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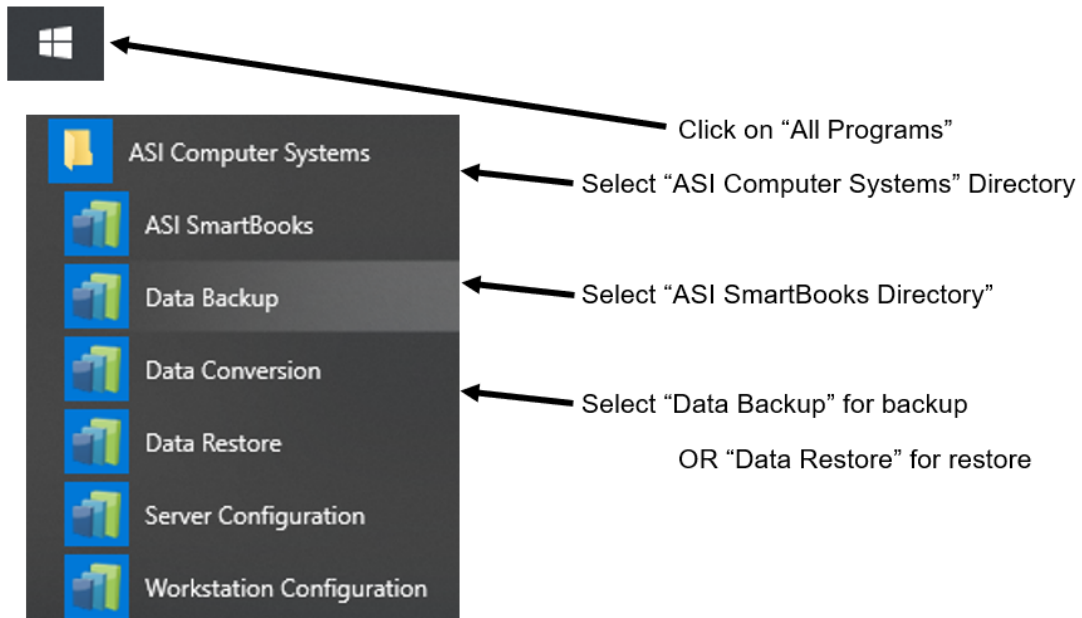
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## How Do You Backup/Restore ASI SmartBooks?

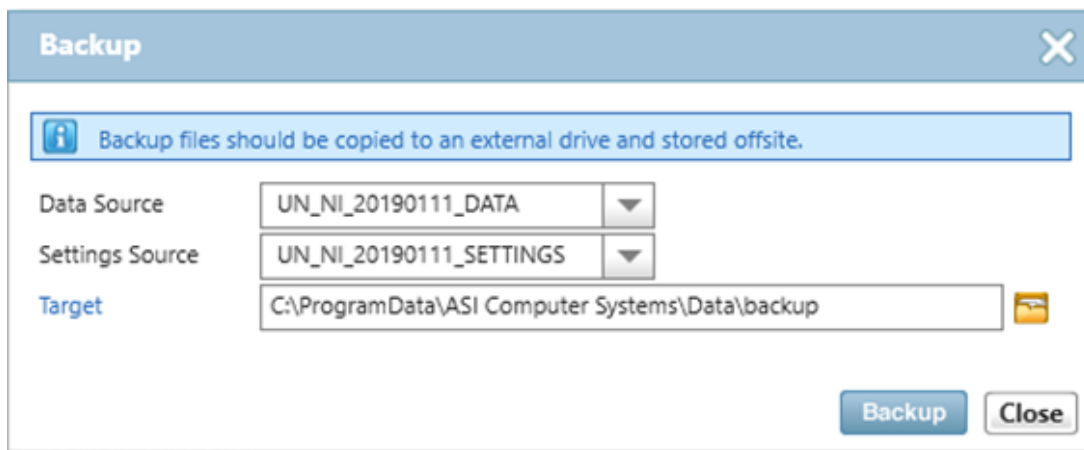
Tammy Mason - 2022-07-20 - in Tools & Controls

### How Do You Backup/Restore ASI SmartBooks?

You can find the option to backup and restore ASI SmartBooks under the Windows Start Menu on the server or single user's computer.



The backup option creates a complete backup of your data files even if people are currently in the system. You can choose which folder to store your backup. It is recommended the data be copied to an external drive and stored off site.



As a precaution, when performing a **restore**, you can optionally do a backup first. This is recommended before doing the restore.

This way if your restore is bad or incomplete, you have an additional point to restore back to.

A regular back up routine will help protect your information.

