

## ePACT2 user guide

Sharing content with other users

(Archive and Unarchive)



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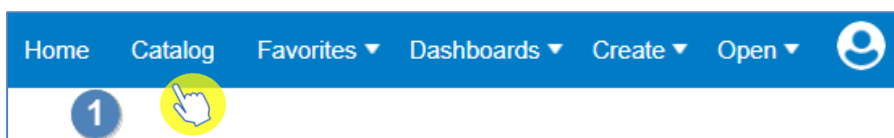
# Sharing ePACT2 content with other users

## Archiving and Un-archiving

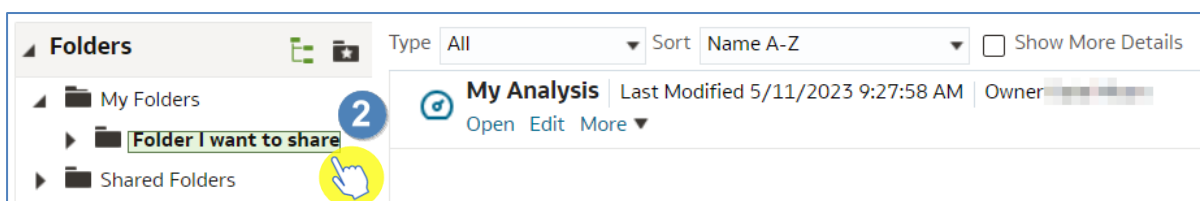
You are able to archive a folder from your ePACT2 'Catalog'. This will save the folder you archive as a document to your PC, you can then share your archived folder with other users, and this will enable you to share Analysis, reports and saved filters.

### Archive

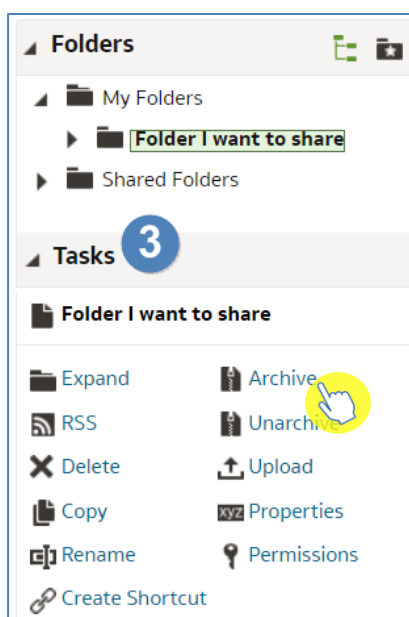
1. To archive, first navigate to your 'Catalog' icon from the toolbar.



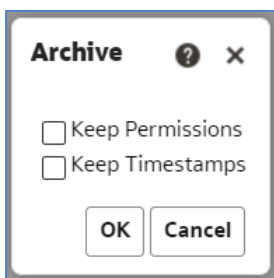
2. Find the folder you want to share and click on the folder name to highlight it.



3. From the 'Tasks' box select 'Archive'.

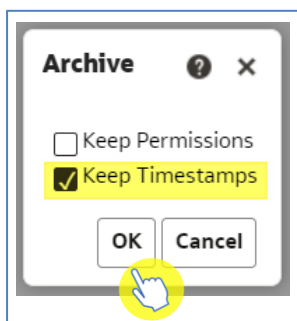


4. You will then be presented with the 'Archive' options box.

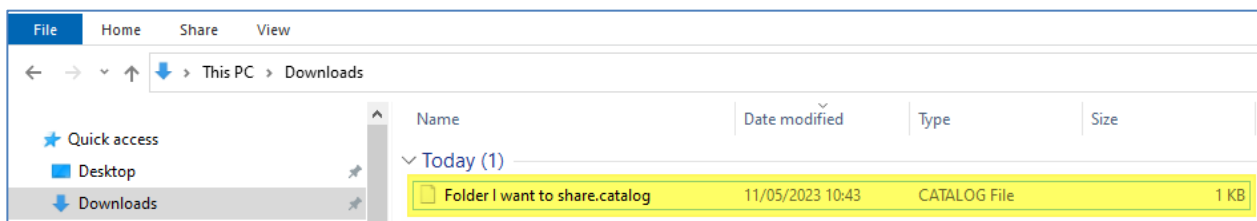


Keep Permissions	Save the permission settings, if any. You can leave this box unchecked
Keep Timestamps	<p>To save information such as time created, last modified, and last accessed.</p> <p>When you un-archive, timestamp information is retained and you can choose to only overwrite items that are older than those in the catalog archive.</p> <p>If you don't select Keep Timestamps, the original age of content isn't saved or considered when you un-archive the content.</p>

