

## ACS Backup and Restore

Backing up your data is one of the most important tasks you can do to protect your files from loss in the event of a disaster. Adopting the practice of [creating and storing ACS backup files](#) provides you and your organization with the means to safeguard valuable data.

We encourage you to back up your data regularly and frequently. In addition to your regularly scheduled ACS backups, you should also back up your ACS data before special events like [Attendance Promotion](#).

### ACS OnDemand

If you use [ACS OnDemand](#), your ACS backups are automatically made each night and stored on the OnDemand server. However, you should perform a manual ACS backup prior to special procedures such as attendance promotion or merging people records.

# Implementing a Backup Plan

Creating data backups and having a data recovery plan are important pieces of your disaster plan and business continuity. With an effective data recovery plan and frequent backups stored on and off site, you can quickly restore your data if a disaster strikes.

To get started, meet with your organization's leaders and create a backup plan that answers the following questions:

- What do you want to back up?
- How often will you back up your data?
- How and where will you store your data?

Finally, designate someone to coordinate and keep records on your backups. You should keep your backup plan in writing with your organization's disaster planning procedure documentation.

## ACS OnDemand

If you use ACS OnDemand, your ACS backups are automatically made each night and stored on the OnDemand server. However, you should perform a manual ACS backup prior to special procedures such as year-end closing, attendance promotion, or merging people records.

## What Should I Back Up?

The first step in [implementing a backup plan](#) is deciding which files and programs to back up. Here are some options to help you make this important decision:

- Back up everything that is on your hard drive. This method offers the greatest amount of data security, it allows for one-step restoration in the case of loss, and you can do it automatically during off hours. The downside is that it can be costly.
- Another option is to back up only data that is necessary for your organization to operate. In this scenario, only back up work that is not easily replaceable. Examples are ACS, PDS, or Headmaster backups, Word documents, important letters or memos, databases, Publisher files, MP3 files, and archived e-mail.
- You may also want to consider backing up any program that you don't have the original software for.

## Storing Data Backups

You can store backups on backup media or off-site.

### Backup Media

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Backup media includes any form of hardware, software, or service that you can use to transfer and store backup files of your data from your local hard drive. You can use both removable media and off-site storage to back up your ACS files, and while each type has positive and negative aspects, we recommend that you periodically transfer backups of your ACS data to some form of external backup media.

The amount of time necessary to make a backup and the amount of space required to store a backup varies according to your organization's computer system and the number of ACS records. ACS Backup/Restore uses zip technology to compress the data, so the amount of space required for the backup is significantly less than the space required for your data. However, depending on the size of the CDs or flash drives that you use, databases that have thousands of records may still require more than one disk. You may want to consider using a program such as [LiveStor](#) to store backups of your data files remotely.

#### Tip

When making manual backups on CDs or other removal media, always label each CD with the type of backup (People or Financial), the date you made the backup, and the backup file name. It's also a good idea to keep a log with the above information, as well as the name of the staff member who made the backup.

### Off-Site Storage

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Backup files that you create using ACS Backup/Restore are typically saved on your local hard drive. This is convenient when you're backing up your data before resolving logical errors or performing major processes in ACS (such as year-end closing or Attendance Promotion).

Off-site storage refers to any service, vendor, or facility which provides storage and recovery for data. This type of storage can include tape backups, online storage services, and other means of remote data allocation.

ACS Technologies offers [LiveStor](#), a product that you can use to remotely store backups of your data files. Remote storage of your files makes sure that your ACS data can be recovered in the event of such disasters as fire, theft, flood, hurricane, tornado, or any natural disaster.

Tape backup is also a popular tool for backing up large amounts of data on a single computer or large network. Numerous companies make complete tape backup solutions, including all necessary hardware and software. However, due to the large variety of formats, ACS Technologies doesn't support tape backups. This means that you cannot send in your data to ACS Technologies on tape, and ACS Support Representatives cannot help you restore a tape backup. If you have problems restoring a tape backup of your ACS data, you must contact the tape backup vendor or a local computer consultant for assistance.

If you back up your data using a tape backup system or any other means of off-site storage separate from the ACS Backup/Restore program or LiveStor, you need to back up the following ACS directories:

<b>ACS Version</b>	<b>Directories to Back up</b>
Stand-Alone	<p>c:\winacs\acsdata and all of its sub-directories</p> <p>c:\winacs\acsfdat and all of its sub-directories</p> <p>c:\winacs\acspict and all of its sub-directories (if any)</p>
Network	<p>n:\acsnet\acsdata and all of its sub-directories (where n: is the network location for the \acsnet directory)</p> <p>n:\acsnet\acsfdat and all of its sub-directories (where n: is the network location for the \acsnet directory)</p> <p>n:\acsnet\acspict and all of its sub-directories (where n: is the network location for the \acsnet directory)</p>

## Strategies for Successful Backups

You should back up your data often and at regular intervals. You may want to keep one backup on site to restore data quickly if you encounter a system or hard drive error, but it's also important to keep some backups off site in a secure location, preferably not near your physical location. By keeping backups off site, your data can be restored if a disaster strikes your community. To learn more, see [Storing Data Backups](#).

