

WD Learning: Find, Run, and Export Report

Learning security roles admins automatically receive access to Learning reports.

If a report is exceptionally large, Workday provides a pop up, giving the option to run the report behind the scenes while you continue to work. Once the report is ready, a link is sent to your notifications folder and a second pop-up will appear as an overly in the notifications area. Click the link in the pop up to download the report.

Contact AskHR@virginia.edu if you need access to Learning reports. Enter “Learning” in the subject line of the email

- [The Report App](#)
- [Manipulate Report Columns](#)
- [Find all Learning Reports](#)
- [Add the Report App to your Dashboard](#)
- [Run a Report](#)
- [Filter Within a Report & Export to Excel](#)

The Report App

Learning Admins automatically receive the Learning Admin Reporting app on their Workday dashboard.

The most used reports are included on the app.

Reports are grouped for convenience.

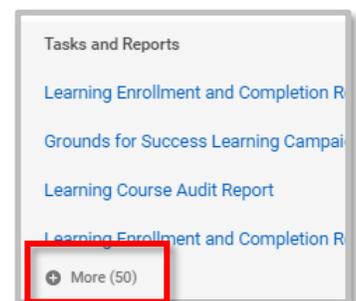
If you do not see the app on your dashboard, you can [Add the App](#).



Find all Learning Reports

There are dozens of Workday Learning reports, and it may be difficult to understand which report title should be entered into the search. It is helpful to see the entire list available for your role. The list differs depending on the type and number of security roles provided.

1. In the Workday global search, type **rd: learn**
2. An abbreviated list of all learning reports is displayed in the grey box below the search.
3. Click the **+More** label to expose all learning reports.



WD Learning: Find, Run, and Export Report

Run a Report

All Learning reports provide prompts/filters to filter to information needed.

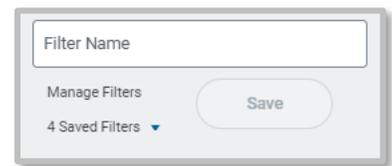
1. Type the title of the report in the Workday global search or click on a report title in the app.
2. Each report includes a different set of prompts. Prompts filter the reports to remove courses, learners, statuses, etc., that are not needed.
3. Leave a prompt empty to include all possibilities. Enter information in a prompt to only include that information.

A screenshot of a report filter interface. It shows four filter prompts: 'Worker', 'Enrolled Content', 'Worker's Supervisory Organization', and 'Completion Status'. Each prompt has a text input field and a dropdown arrow icon on the right. Two red arrows point to the 'Enrolled Content' and 'Completion Status' prompts.

Example 1: Enrolled Content - filter to a course title or multiple titles, eliminating all other courses in Workday.

Example 2: Completion Status - filter to only those who have completed or those who have not completed the course.

4. If you will run the same report often, set all prompts and then at the bottom of the prompt list, enter a name for the report in the **Filter Name** field and click .
5. Any time you need to run the report, click the down arrow next to **Saved Filters** and select the filter name. The prompts will automatically populate.
6. To update the prompts for a saved filter, click **Manage Filters**.
7. Click  to run the report.
8. The report will appear as a table.

A screenshot of the 'Saved Filters' interface. It features a 'Filter Name' input field at the top. Below it are 'Manage Filters' and '4 Saved Filters' with a dropdown arrow. A 'Save' button is located on the right side.

Filter or Sort Within a Report & Export to Excel

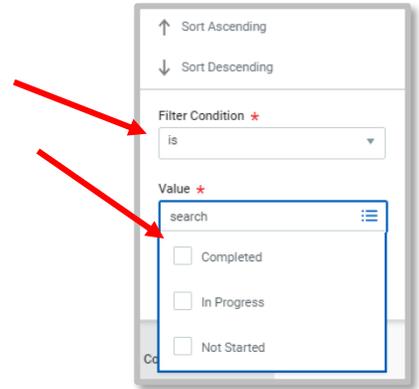
All report headers in Workday have a built in sort and filter function. When reports have a super and sub column header, filter/sort is often restricted.

