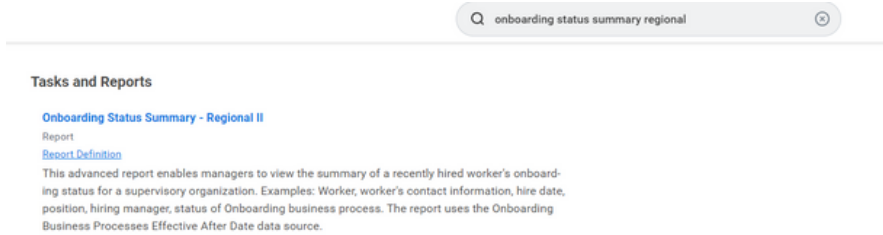


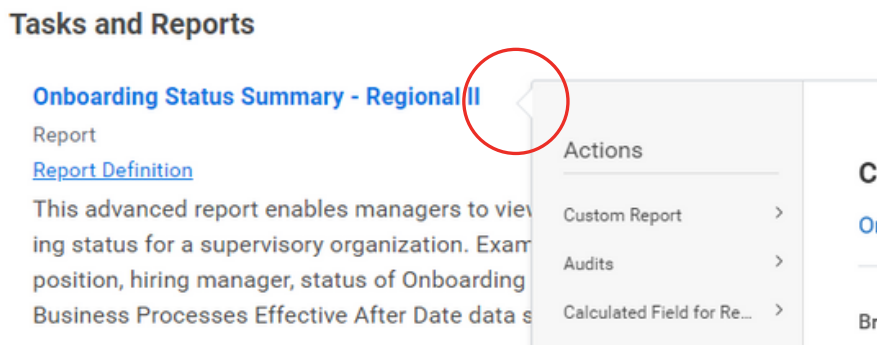
Reports: Schedule Reports

Use this process to schedule reports in Workday.

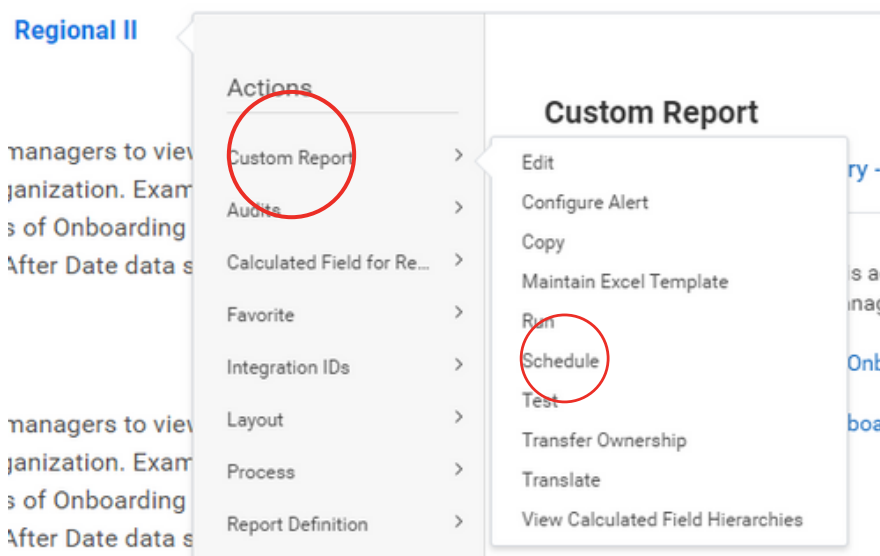
1. Log into Workday, and search for the report you want to schedule.



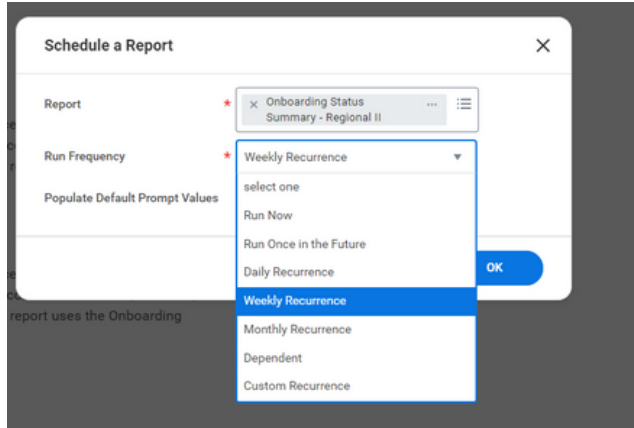
2. Click the **three dots** to the right of the report name to open the **Action** options for the report.



3. Choose **Custom Report** and click on **Schedule**.



4. Choose the **Run Frequency** for how often you would like the report to run and click **OK**.



5. Complete the fields identified below for the Schedule a Report.

1. **Request Name:** you can name the scheduled report unique to your preference
2. **Schedule** the report frequency
3. **Output** determines what the doc will be sent as, you can change the deletion timeframe and if you would not like the report to run if it is empty.

Once you have completed the required fields, you can choose **OK** and the report will be scheduled and saved.

1 Schedule a Report

Request Name * Onboarding Status Summary - Regional II

Report Name Onboarding Status Summary - Regional II

Run Frequency Weekly Recurrence

Report Criteria **Schedule** Output Share

Priority x Normal

Weekly Recurrence Criteria

Recurs Every x Week(s) * 1

Day(s) of the Week * [dropdown]

Start Time * [dropdown]

Time Zone * x GMT-06:00 Central Time (Chicago)

Catch Up Behavior * x Run Once

Range of Recurrence

Start Date * MM/DD/YYYY [calendar icon]

End Date * MM/DD/YYYY [calendar icon]

3

Report Criteria Schedule **Output** Share

Output Type (empty)

- * Excel
- Report (PDF)
- Text (CSV)

Report Tags [dropdown]

File to be Deleted After (Days) * 5

Do Not Output an Empty Report

Hide Prompt Values