Here's a simple but effective strategy that may help your church, school, or organization when [implementing a backup plan](#). It's a good idea to have four sets of backup copies, including:

### Daily Backup Set A and Daily Backup Set B

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Each day, you should back up your data on removable media such as a CD. It's a good idea to use two sets of backups to protect yourself from backing up to a bad CD. For example, you could use Set A on Day 1, Set B on Day 2, Set A on Day 3, and so forth. These backups can be used in case of system or hard drive failure or operator error.

#### Note

When making manual backups on CDs or other removal media, always label the media with the type of backup (People or Financial), the date that the backup took place, and the backup file name. It's also a good idea to keep a log book with the above information, as well as the name of the staff member who made the backup.

### Weekly Backup Set

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You should also make a backup at the end of each week and store that backup at a location other than your workplace, so that it can be used in case of a catastrophe such as fire or flood. Once again, if you use a rewritable CD, you can reuse it each week, but you may want to consider rotating this set like you rotate your daily backup sets.

You can also use [LiveStor](#) to schedule a weekly backup of your data files and to store your data remotely. LiveStor can backup both your ACS data and your church, school, or organization's other important data. It's a great way to back up all of your important files with minimal effort and ensure that they can be easily recovered if a natural disaster or catastrophe occurs.

#### Note

When using LiveStor, you can call 1-800-669-2509 to order a duplicate copy of the ACS program files in case of hard drive failure or catastrophe.

### Monthly Backup Set

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You should make a backup copy at the end of each month as part of your month-end accounting

procedures. We recommend making the backup after you've printed your month-end reports, but before closing the current month. Use different removal media for each month so that at the end of the year you have 12 monthly archive backups. Be sure to give each backup a different name or place them in different directories.

You may also want to back up your picture files when you make monthly backups. Picture files rarely change, but reimporting them into ACS can take valuable time away from your organization's goals.

You can use the ACS Backup/Restore program to back up the following:

- All ACS data files
- People only data files
- Financial only data files
- All ACS data files and all ACS system files

# Installing ACS Backup Restore

The ACS Backup Service program utility is installed on your computer with the ACS Upgrade executable that you download from the ACS Web site or the ACS Install CD. After you install the ACS software, you must run the utility to [configure the ACS Backup Service program](#).

[Scheduling backups](#) lets you establish and maintain a schedule for making regular backups of your ACS data and system files. Once you have set a backup routine, you can modify your routine of making backups to suit your needs or restore any previous ACS data or system files in the case of a disaster. To access the **Schedule Backup** option in the ACS Backup/Restore program, you must have user rights in ACS Utilities.

## Note

The Windows instructions in the following procedure are for Windows 8.1.

### ▼ To install the ACS Backup Service Program

1. On the Windows taskbar, click the File Explorer. The File Explorer window displays.
2. Double-click the C: drive.
3. Open the **ACSNET** or **WINACS** directory.
4. Double-click **Backup\_Service\_Install.exe**.
5. Click **OK**.
6. [Configure the ACS Backup Service](#).

### ▼ To uninstall the ACS Backup Service Program

1. On the Windows taskbar, click the File Explorer. The File Explorer window displays.
2. Double-click the C: drive.
3. Open the **ACSNET** or **WINACS** directory.
4. Double-click **Backup\_Service\_Uninstall.exe**.
5. Click **OK**.
6. [Configure the ACS Backup Service](#).



# Configuring ACS Backup Restore

After you install the backup service utility, you can set up the service to run on your computer. To configure the ACS Backup Service, you must have administrative rights, and if you're on a network, you should set up the ACS Backup Service on your server.

In comparison with [LiveStor](#), ACS Backup/Restore allows you to conveniently set a schedule to automatically create backups of all your ACS data. However, you'll need to configure the program according to the following guidelines and considerations:

- Set ACS Backup/Restore to activate when all other users are logged out of ACS. If other users are logged in to ACS when the scheduled backup job is activated, the data they're actively using is excluded from the backup file. For example, you could schedule backups in the early morning hours or late at night if you're sure that no one in your organization will be using ACS at those times. It's also a good idea to communicate the scheduled backup time to your staff to ensure that they're not logged into ACS.
- Designate one computer or workstation as a backup workstation, then set the scheduled backup jobs to run on it. If you're operating in a network environment, running the scheduled backup jobs on more than one computer or workstation is highly inefficient and unnecessary.
- While you can create a backup containing all of your active ACS data with the ACS Backup/Restore program, you should carefully consider your use of the Maximum Number of Stored Backups option, especially if the backup files are initially stored locally. Scheduled backup files are comparatively larger than those created manually, so file space can become an issue depending on the value you set for this option.



Once you set up the service, you can [create a backup schedule](#).



## Note

The Windows instructions in the following procedure are for Windows 8.1.

