

How to Download an Account Flatpack

Administrators may wish to download an external copy of all of the Views account data held in their account. This can be done with the following process:

- Hover over **My Account** and select **Administration**
- Select **Flatpack** from the Data Management section on the left-hand side

A blue information box will be displayed, which details the contents of the flatpack.

- Click on **Actions** and select **Flatpack Account**
- You will then be prompted to select which areas of the system you wish to flatpack, tick the areas.
- Click **Submit**
- The flatpack will appear in the table below. To download this, click on the download icon in the **Actions** column



The full flatpack will be downloaded as a .zip file.