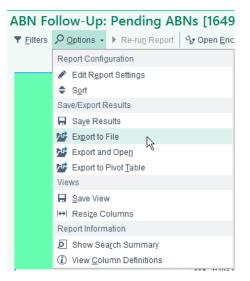


Reporting Workbench Exports

To protect patient health information, we are requiring all exports from Reporting Workbench to file to a specific location. You will be able to pick up the file and move it to another location of your choice.

Exporting Process

- 1. Log into Epic PRD (Production).
- Find and run a Reporting Workbench report you'd like to export data for. As an example, I'm using an ABN Follow-Up report. You can find a report either via the Analytics Catalog or the My Reports activity.
- 3. After running the report, access the Options menu and navigate down to the "Export to File" option.



4. A window will pop up with the permitted file directory. Feel free to create your own folder and save your file.

E Save As		x
Save in: 📔 RWExports 📃	← 🛍 📸 🖛	
Name	Date modified	Ту
🌗 Amanda Maedgen	3/30/2021 12:51 PM	Fi
📙 Claire Dadic	3/30/2021 12:51 PM	Fi
\mu Greg Hercules	3/30/2021 12:51 PM	Fi
📙 Heather Hosking	3/30/2021 12:55 PM	Fi
🌗 Jaeson Fournier	3/30/2021 12:56 PM	Fi
🔑 New folder	3/30/2021 12:57 PM	Fi
< III		>
File name: 📩 🗙	▼ Save	
Save as type: Spreadsheet Files (* xlsx)	▼ Cancel	



- 5. To find your file, navigate to the following file path in Windows File Explorer:
 - \\epic-nas.et1164.epichosted.com\dynamic\RWExports\
- 6. You can take your file to any other location by dragging and dropping it, or by copying and pasting it.