### ▼ To configure the ACS Backup Schedule Service

1. On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start screen displays.
2. Click the arrow button . The Apps view displays.
3. Click **Run**. The Run dialog box displays.
4. In the Open field, type **services.msc**, and click **OK**. The Services window displays.
5. Under **Name**, double-click **ACS Service**.
6. Click the **Log On** tab.
7. Select **This Account** and enter your administrative user name and password.
8. Confirm your password and click **Apply**.
9. Click **OK** twice, then click **Restart the Service**.

# Creating and Storing ACS Backups

## ✔ ACS OnDemand

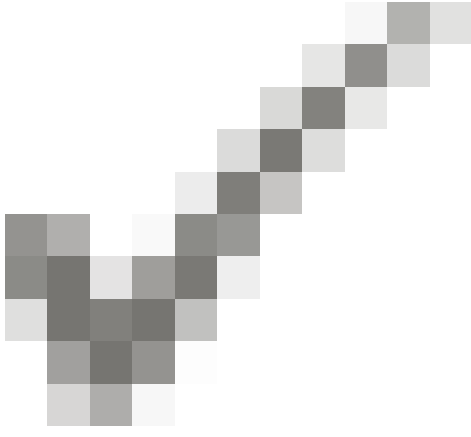
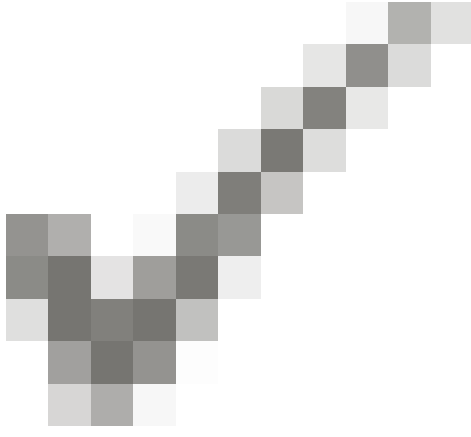
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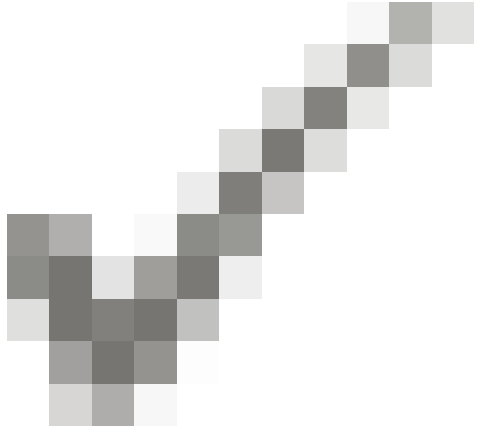
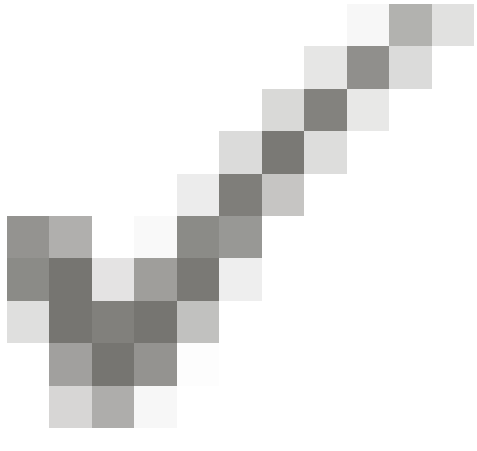
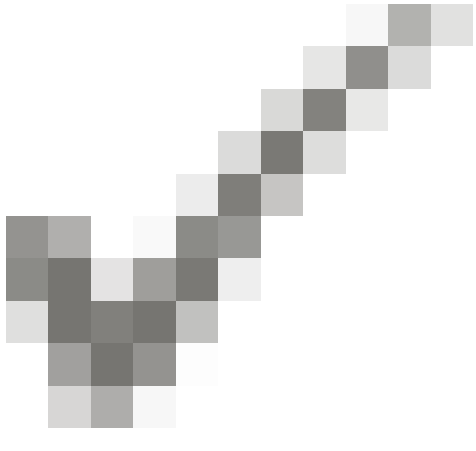
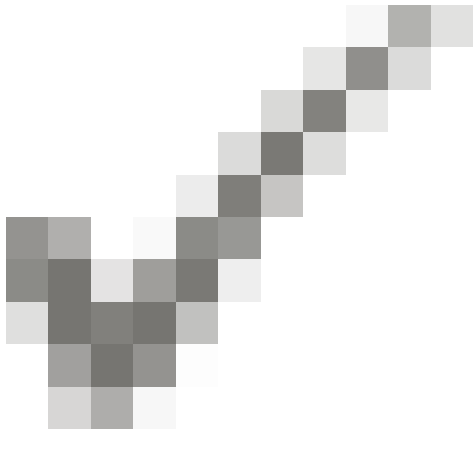
To help you implement a backup plan, ACS Technologies offers several options for creating and storing backups. Click on the links below to see the advantages and points of consideration related to using ACS Backup/Restore and [LiveStor](#).

