

# MANUALLY ARCHIVING RECORDS & FILES

## Why should I archive records?



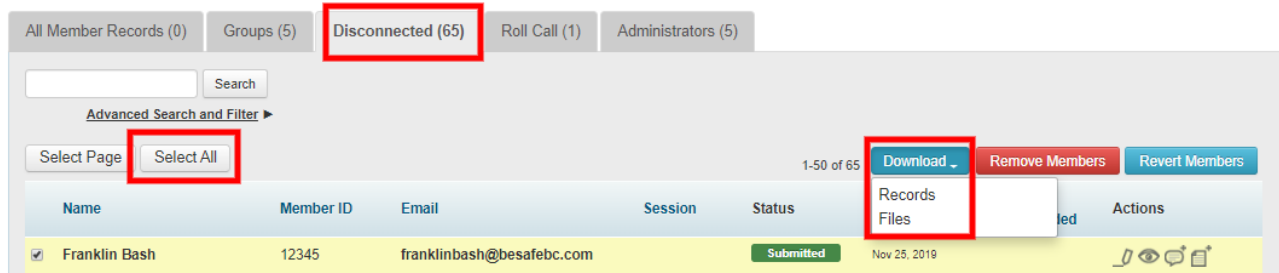
Whenever a change is made to the form, either by the organization or by ePACT, we recommend archiving your records so you have a copy of the information your participants submitted before the change.

**Auto-archiving is available! Click here to learn more!**

**Just follow the instructions below or visit our Help Center for assistance.**

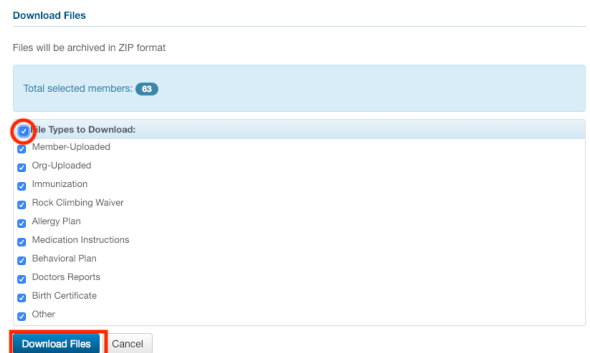
## Step 1 Archive the Disconnected Records

1. Go to the Disconnected Tab.
2. Click on Select All, followed by [Download>Records](#).
3. Click on [Download](#). A PDF of all records will be created.
4. Click on [Cancel](#) to return to your dashboard.



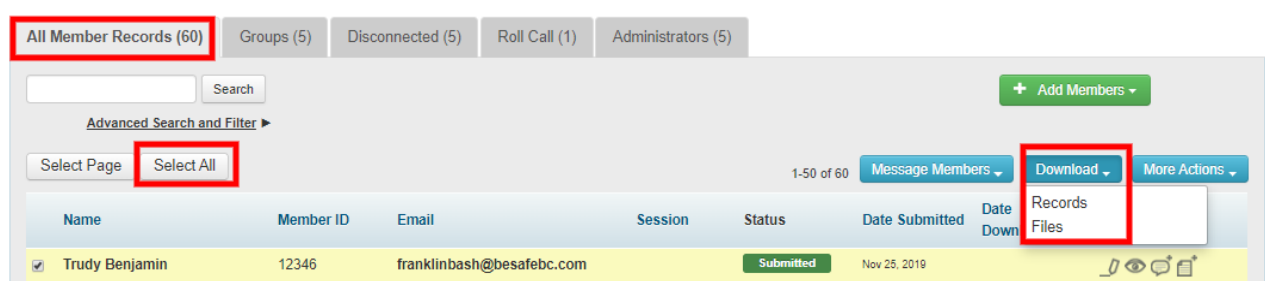
## Step 2 Archiving Disconnected Files

1. Click on Select All, followed by [Download>Files](#).
2. Check off the box [Types to Download](#).
3. Click on [Download](#).
4. Click on [Cancel](#) to return to your dashboard.



## Step 3 Archive All Member Records & Files

1. Return to your All Member Records Tab.
2. Click on Select All, followed by [Download>Records](#).
3. Click on [Download](#). A PDF of all records will be created.
4. Click on [Cancel](#) to return to your dashboard.
5. Repeat the process in step 2 on this tab as well.



**Tired of archiving these records and files every season?  
Try our auto-archiving feature today!**