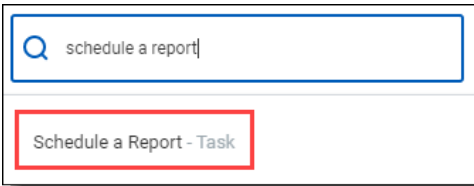


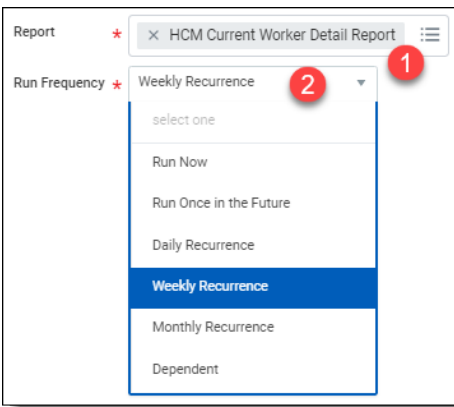
Report, schedule

This job aid provides step by step instructions on how to schedule an automated report. You will receive a Workday notification when the report is available.

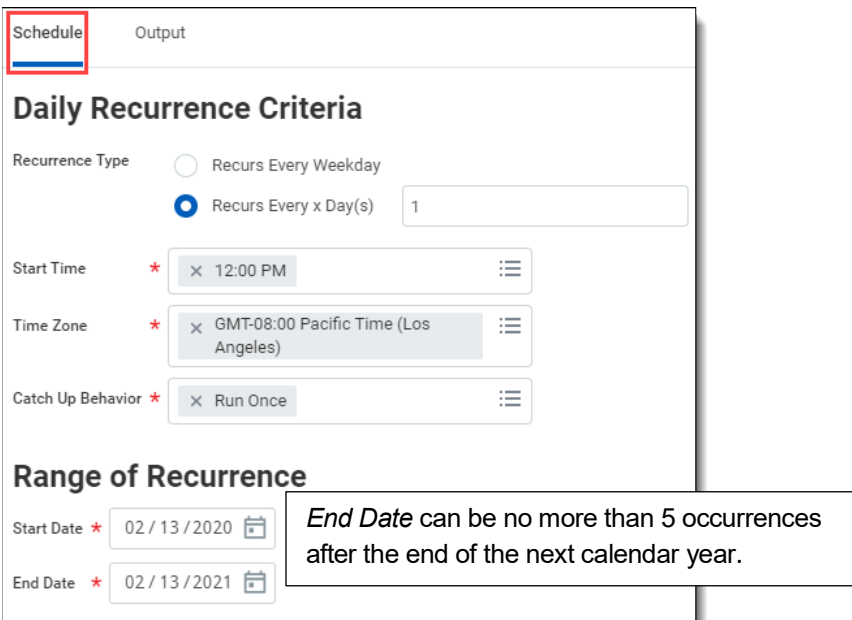
Step 1: Type **Schedule a Report** in the search bar and select it from the results.



Step 2: Enter the **Report** name (1) and the **Run Frequency** (2). For this example, we want the report to run weekly. Click **OK**.



Step 3: Enter **Schedule** information based on your preferences.



Step 4: The **Report Criteria** tab will appear if the report contains prompts for selection. The prompts will vary depending on the report. Select the appropriate values for the prompt fields or leave blank.

Request Name * HCM Termination Step Delay Report

Report Name HCM Termination Step Delay Report

Run Frequency Monthly Recurrence

Report Criteria Schedule Output

4 items

Field	Value Type	Value
<input checked="" type="checkbox"/> Event Effective Date On or After	Determine Value at Runtime	<input type="text" value="× First Day of Last Month"/>
<input checked="" type="checkbox"/> Event Effective Date On or Before	Determine Value at Runtime	<input type="text" value="× Last Day of Last Month"/>
<input checked="" type="checkbox"/> Initiated Date On or After	Specify Value	<input type="text"/>
<input checked="" type="checkbox"/> Initiated Date On or Before	Specify Value	<input type="text"/>

Step 5: Click on the **Output** tab and enter your report preferences. Select the report **Output Type** (1), and leave the **Report Tags** blank (2). Enter the number of days you want the **File to be Deleted After (Days)** (3). Click the check box **Do Not Output an Empty Report** if you do not want output of an empty report (4). Click **OK**.

Schedule **Output**

Output Type **1** (empty)

Excel

Report (PDF)

Text (CSV)

Report Tags **2**

File to be Deleted After (Days) * 14 **3**

Do Not Output an Empty Report **4**

Step 6: When the report is available, it will appear in your *Notifications*. It will remain in your notifications based on the number of days you have designated in the *File to be Deleted After (Days)* field.

