy-hh.mm.ss).

Exclude Picture Files
Select to exclude picture files from your backup. Selecting this option reduces the file size of your backup. ACS Technologies recommends that you only periodically back up your picture files due to file size. However, if you need to send your backup in to Data Serves for an upgrade, be sure to select this option, as otherwise your pictures will not display after an upgrade.

Exclude Document Library Files
Select to exclude any files named DOCLIB*.*

Exclude Financial Document Folders
Select to exclude document folders exclusive to ACS Financials.

Configuration

Backup Destination Directory

Displays the location of your ACS backup files. Click **Lookup** to select a location on your network or workstation.

You cannot back up to the WINACS or ACSNET folders, and ACS OnDemand users must back up files to the **S:\ACS_Backups** folder.