




# Restoring a Backup

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

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.

## To restore a backup

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**. The ACS Backup/Restore window displays.
3. On the Backup/Restore tab, under Configuration, make sure the **Backup Destination Directory** is pointing where your backups are located.
4. Click **Restore**.
5. Select the backup file that you want to restore and click **Open**.
6. Select the datasets that you want to restore and click **OK**.

OnDemand



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