ePACT
your emergency network

MANUALLY ARCHIVING RECORDS & FILES

Why should I archive records?

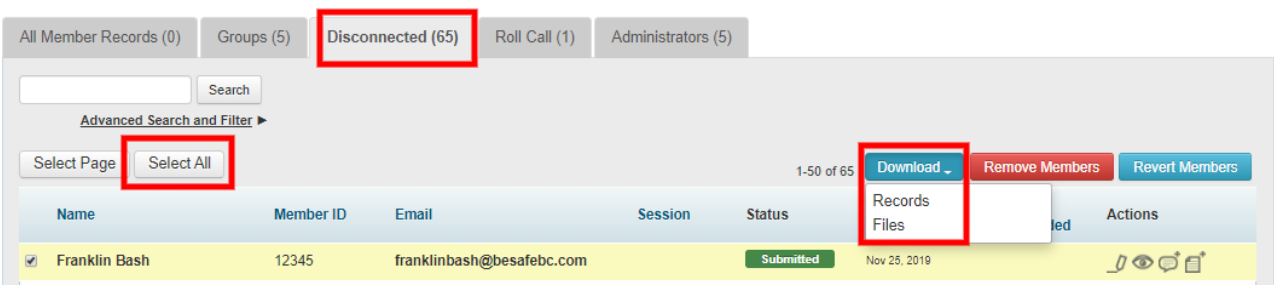
Whenever a change is made to the form, either by the organization or by ePACT, we recommend archiving your records so you have a copy of the information your participants submitted before the change.

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

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

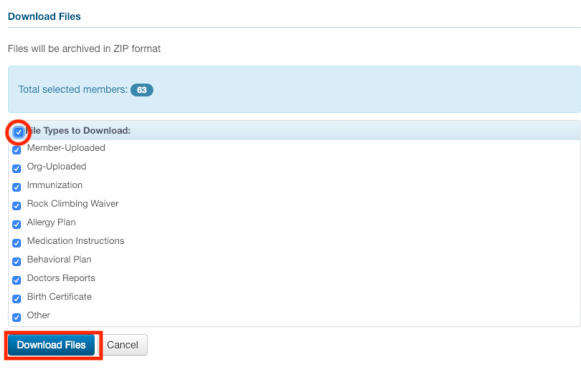
Step 1 Archive the Disconnected Records

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.



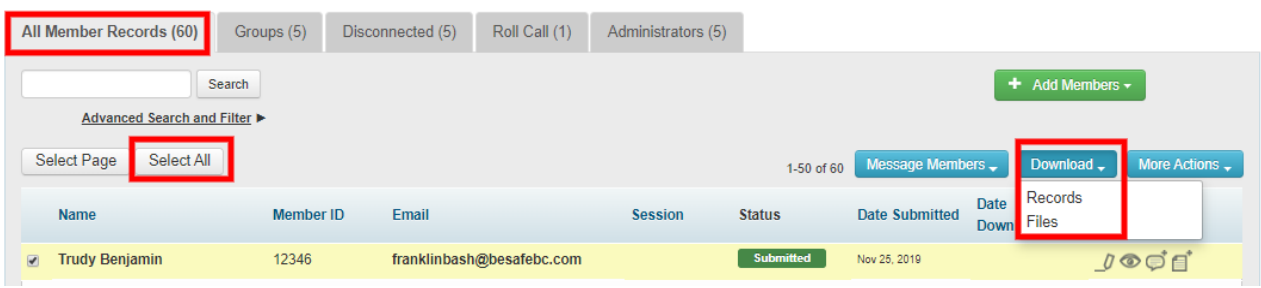
Step 2 Archiving Disconnected Files

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.



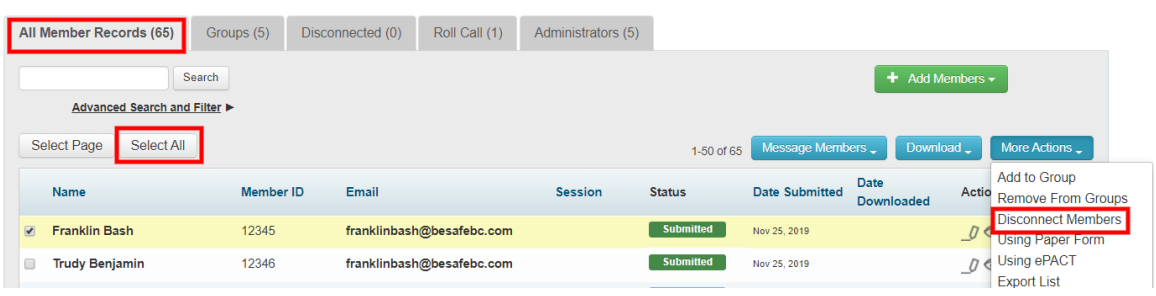
Step 3 Archive All Member Records & Files

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.



Step 4 Disconnect Members (Inactive until next season)

1. Click on Select All.
2. Click on More Actions>Disconnect Members.
3. Your account is ready to onboard for the next season!



For more information, please visit our Help Center or contact us at help@epactnetwork.com 1.855.773.7228.

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