

## Author Tip | Export/Import a Report from One Environment to Another

Wendi Lewis - 2025-01-14 - Comments (0) - Cognos Analytics

Report authors are encouraged to develop reports in a non-Production environment ([Cognos Analytics QA](#) or [Cognos Analytics Development](#)) for the following reasons.

- Report development can have unexpected results that could impact the Production environment.
- It segregates reports that are under development from those that have been fully tested and ready for Production use.

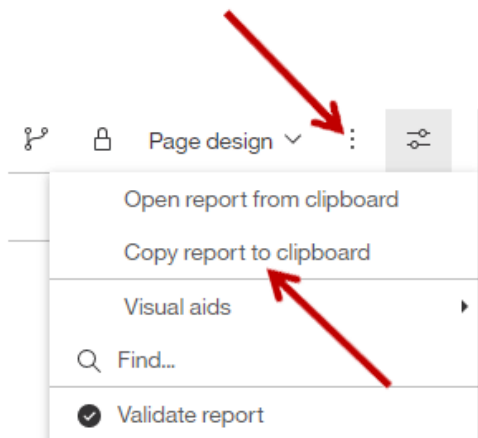
### Export/Import a Report Specification

You can easily move a report from one environment to another.

For example, you could develop a report in QA or Development, export the report, and then import the report to Production.

### Export the report specification you want to import into another environment

In the report authoring interface, on the toolbar, click the **More** button, and select **Copy report to clipboard**.

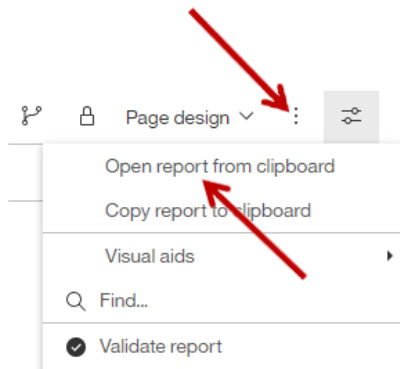


You're ready to import the spec from your clipboard to another Cognos Analytics environment.

### Import the report specification

1. In the environment where you want to import the report specification, open a new report.

2. Accept the default blank template, and then click **OK**.
3. Click the **More** button, and then select **Open report from clipboard**



4. Click **Save**.