Find the report directory

Maintenance→ Agency setup → Branches → Reports Directory

This will show where the reports directory is for each Branch. The pathway structure should be similar to the following examples:

C:\IQX\reports
H:\testing\IQX\reports
\\ReportServer\IQX\reports - where the “\\” notation denotes a server name.

IQX picks up this link to enable reports to be run from a specific location.

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