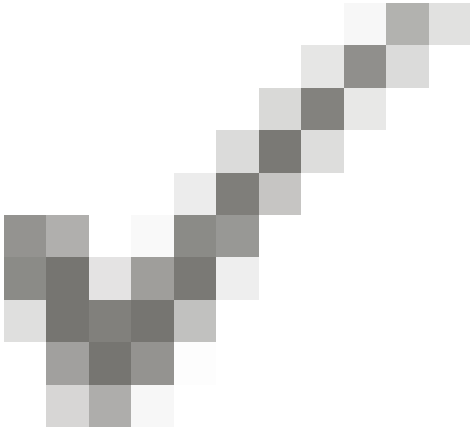
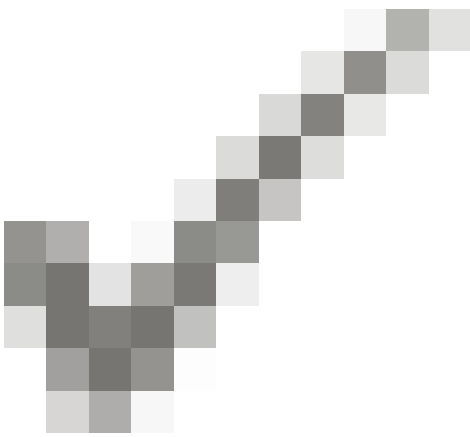
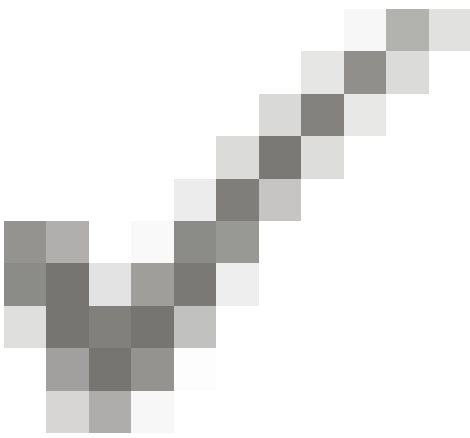
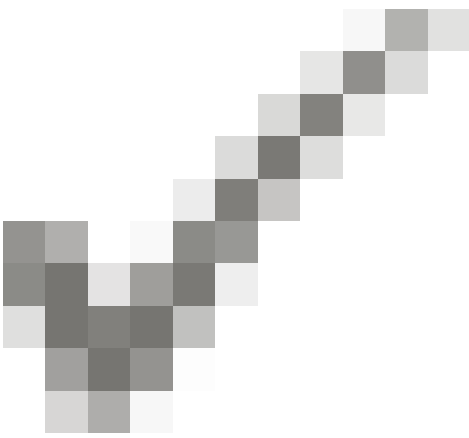
While there are both positive and negative aspects to each plan listed in the following sections, the proper implementation of any backup plan ensures that you and your organization avoid corruption or loss of data in the event of a disaster.

- [Backing up data with ACS Backup/Restore.](#)
- [Scheduling Backup Jobs with ACS Backup/Restore.](#)
- [Backing up data with LiveStor.](#)
- [Backing up data with ACS Backup/Restore and LiveStor.](#)

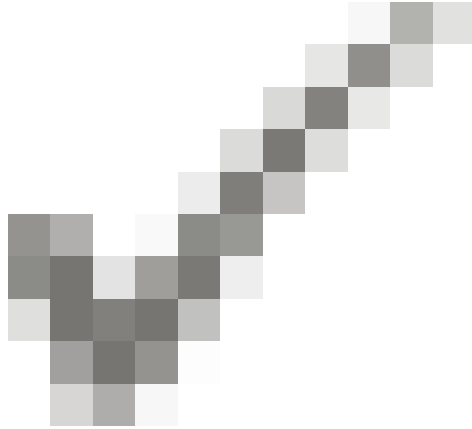
Here's a comparison of ACS Backup/Restore and LiveStor.

Feature	ACS Backup/Restore	LiveStor
Create backup files of your ACS data*		

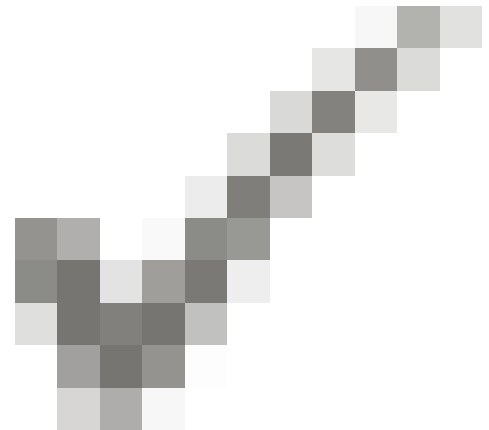
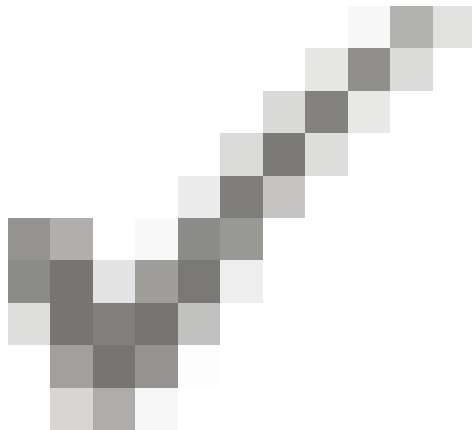
<p>Create backup files to store on your local computer or workstation</p>		
<p>Maintain an automated schedule for backing up your ACS data</p>		
<p>Maintain an automated schedule for storing off-site backups of your ACS data</p>		

