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Export/Import a Report from One Environment to Another

Wendi Lewis - 2020-04-07 - 0 Comments - in Cognos Analytics

Report authors are encouraged to develop reports in a non-Production environment ([Cognos QA](#) or [Cognos 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

Follow the steps in [this article from IBM](#) to easily export a report specification in one environment and import it into another.

Watch a Demo of the Steps

[Watch this video](#) for a demonstration of the steps to export and then import a report specification.



NOTE: The second technique in the video is for Cognos Administrators.

Tags

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