



Workday Navigation



TIPS AND TRICKS

August 30, 2017

Did you know.....

.....that Workday has report tools to help you manage information on your Workday reports? The reporting tools are found on the top right section of Workday reports in the report header and above the report columns.







Report Header



Report Columns



The tools cover the following functionality:

-  Print the report
-  Export the report to Excel for easier viewing and data mining
-  Filter the report to target the information you need
-  Generate data graphs based on information in your report
-  Select the columns you want to see (*available on select reports*)
-  Click for a full screen view of the report

Do you need help with Workday? Contact the help desk at: 216.838.0440

