

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](#).

OnDemand



If you use [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.