<p>Verify backups of your ACS data</p>		
<p>View and print a log with information containing the User, Date, Time, and Backup Location for each backup or restore</p>		
<p>Monitor scheduled file transfer jobs online, which show the date, time, and current status of each backup</p>		
<p>Restore backups of your ACS data*</p>		

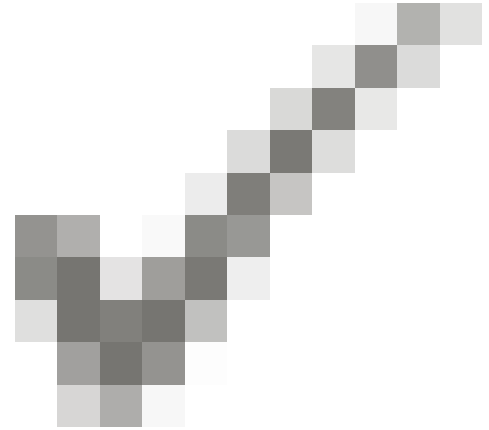
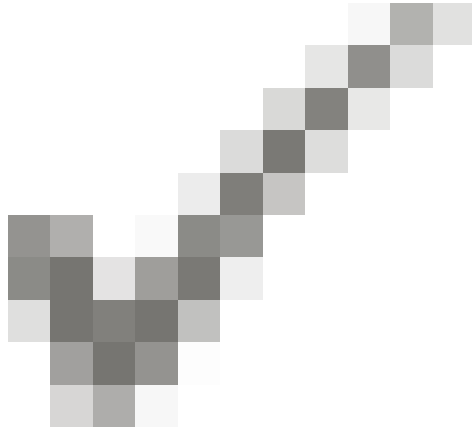
Save backups of your ACS data under a specified file name



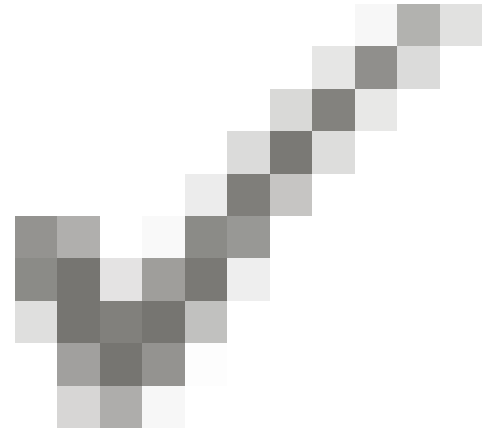
Set a specific number of backup files to maintain



Individually select datasets to include in a backup file



Store non-ACS data,  
documents, and files  
off-site



When using [LiveStor](#) as your primary backup system, you must elect to transfer or store backup files created with ACS Backup/Restore, or the ACS folders or directories containing the data you want. Using LiveStor to restore ACS folders or directories requires basic knowledge of the ACS data directory configuration.

## Backing Up Data with ACS Backup Restore

The ACS Backup/Restore program is designed to create an exact replica of your ACS data, which you can restore in the event of a disaster. You can also specifically select the data from the ACS suite or program that you want to back up. Before performing major data-related processes, such as year-end closing or Attendance Promotion, you must create a backup using the ACS Backup/Restore program.

### Note

When using the ACS Backup/Restore program to create backup files, you must log out of ACS applications.

In comparison to [LiveStor](#), backing up your data with ACS Backup/Restore is a manual process, and you can perform a backup whenever you need to. If used properly, ACS Backup/Restore can also help you efficiently manage file space because backup files are compressed, include only the data you specify, and are comparatively smaller than those created with Automatic Backup.

While the backups that you create using ACS Backup are typically saved on your hard drive, we strongly recommend that you transfer these files to either removable media or to an off-site storage location. To learn more, see [Storing Data Backups](#).

