OP Report Sharing - OPREP Files

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Version 21.0

> 📌 This report sharing method is for the **OPREP Format**.
>
> For the **RTM Format** file sharing, please see the OP Report Sharing - RTM Files article.

Overview

OP Report Share is a reports utility that will enable users to share practice reports with users at other practices. The utility is located under the **Tools** menu. If you are missing the option for OP Report Share, contact **OP Support**. This article will instruct how to export a report, import a report using OP Report Share and locate imported reports.

Export an OP Report (.oprep)

Once you have identified a report that you would like to share, follow these steps to download the report as an .oprep file for sharing.

1. Click **Tools** in the main menu bar.
2. Select **OP Report Share**.
3. Select the radio button to **Export** reports to external file.
4. Click **Next**. A listing of all available OP Reports will show.
5. Select the report you would like to share.
6. Click **Next**.
7. The destination will prefill but may be changed by clicking **Browse** according to where you would like to save the file. For information on saving reports exported from the Cloud, click **here**.
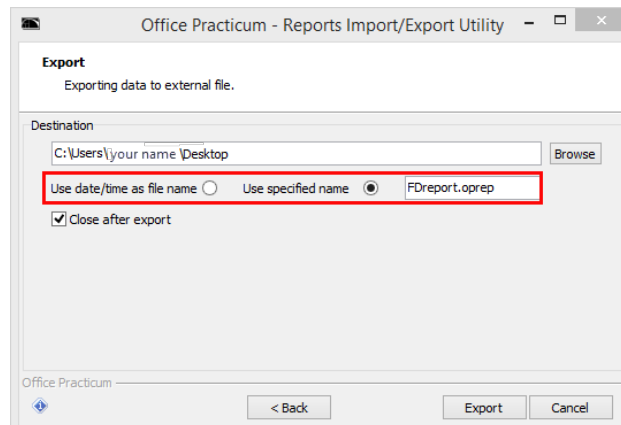
- You also have the option to use the date/time as the file name or use a specified name by selecting the appropriate radio button. If entering a specified name, be sure to leave the ".oprep" at the end of the file name to indicate the file type.

8. Click **Export**. A progress window will appear.
9. Click **OK** and close the Office Practicum - Reports Import/Export Utility window.

> 📌 **Note**: You will then send the report file that has been saved to the recipient of the report.

Import a Report into OP Reports using OP Report Share

Once an .oprep file has been obtained, follow these steps to import the report file into OP as an .rtm file.

1. Access the report file and save it to a location of your choosing.
2. Click **Tools** in the main menu bar.
3. Select **OP Report Share**.
4. Select the radio button to **Import** report(s) from file.
5. Click **Next**.
6. Locate the file to import using one of the two options:

   - Select the **File** radio button and click **Browse** to locate the file
   - Select Folder if that is the location of the saved file.

7. Select the report and click **Import**.

Locate the Imported Report in OP Reports (if Imported via OP Report Share)

1. Click **Tools** in the main menu bar.
2. Select **OP Reports**.
3. Log into OP Reports using the same credentials that you use to log into OP.
4. The imported report will appear in the top level folder where the report originated but may be dragged to the appropriate folder.

> **Note**: If you import a report that already exists in your OP system, the newly imported report will be saved with "(renamed [date imported])" at the end of the report name.