5. In this example we will check 'Keep Timestamps', then select OK.

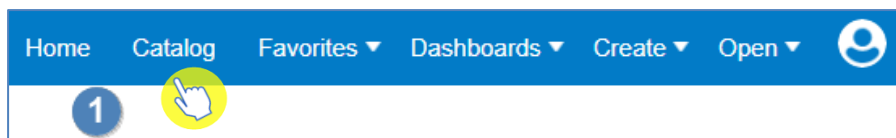


6. Your folder will then save to your PC (it will save to your default internet downloads folder).

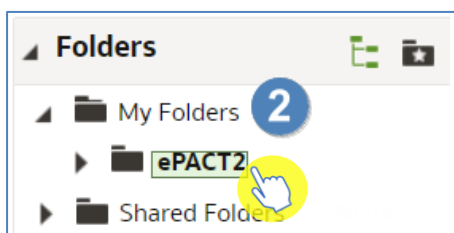


## Un-archive

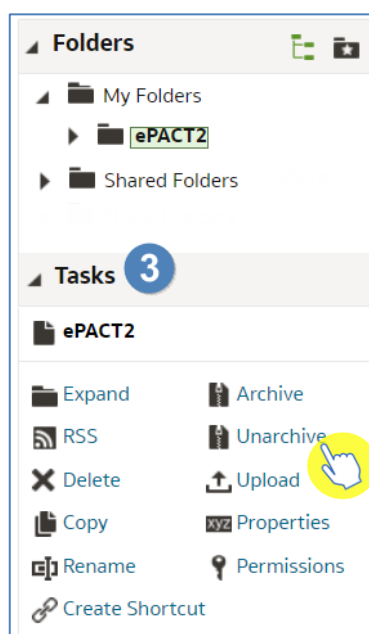
1. To Un-archive a folder first navigate to your 'Catalog' icon from the toolbar.



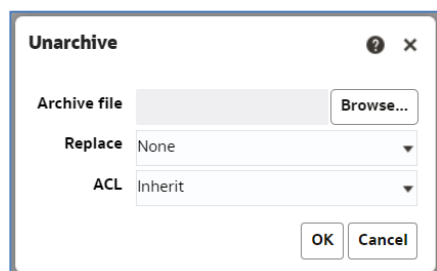
2. You then need to select the folder from your 'Catalog' that you want your un-archived folder to be located. In this example I am selecting the 'ePACT2' folder.



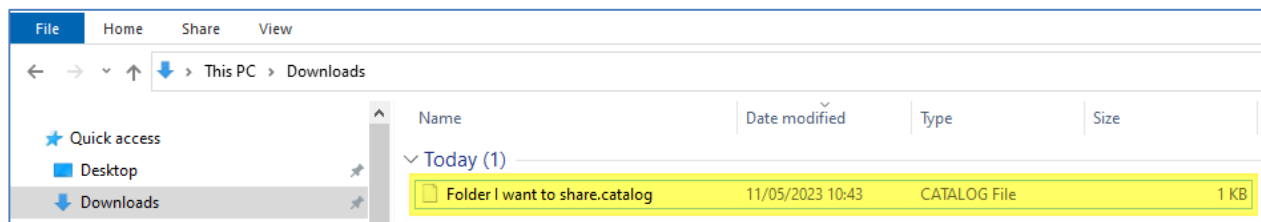
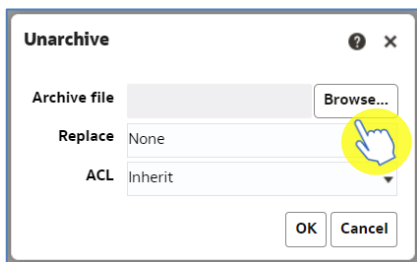
3. Now select 'Un-archive' from the 'Tasks' box.



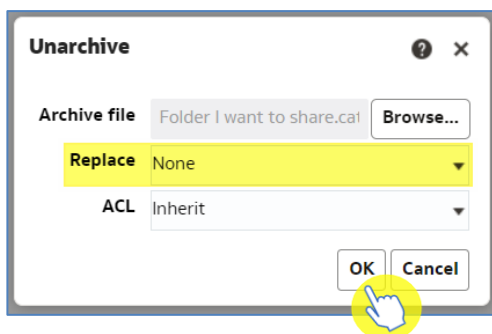
4. You are then presented with the 'Un-archive' options.



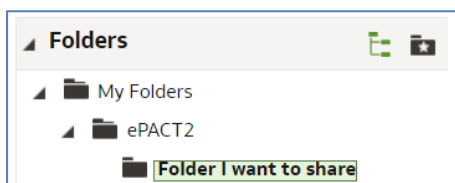
5. Use the 'Browse...' button to locate the folder from your PC that you want to Un-archive.



6. Once you select the folder you also have the option under 'Replace' to leave it as 'None' which won't replace any of your saved analysis. Or select 'Old' which will replace the older version of the content with the same name. Once you have updated your preferences select OK.



7. The 'Un-archived' folder will now be available in the location you specified.



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## Getting more help

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### **Additional training material and user guides**

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our [ePACT2 user guides page](#)

### **Webinar sessions**

We offer a free webinar training service to all our users and you can book as many sessions as you need.

Our webinar sessions are booked as 1hour slots and we offer a number of different sessions covering a range of topics.

We also offer bespoke sessions which are delivered just to you or your invited colleagues. You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour of the system.

Our experienced trainers deliver these sessions using MS Teams and you can take part wherever you are as long as you can get online.

You can find our more and book your webinar by going to our [ePACT2 training page](#)