## Advantages and Issues to Consider with ACS Backup/Restore

Advantages	Issues to Consider
<ul style="list-style-type: none"><li>• Creates backup files of your ACS data and system files.</li><li>• Maintains an automated schedule for backing up your ACS data.</li><li>• Creates backup files to store on your local computer or workstation.</li><li>• Verifies backups of your ACS data.</li><li>• You can view and print a log containing the User, Date, Time, and Backup Location for each instance your data is backed up or restored.</li><li>• Saves backups of your ACS data under a specified file name.</li><li>• Sets a specific number of backup files to maintain.</li><li>• Restores backups of your ACS data.</li><li>• You can individually select datasets to include in a backup file.</li><li>• Smaller backup file size.</li></ul>	<ul style="list-style-type: none"><li>• Backing up data is performed manually.</li><li>• All other ACS users must log out before backing up data.</li><li>• The computer or workstation designated to run the Automatic Backup program must be powered on and cannot be in Hibernate or Stand by mode when backing up data.</li><li>• Backup files should be manually transferred to backup media.</li><li>• Backup media such as CDs or DVDs must be preformatted.</li><li>• Backup files stored locally can require higher storage capacity, depending on the Maximum Number of Stored Backups value.</li></ul>

## Selecting Datasets to Back Up or Restore

When you create a manual backup or set up a scheduled backup job, you must select the datasets that you want included in the backup. When you restore a backup, you can also select which datasets in the backup file you want to restore.

By default, all datasets are selected for inclusion when you [create a backup](#). If you don't want to include a particular dataset in the backup, clear the checkbox for that dataset.

If you restore a backup in which you didn't include all datasets, you can only select the datasets that are included in the backup file. Datasets that aren't included in the backup cannot be restored.

### ▼ To select datasets to back up or restore

1. In the ACS Backup/Restore program, click **Backup** or **Restore**.
2. If creating a backup file or setting up a scheduled job, verify the default selections. If you don't want to include a dataset, clear the checkbox for that dataset. Click **OK**.
3. If restoring a backup, select the backup file to restore and click **Open**.
4. Select the datasets in the backup file that you want to restore and click **OK**.



## Performing a Manual Data Backup

### ACS OnDemand

If you use ACS OnDemand, your backups are automatically made each night and stored on the OnDemand server. However, you should perform a manual backup prior to special procedures such as year-end closing, attendance promotion, or merging people records.

You can perform a manual backup of your ACS data with ACS Backup/Restore. A manual backup copies your data and can be restored if a computer or program malfunction occurs.





Saving a manual backup to your hard drive is fine if you're backing up your data before performing certain tasks in ACS (such as Sunday School promotion or Year-End closing procedures). However, we strongly recommend that you frequently back up your dataset on external media and [store backup files](#) off-site in case of hardware failure or a natural disaster.

When backing up data using ACS Backup or ACS Scheduled Backup:

- During the backup process, do not shut down or turn off the power to the computer used to back up data.
- Do not log off of the computer at any time during the backup process. You must remain logged in for the backup to process.
- If your computer includes a Hibernate, Sleep, or Stand by option, disable this to maintain your current backup schedule.

### Back up Your Data

#### ▼ To back up your ACS data

1. Open **ACS Backup**.
  - a.) **Windows 7 and Windows Vista:** 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**.
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.

- If you are backing up to a zip disk or a flash drive, insert the disk or drive.

- Click **Backup**.
- 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).

#### **Verify Tables After Backup (Highly Recommended)**

Select to verify the integrity of the tables after the backup is made. ACS Technologies recommends that you select this option to make sure that your backup is successful. If the backup fails verification, you should make another backup using a different set of disks.

#### **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 S\_Backups** folder.

## Printing Backup History



The Backup/Restore Log lists the user, date, time, location, and computer name for each instance you back up or restore your data.

You can use the Backup/Restore Log to determine the last person who backed up or restored data and to verify that backups are successful.

### **Note**

The Windows instructions in the following procedure are for Windows 8.1.

### ▼ **To print the Backup/Restore Log**

1. On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start screen displays.
2. Click the arrow button . The Apps view displays.
3. Click **ACS Backup**.
4. Enter your user name and password.
5. Click **OK**.
6. Click **Print History**.
7. Click **Print**, then **OK**.

## Deleting ACS Backups

If you've saved a manual ACS backup to external media or no longer need the backup, you can delete the backup to free up space on your computer's network or hard drive.

You can also clear your backup history. This clears the grid on the Backup/Restore tab.

### ▼ To delete a manual backup



1. On your computer, navigate to the directory where your backups are saved. If you're not sure of the location, you can find it under **Configuration** in the ACS/Backup/Restore window.
2. In the directory, right-click on the folder of the backup you want to delete and click **Delete**.





#### Note

The Windows instructions in the following procedures are for Windows 8.1.

### ▼ To delete a scheduled backup

1. On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start screen displays.
2. Click the arrow button . The Apps view displays.
3. Click **ACS Backup**.
4. Enter your ACS user name and password.
5. Click **OK**.
6. On the **Scheduled Backups** tab, select the backup file that you want to delete in the list.
7. Click **Delete**, then **OK**.

### ▼ To clear backup history

1. On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start screen displays.
2. Click the arrow button . The Apps view displays.
3. Click **ACS Backup**.
4. Enter your user name and password and click **OK**.
5. On the **Backup/Restore** tab, click **Clear History**.
6. When the confirmation message displays, click **OK**.

## Scheduling Backups with ACS Backup Restore

The ACS Backup/Restore Scheduling program is designed to automatically back up your ACS data based upon a schedule that you set. All users should log out of any ACS applications when using the scheduled backup to create backup files.

