

# ePACT2 User Guide

## Sharing ePACT2 content with other users

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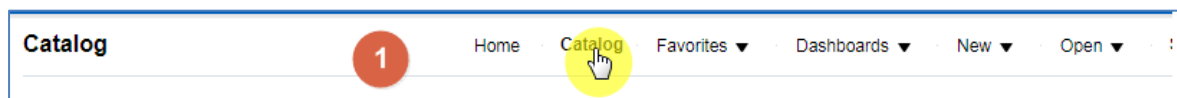
## Sharing ePACT2 content with other users

### Archiving and Un-archiving

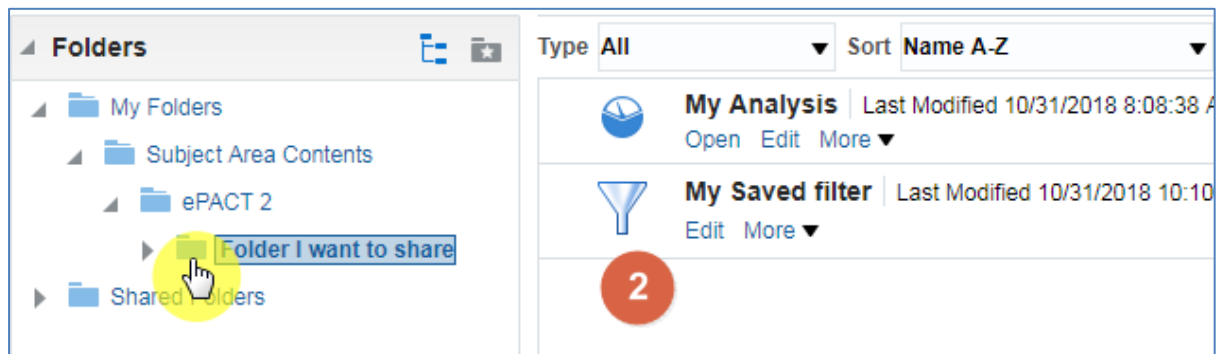
You are able to archive a folder from your ePACT2 'Catalog' this will save the folder you archive as a document to your PC, you can then share your archived folder with other users, and this will enable you to share Analysis, reports and saved filters.

### Archive

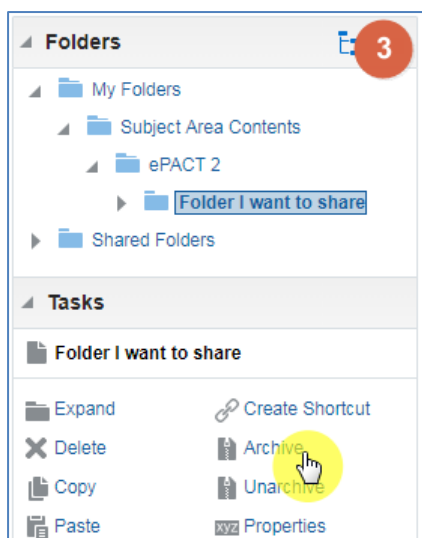
1. To archive, first navigate to your 'Catalog' icon from the toolbar



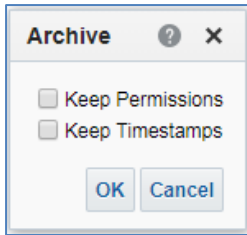
2. Find the folder you want to share, click on the folder name to highlight in blue:



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

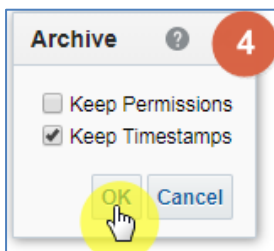


You will then be presented with the 'Archive' options box



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>

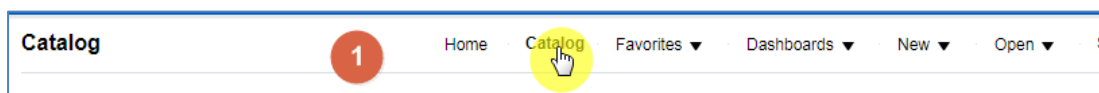
4. In this example I am going to check 'Keep Timestamps', then select OK



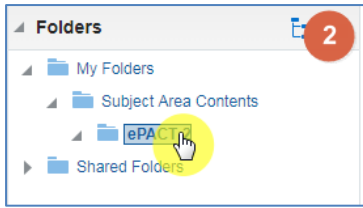
You folder will then save to your PC (it will save to your default internet downloads folder)

## Un-archive

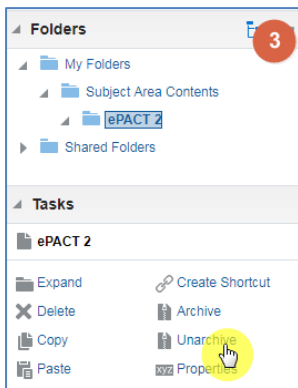
5. To Un-archive a folder first navigate to your 'Catalog' icon from the toolbar:



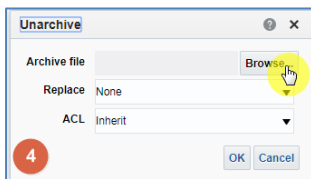
6. You then need to select the folder from your 'Catalog' that you want your un-archived folder to be located. In this example I am selecting the 'ePACT2' folder:



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

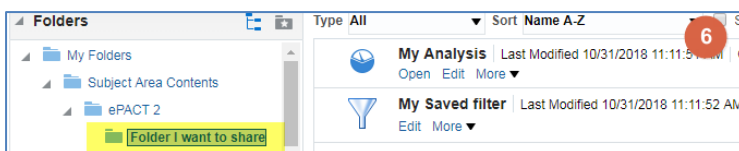


8. You will then be presented with the 'Un-archive' options; use the 'Browse...' button to locate the folder from your PC that you want to Un-archive.



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.

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



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## Getting Help

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

The NHSBSA has developed a number of how to guides to help you get the best out of ePACT2. These can be found at: [Additional User Guides](#)

### **WebEx sessions**

WebEx will be provided on a number of different topics and features. More information about these can be found here: [WebEx Training](#)

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