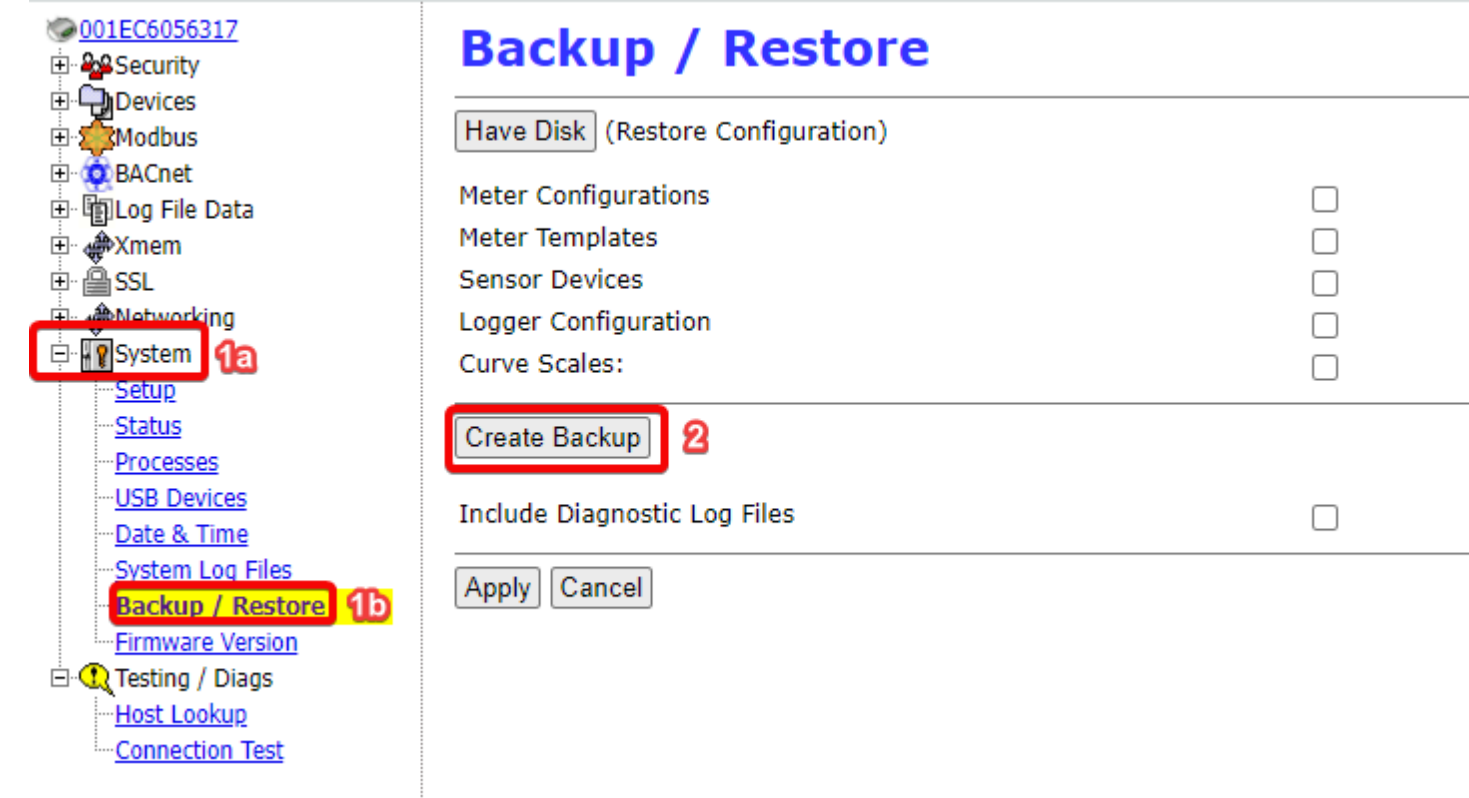# Acquisuite Backup and Restore