### ACS OnDemand

If you use **ACS OnDemand**, your backups are automatically made each night and stored on the OnDemand server, so you do not need to schedule backups.

Just like the [manual ACS Backup program](#), you can specify the data from the ACS Suite or program that you want to back up. Then, you choose the date and time to perform the backup job. When restoring a backup created from a scheduled job, you can select the dataset that you want to restore from the backup file.

The first step in scheduling backups is in [installing the ACS Backup Service](#), so you'll need to do that if you haven't already. If you have, you'll need to [Configure the Backup Schedule Service](#), and then you can [Create a Backup Schedule](#).

As with manual backups, backup files created with the scheduling option in the ACS Backup/Restore program are typically stored on your hard drive. We strongly recommend that you transfer these files to either removable media or to an off-site storage location. If you'd like to read more about removable media types and off-site storage, see [Storing Data Backups](#).

## Creating a Backup Schedule

After installing and configuring the ACS Backup Service, you can create a schedule for backup jobs.

The scheduled backup program is designed to back up to a hard drive. You can select the number of backup files that you want to keep in the directory, and as each successful backup is completed, ACS purges the oldest backup file from the directory. This saves storage space on your hard drive and eliminates older backups.

You can also back up to USB drives and similar media. If you're backing up to tape, you must use the software that came with the tape drive and refer to the documentation that is included with your tape backup system for information on how to perform a tape backup. With a tape backup, you must back up all the files in the \Acsdata, \Acsfdat, and \Acspict directories.

For each scheduled backup job that you set up, you can enter a different Destination Directory for backup storage, but you cannot back up to the WINACS or ACSNET directories.



### Note

The ACS scheduled backup program uses military time for the hours of the day.

### Note

The Windows instructions in the following procedures are for Windows 8.1.


### ▼ To create a scheduled backup job

1. On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start screen displays.
2. Click the arrow button . The Apps view displays.
3. Click **ACS Backup**.
4. Enter your ACS user name and password.
5. In the actions list, click **Schedule Backup**.
6. Under **Data Options**, select a backup option.
7. Under **Additional Options**, select the appropriate options.
8. Enter a schedule name for this job.
9. Select the directory where you want to store the backup files.
10. Select the number of stored backup files you want to keep in the listed directory.
11. Under **Frequency**, select **Daily**, **Weekly**, or **Monthly**.
12. Under **Date/Time**, select the specified daily, weekly, or monthly schedule that you want, then click **O**  
**K**.

If you've already set up a scheduled backup job, you can edit the existing backup schedule.

### ▼ To edit a scheduled backup job

1. On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start screen displays.

2. Click the arrow button . The Apps view displays.
3. Click **ACS Backup**.
4. Enter your ACS user name and password and click **OK**.
5. On the **Scheduled Backups** tab, select the scheduled backup job that you want to change and click **Edit**.
6. Make the necessary changes and click **OK**.
7. In the Select Datasets to Backup/Restore window, make the necessary changes and click **OK**.

## Additional Field Information


### Data Options

- **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

- **Exclude Picture Files** — Select to exclude picture files from your backup and reduce your backup's file size of your backup.
- **Verify Backup (Highly Recommended)** — Select to verify the integrity of the file after the backup is made. We recommend selecting this option to ensure your backup is successful. If the backup fails verification, you should make another backup using a different CD or flash drive.

### Configuration

- **Schedule Name** — Click in the text box to enter a schedule name.
- **Destination Directory** — Displays the location of your ACS backup files. Click **Lookup**  to select a location on your network or workstation.
- **Maximum number of Stored Backups** — Displays the number of backup files that you want to keep before the oldest file is deleted. Click the arrows to increase or decrease the number.
- **Frequency** — Select how often you want the ACS Backup/Restore program to run (Daily, Weekly, or Monthly).

### Date/Time

- **Scheduled For** — Enter or select the date and time for the next backup to occur.



## Backing Up Data with LiveStor

LiveStor can back up both your ACS data and your church, school, or organization's other important data. It's a great way to back up all of your important files with minimal effort and ensure that you can easily recover them if a natural disaster or catastrophe occurs.

LiveStor lets you designate a schedule for transferring files to off-site servers, as well as the amount of time to store deleted or changed files. LiveStor bases its backup process on jobs, which consist of file transfer directives based upon the options and settings you select when configuring the schedule to activate LiveStor. As with ACS Backup/Restore, when using LiveStor as your primary backup system, other users should log out of ACS applications when transferring your data files to the off-site servers.

