Reports in Workday Student

EVERYONE

Workday Student

This tip sheet explains what "reports" are and how to find them in Workday Student. It is intended for everyone.

To complete this task in workday, follow these steps:

There are a wide variety of reports in Workday Student. Some reports have been created by Workday, and some more specialized reports have been made by our reporting teams. Most users will select existing reports and run them based on the parameters of interest. There are a limited number of users with elevated access that may create custom reports.

To pull a report you have access to, you can search for the report by typing key words or the report number into the Workday Search bar. Custom reports are designated by the letters CR with a four-digit number. For example, CR1280

Note: To see all reports you have access to, use the **Site Map** from the **Profile** menu or search for "**Reports I Can Run - CR1391 – CHESS"**. You will see only reports that you have access to.

To see reports outside of your access, contact your institution's reporting lead.

Most reports require selection of prompts. Prompt instructions will appear at the top of the prompt window and for each field. Required information to run the reports will be indicated with asterisks.

Sorting and Filtering Data

When the data on your report is populated, you may perform additional refinements by sorting and filtering by field. Follow the steps below to set filters and sort the data.

1. Navigate to the Filter tab to add any filters that will refine your report data.
2. Sort by selecting the header for the field you wish to sort.