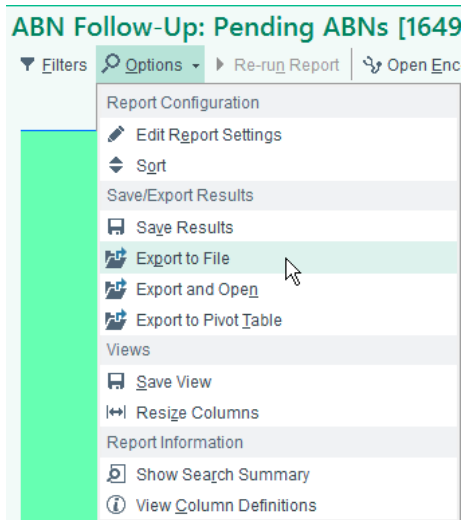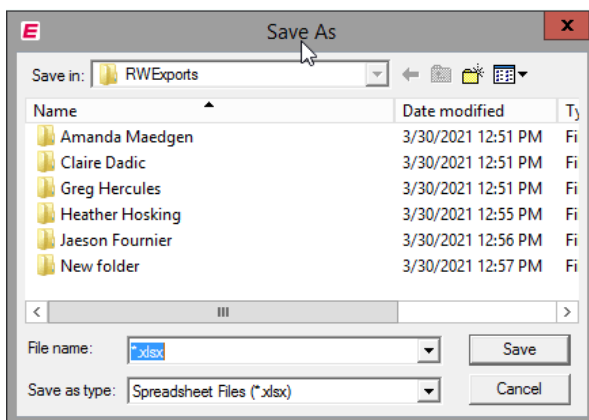# Reporting Workbench Exports

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).

2. 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.

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.