

OP Report Sharing - RTM Files

Last Modified on 04/11/2023 8:33 pm EDT

Version 21.1



This report sharing method is for the **RTM Format**.

For the **OPREP Format** file sharing, please see the [OP Report Sharing - OPREP Files](#) article.

Overview

You can share OP .RTM files between practices. .RTM is a specific file format used by OP Reports. In order to view the reports, you must first import them into your OP. (Unlike PDF files, which can be viewed with free PDF viewers, there is no public-domain RTM viewer.)

Exporting .RTM Files

1. Log on to OP.
2. Click **Tools** in the menu bar.
3. Select **OP Reports**.
4. Log on to OP Reports using the same credentials that you use to log on to OP.
5. Within OP Reports, navigate to the file you want to export/share. Click on it and ensure it is highlighted in the right pane.
6. Right-click and choose **Design**. You will enter OP Reports Design View.
7. In the menu bar, choose **File**, then **Save to File...**
8. Enter what you'd like to call your exported filename. Then click **Save**.
9. Exit Design View by going to the menu bar then choosing **File**, then **Close**.
10. Click the X in the upper right corner of OP Reports to close OP Reports.

Importing .RTM Files

Ensure the .RTM File is on Your Workstation

1. Confirm that the .RTM file you want to import into OP is saved to your local workstation.
2. Make a note of **the file path** (i.e. the directory and subdirectories where your .RTM file is located.) Is it on your Desktop? Is it in your Downloads folder? Are you in a user subdirectory?

Import the .RTM File into OP

1. Log on to OP.
2. Click **Tools** in the menu bar.
3. Select **OP Reports**.
4. Log on to OP Reports using the same credentials that you use to log on to OP.
5. Click **Import**.
6. Select **Batch Import Reports**. A popup message displays, "Imported files will be placed in the root folder - All folders. Reports can be dragged and dropped into other folders."
7. Click **OK**.
8. Browse to the folder where your .RTM file is located. If you downloaded it directly into your Downloads folder, the path may be something like **Network > tsclient > C:/ > Users > [user name] > [download folder]**.
9. Double-click on the .RTM file to select it.
10. Click **Open** in the browse window to import the selected .RTM file into the **All Folders** panel in OP Reports.
11. Locate the imported .RTM file in the panel.
12. Drag-and-drop the .RTM file to move it to the correct folder (for example, the Chart_Rpts folder).
13. Open the folder you moved the .RTM file to (for example, the Chart_Rpts folder).

14. Verify that you successfully moved the.RTM file to the selected folder.

Replacing Old Reports with New Versions (optional)

This process is mandatory only if you want to print certain kinds of reports directly from OP.

1. Rename the old report that you will no longer be using (for example, Diag_Test_Single). To do so:
 - a. Right-click on the .RTM file.
 - b. Select **Rename** from the menu.
 - c. Enter a new name for the report, for example: Diag_Test_Single(archived).
2. Rename the .RTM file you imported (for example, diag-test-single) so that it follows the format: Diag_Test_Single (note the underscore between the words and the capital letters).

The .RTM file you imported is now in the same folder and has the same name as the previous version of the file that you archived.
