

Moving a Report from TEST to PRODUCTION instance of CareRight

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Note: This is applicable for only those clients having separate TEST(or TRAINING) and PRODUCTION instance of CareRight.

This article explains how to move a report from your test environment to a production environment.

1. Set up a report in the test environment as a public report.
 2. Make any desired changes then save your own version of the report (i.e., it appears in "My Reports").
 3. Export the report from the Test system:
 1. In the Test instance of CareRight, click **Dashboard** then **Reports**.
 2. In My Reports, click **Export** for the report.
 3. Click **Save**, taking note of the filename and location.
 4. Import the report to the Production system:
 1. In the Production instance of CareRight, click **Dashboard** then **Reports**.
 2. Click **Import**.
 3. Click **Choose File**.
 4. Navigate to the report, select the file and then click **Open**.
 5. In the Public Report field, select the checkbox to indicate that it is available to all users (unless you wish the report to be run only by you).
 6. Click **Import Data**.
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