



Interactive Contents

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Saving, Printing and Exporting Analysis

Save your analysis

Once you have your results it is possible to save your analysis to re-open in the future.

When you save an analysis within the system, you are not saving the results data, you are saving the criteria that brought back those results. This means you are not saving large amounts of data and therefore there is no limit to the amount of content you can save.

1. To save your analysis, select the 'Save' or 'Save As' icon in the top right-hand corner of your results pane.

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Save - Saves the analysis.

Save As – Will save the analysis as a separate new analysis.

- 2. Once you have selected save, the system will give you the option to choose the folder you want to save your analysis to.
- 3. Name the analysis, the default name will show as 'Untitled'.
- 4. Click 'OK' to save the analysis.

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	4 OK Cancel



The first time you select 'Save' or 'Save As' on a new analysis, they will do the same thing, save the document.

Print your analysis

1. To print, select the 'Print' icon from the toolbar above the compound layout.



2. You will then be presented with the print options.



Export your analysis

1. To export your analysis, select the 'Export' icon from the toolbar above the compound layout.



2. You will then be presented with the export options. Select the format required from the list presented. CSV can be found under the 'Data' option.



Getting more help



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 <u>ePACT2 user guides page</u>

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