# Getting Started: Generating and Viewing Reports

GENERATE REPORTS

There are several types of reports you can generate within Workday. Managers can access self-service reports, such as pay slips, as well as reports about their team, such as Team Performance. You can access available reports via Search or from an application.

Applications with reporting functionality list reports in the View section.

From your Home page:

1. Navigate to the application you want to view.

2. Available reports display in the View section.
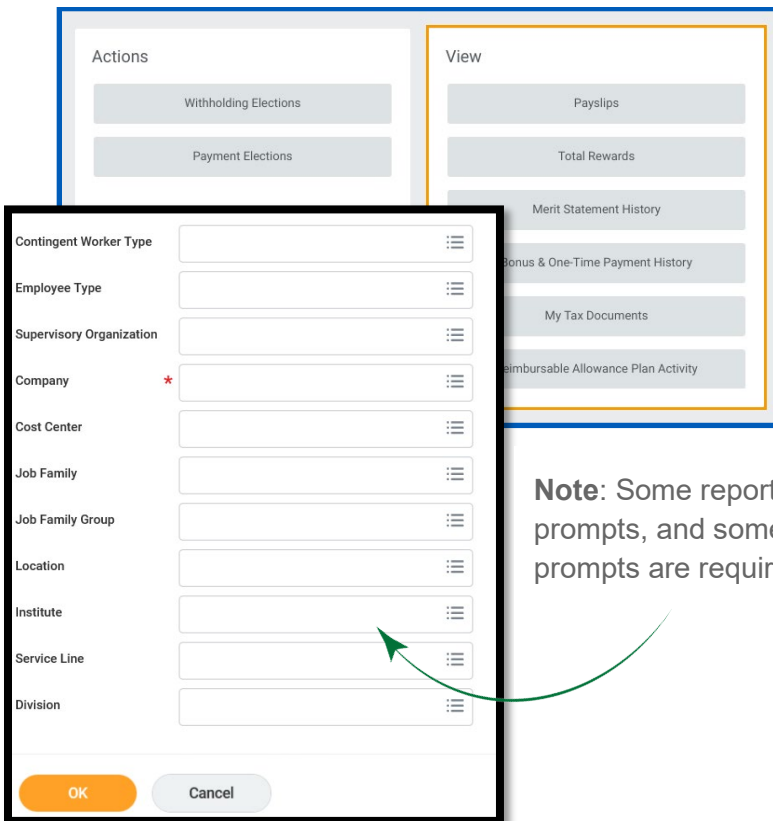
Note: Some reports have prompts, and some of those prompts are required.

VIEWING REPORTS

Several icons display in the top-right corner of a report. The Export to Excel icon ⌧ allows you to export the report to Excel. The Filter icon ▽ allows you to filter the data from each column in the same way as in Excel.

Use the Expand/Collapse Chart ▥, Grid View ▦, and Toggle Full Screen ⌐ icons to manage report viewing properties.

You can also click on the Print icon 🖨 to view the report as a printable PDF.
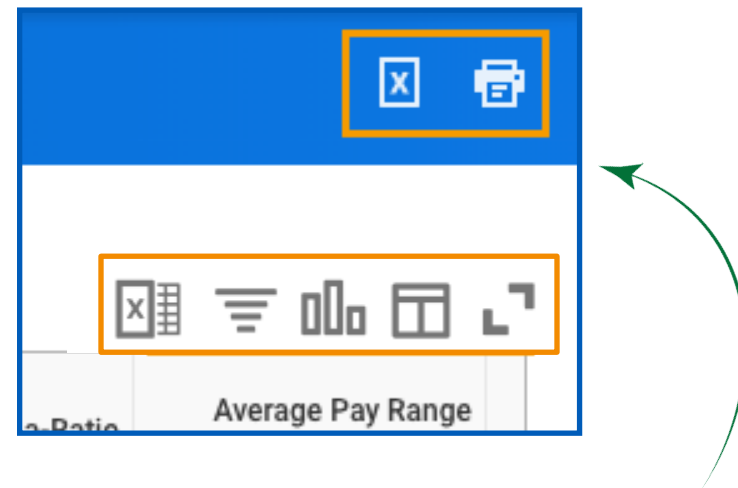
Note: The upper **X** icon, seen above, will include additional information. (Title of the report, filter or prompt criteria). The lower **X** icon **will not** include that information.

Geisinger