

# OP Report Share Updates 21.0.31

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Version 21.0

As part of the **OP 21.0.31** update, your **On Premise** practice will receive five updated reports in your OP Reports module. However, these reports will not automatically go "live" -- i.e. replace your existing reports -- unless you choose to make them so. To make each or any of these 5 reports live in your OP, follow the instructions below.

## List of Updated Reports and Details

New Name	Target Folder	Official Name	What's Changed?
Prescription_CopyOnly.2023	All Folders/Prescription_Rpts	Prescription_CopyOnly	Errant black mark has been removed.
Section_List.2023	All Folders/Chart_Rpts	Section_List	In house lab results now print properly.
Prescription.2023	All Folders/Prescription_Rpts	Prescription	Removed red "New" icon from report. Practice Fax number now added.
PrescriptionEPCS.2023	All Folders/Prescription_Rpts	PrescriptionEPCS	Practice Fax number now added.
General School/Camp Form.2023	All Folders/School-Camp_Rpts	General School/Camp Form	Fixed broken SQL.

**New Name** = Name of updated report in the 21.0.31 release

**Target Folder** = Name of the folder where the current/official report is located

**Official Name** = Name of the report that is currently in your OP, and what the report must be named in order for you to use it

## How to Activate the New Reports

If you would like to use the updated reports, you must rename it to the **Official Name** within your instance of OP.

1. In Office Practicum, go to **Tools > OP Reports**.
2. **Log in** using your standard OP credentials.
3. Navigate to the **All Folders** (root folder) in OP Reports.
4. Look for the five reports listed above in the **New Name** column in the above table (e.g. PrescriptionEPCS.2023, Section\_List.2023, etc)
5. **Click** the report you want to activate in your system, and drag that report to the corresponding folder listed in the **Target Folders** column in the above table.
6. Now, open that target folder by **double clicking** on its label in the index. You will see an existing report called **Official Name** plus the new report you just imported called **Official Name.2023**.
7. Finally, you must **rename** your reports in the order listed below. To rename a report, **right click** on the report and select **Rename**.
  - First, you need to rename the **existing report** with the Official Name to something like *Official Name - old* or *Official Name - deprecated*.
  - Next, you must rename the **new report** with *Official Name.2023* to simply be **Official Name**.
8. Repeat **steps 4-6** for each report you would like to use the updated version of.

9. Once you have moved and renamed all the reports you want to update, **close** OP Reports.
10. Your new reports are ready to use.

**Note:** You may have to totally close OP (not just log off) and restart it to see the updated reports.

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