Any filters or reconfiguration of reports will not hold when the report is exported to Excel.

1. Run the report using the steps in [Run a Report](#).
2. When the report displays, filters can be applied to any column. The dropdown below is an example, but each column will display different items in the value field.

WD Learning: Find, Run, and Export Report

- The **Filter Condition** can be “is”, “not equal to” or “is empty”.
- The **Value** can be “Completed”, “In Progress”, or “Not Started”.



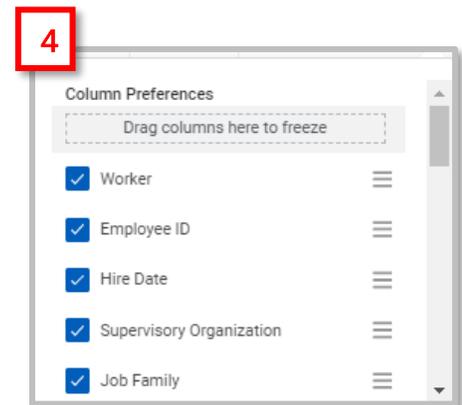
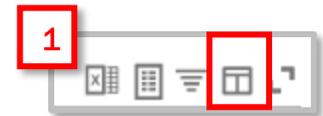
3. Click the Excel icon at the top/right of the table to export the report to Excel.



Manipulate Report Columns

Some reports have a large number of columns and the information that you need is grouped together or visible without scrolling across the report. You can configure the appearance of the columns so you see information in the order you want. When changes to the column configuration are applied, all future reports will display with the new configuration. The configuration changes will not hold if the report is exported to Excel.

1. Click on the **filter icon** at the top/right of the table.
2. Each item listed is a column in the report.
3. Uncheck boxes to hide columns in the report.
4. Click the column handle  and drag the column label up or down, dropping it in the desired order.
5. Freeze columns so columns are stationary, even when you scroll.
Drag the handle  and drop it in the **Drag columns here to freeze** placeholder. Drag multiple labels to the placeholder.
6. Click the **Apply** button.
7. The Preference icon is now blue, and all future report runs will appear with your set preferences.

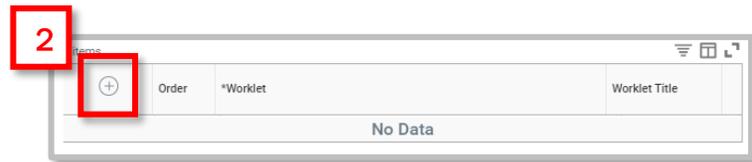
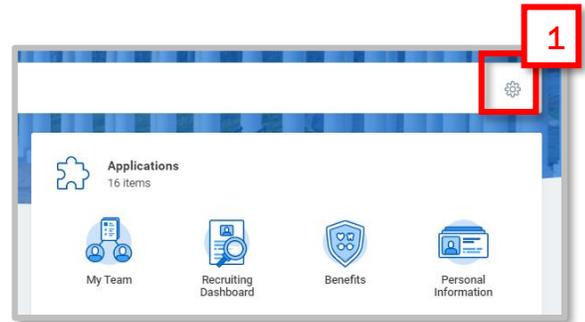


WD Learning: Find, Run, and Export Report

Add the Report App to your Dashboard

Only apps associated to your security role can be added to your dashboard.

1. Click on the gear above the Dashboard.
2. Click the  button in the **Worklet** table header.
3. Type “**Learn Report**” in the search and select **Learning Admin Reporting**.
4. Click **OK**.
5. Click **Done**.
6. The new app is now on your dashboard.



7. There is a 25 app limit to the dashboard. If you are not seeing the app, count all current apps.
8. You must be logged in through Duo to access security role functions. If you are not seeing the app, check that you are logged in appropriately.

