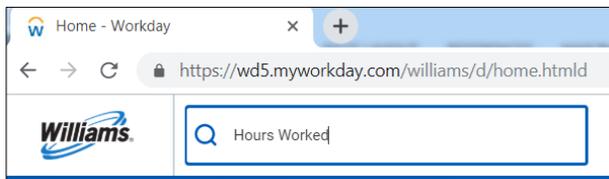


Accessing & Navigating Reports

Workday contains many reports which can assist leaders in making informed business decisions. The purpose of this guide is to provide helpful tips on accessing reports, saving them to Favorites, and displaying data according to specific needs.

Accessing Reports

All reports can be accessed by searching for the report name in the Workday search bar.



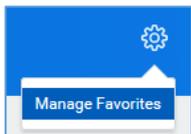
For reports you use frequently, we recommend using the **Favorites** application to keep them organized in one easy-to-access place.

From the Home Page:

1. Click **Favorites** in the Applications window



2. Click the gear icon in the top right of the favorites window and select **Manage Favorites**

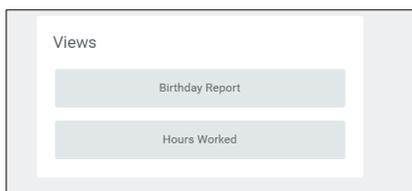


3. Add custom reports to the **Favorite Custom Reports** field by searching by report name or selecting from dropdown list (note: you can select more than one at a time)

Note: Removing previously selected reports from this list will delete them from your Favorites.



4. Click **OK** then click **Done** on the following window to return to your list of your favorited reports



Navigating Matrix Reports

Matrix reports present data in a summary table (example: **Hours Worked** report). Values in the summary table that are in **blue** font are, in Workday terms, “Drillable” meaning that you can drill down into greater levels of detail.

After running the matrix report:

1. Click a linked value to open a separate window (note: multiple drilldown windows can be open at once)

Workers	Regular Hours
28	636.00
26	526.00

2. Choose a level of detail from the **View By** dropdown box(es) and click **Refresh** to view finer details

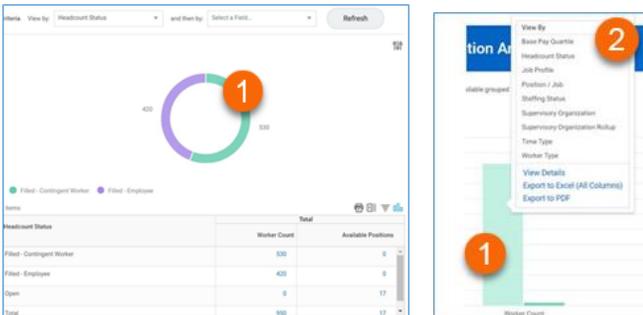
Criteria View by: Franchise and then by: Select a Field... Refresh

Navigating Reports with Charts

Similar to Matrix reports, you can drill down into most reports with charts to view greater levels of detail.

After running report:

1. Click any single chart component to open a pop-up window with **View By** options
2. From here you can select a **View By** variable from the list, or select **View Details**

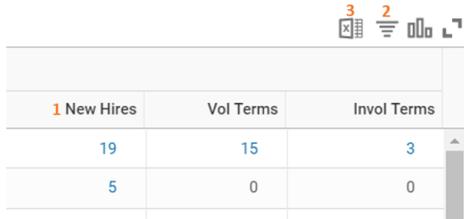


3. Similarly, you may find a report without a clickable chart or a readily available table. In these cases click the **Table** icon towards the top right of the chart to view additional detail.



General Tips

From any report table, you can sort and/or filter fields by clicking either a column header (1) or the filter icon (2). Additionally, you can export reports to Excel by clicking the Excel icon (3).



The screenshot shows a report table with three columns: 'New Hires', 'Vol Terms', and 'Invol Terms'. Above the table are three icons: an Excel icon (labeled 3), a filter icon (labeled 2), and a sort icon (labeled 1). The table contains two rows of data.

1 New Hires	Vol Terms	Invol Terms
19	15	3
5	0	0