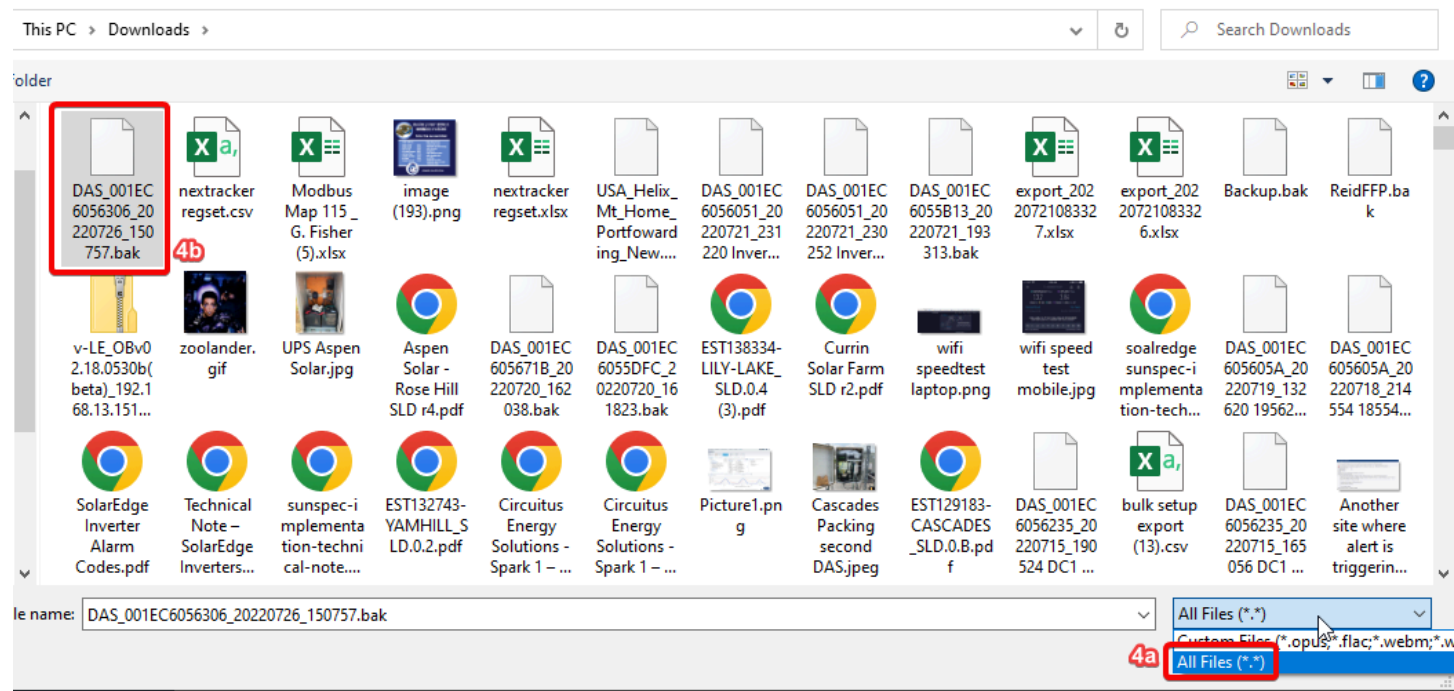
Backing Up An Acquisuite