By using LiveStor as your primary backup system, you can conveniently store your backups to secure servers, which can help you avoid managing removable backup media. However, as with ACS Backup/Restore, along with this convenience comes the responsibility of ensuring that you configure LiveStor according to the following guidelines and considerations:

- When creating LiveStor jobs, you designate the schedule for files to be transferred, as well as the duration to keep deleted or changed files on the servers. You should carefully examine when you want to transfer files, as well as how long you want to store files when configuring LiveStor jobs.
- In the event of a disaster, the folder or structure that you designated using LiveStor is easily restored. However, if LiveStor is your only backup system, you may need to manually overwrite your existing data with that of the restored folder or directory, which will require basic knowledge of [how your ACS data is stored](#).
- LiveStor focuses on accurate data storage. While documents, photos, and music files can be transferred and stored regularly using LiveStor, you should compress databases using some form of Zip compression. The transfer and storage of raw database directories is not recommended.
- Since restoring ACS data transferred and stored using LiveStor involves a few additional steps, ACS Technologies strongly recommends that you test this process and ensure that your organization is fully informed of how to restore data in the event of a disaster.

## Advantages and Issues to Consider with LiveStor

Advantages	Issues to Consider
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- Creates backup files of your ACS data.
- Maintains an automated schedule for backing up your ACS data.
- Maintains an automated schedule for storing backups of your ACS data.
- Monitors scheduled file transfer jobs online that show the date, time, and current status of each backup.
- Sets a specific number of backup files to maintain.
- Restores backups of your ACS data.
- Individually selects datasets to include in a backup file.
- Stores non-ACS data, documents, and files off-site.

- Not included in the standard install of ACS.
- Restoring data requires knowledge of ACS data directories when using LiveStor as your primary backup system.
- Documents, photos, and music should be compressed before transferring.
- All other ACS users must log out before backing up data or data is excluded as files are transferred.

## Backing up Data with ACS Backup Restore and LiveStor

Using an alternating schedule for both [ACS Backup/Restore](#) and [LiveStor](#) as your primary backup system to back up, transfer, and store backups of your ACS data off-site can give you a higher level of backup and data protection.

Since both LiveStor and ACS Backup/Restore activate according to the schedule that you designate, you can conveniently automate the entire process of backing up all your ACS data and securely storing it off-site. However, in addition to observing the guidelines and considerations for individually using ACS Backup/Restore and LiveStor, you should also observe the following:

- Carefully plan and determine your schedule for using this backup system. You should never schedule ACS Backup/Restore to back up your ACS data at the same time that a LiveStor job is set to activate and run. Conversely, you should never schedule a LiveStor job to run at the same time that ACS Backup/Restore is set to activate and run. We strongly recommend that you test the length of time that it takes for ACS Backup/Restore to activate and complete, then make sure that you schedule your corresponding LiveStor job to activate and run afterwards, allowing for an appropriate amount of time in between.
- Once you [configure ACS Backup/Restore](#) to create and save backup files and configure LiveStor to locate and transfer the folder or directory to the servers, avoid changing to the location or name of the designated folder or directory. Once you set LiveStor and ACS Backup/Restore to automatically back up and transfer your ACS data, it is your responsibility to make sure that the process is completing correctly, and in turn, your data's integrity is maintained.
- While using this system provides you with the highest level of data protection available from ACS, you should also test the process of restoring data and make sure that you and your organization are fully informed of what to do in the event of a disaster.

## ACS Backup/Restore in conjunction with LiveStor

Advantages	Issues to Consider
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- Create backup files that include all of your active ACS data.
  - Create backup files to store on your local computer or workstation.
  - Maintain an automated schedule for backing up and storing your ACS data remotely.
  - Verify backups of your ACS data.
  - Monitor scheduled file transfer jobs online that show the date, time, and current status of each backup.
  - View and print a log containing the User, Date, Time, and Backup Location for each instance your data is backed up or restored.
  - Save backups of your ACS data under a specified file name.
  - Set a specific number of backup files to maintain.
  - Restore backups of your ACS data.
  - Individually select datasets to restore from a backup file.
  - Smaller backup file size.
  - Store non-ACS data, documents, and files off-site.
- All other ACS users must log out before backing up data and transferring files, or data is excluded from the backup file.
  - The computer or workstation designated to run the Automatic Backup program must be powered on and cannot be in Hibernate or Stand by mode when backing up data.
  - Larger backup file size.
  - Backup files stored locally or remotely can require higher storage capacity, depending on the Maximum Number of Stored Backups value.

# Restoring a Backup

In the case of a disaster or fatal error, you can restore a previous backup created with [ACS Backup/Restore](#).



## **Caution**

When you restore ACS data, you overwrite any existing ACS data that resides on your system. We strongly recommend that you make another backup before restoring.

## **Note**

The Windows instructions in the following procedure are for Windows 8.1.

### ▼ **To restore a backup**

1. On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start screen displays.
2. Click the arrow button . The Apps view displays.
3. Click **ACS Backup**.
4. Enter your user name and password and click **OK**.
5. Click **Restore**.
6. Select the backup file that you want to restore and click **Open**.
7. Select the datasets that you want to restore and click **OK**.

## **ACS OnDemand**

If you use **ACS OnDemand** and need to restore a previous backup, contact ACS Support at 1-800-669-2509.

## **Support Use Only**

If a client is integrated with The City, has lost all of their data, and needs to restore a backup, the `awcityconfig` table, which allows the sync process to take place, will not be automatically restored. The client will need to contact Support to have the table restored manually from their backup.