1. While logged into the Acquisuite, drop down the "System" item and then choose "Backup / Restore".
2. Click the "Create Backup" button which will download a .bak file to your computer. If you rename the backup file, be sure not to include any spaces as this will prevent the restore from working. Don't worry about the checkboxes as those are used for the restore.

3. In PowerTrack, create a folder under the site labeled "Acquisuite Backups", and then choose add file under that folder.
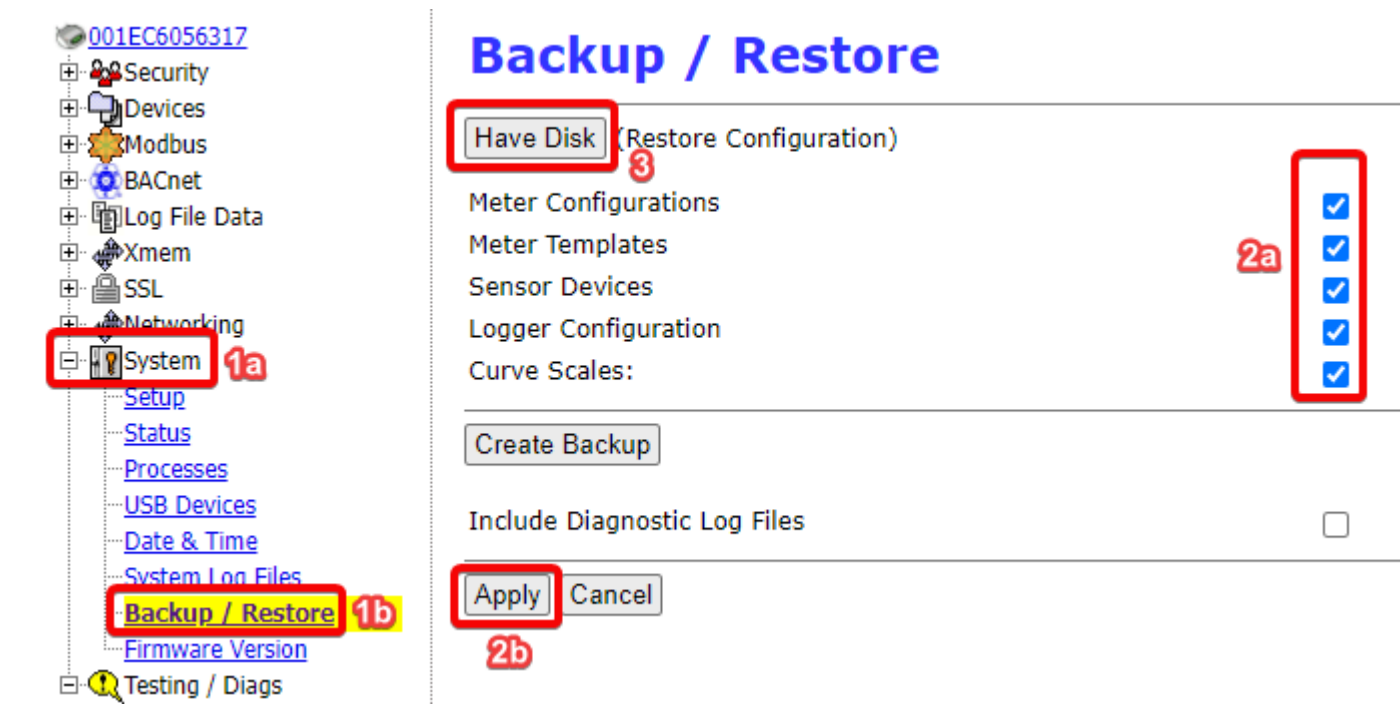

4. Once you're in the add file box, choose select file. By default, PowerTrack won't let you see files that end in ".bak", so you'll need to select "All Files (*.*)" from the dropdown box for file types. Once you select the .bak file you downloaded, you can select OK to upload it to PowerTrack. That's it, you're done!

Restoring An Acquisuite From A Backup

1. While logged into the Acquisuite, drop down the "System" item and then choose "Backup / Restore".
2. Check all check boxes except for "Include Diagnostic Log Files" and click "Apply"

3. Click "Have Disk" next to "Restore Configuration"

4. Then select "Choose file" so that you can select your .bak file that you want to restore. Once you have that selected, click Submit. The file will upload and the Acquisuite will prompt you to reboot once it's finished.