# Getting Started: Generate Reports

Generate Reports

There are several types of reports you can generate within Workday. These reports are listed under the View column for the worklets that provide reporting functionality. Reports are labeled with names that describe the information they display.

From your Home page:

1. Navigate to the worklet you want to view.

2. Click the buttons in the View column to access reports on various topics.
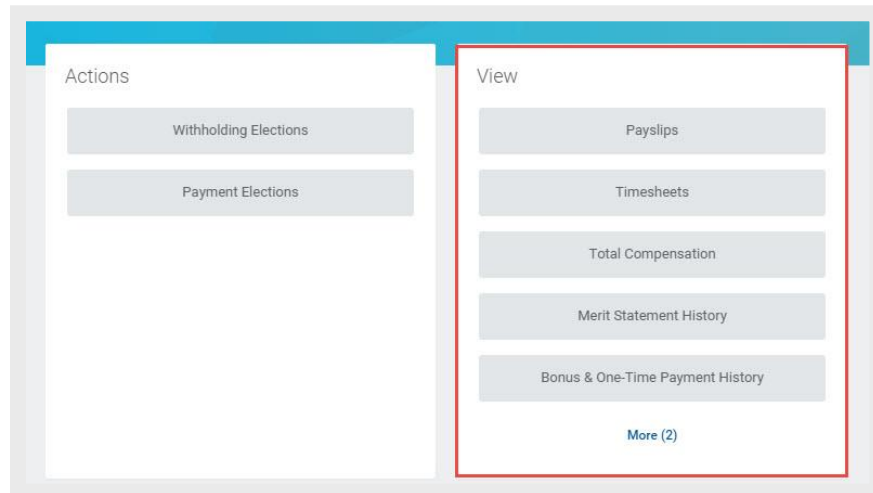
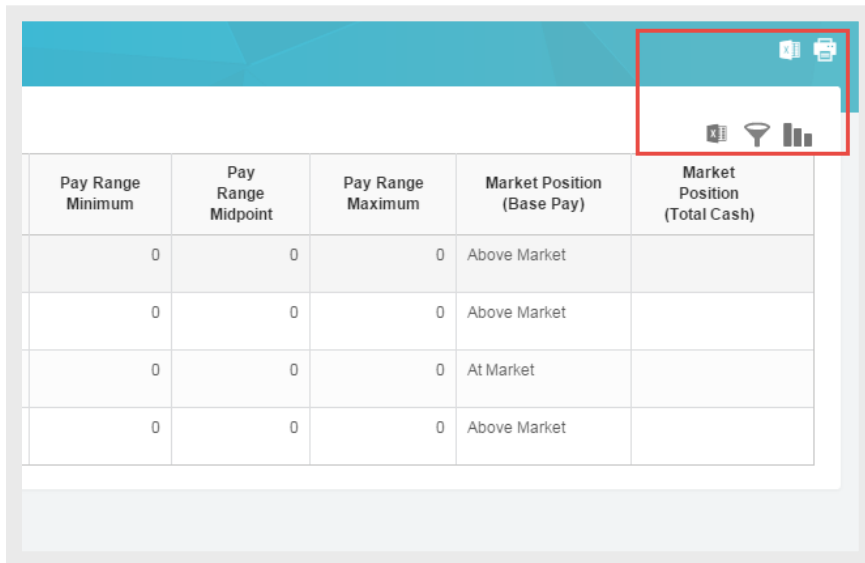
Access Reports within Business Processes

Some business processes have embedded reports. This is identified with a **View Related Information** icon 📊 on the worklet.

To access an embedded report, click the **View Related Information** icon. The worklet displays information specific to the step in the business process. For example, in the case of compensation, the worklet may display a base pay proposal suggestion.
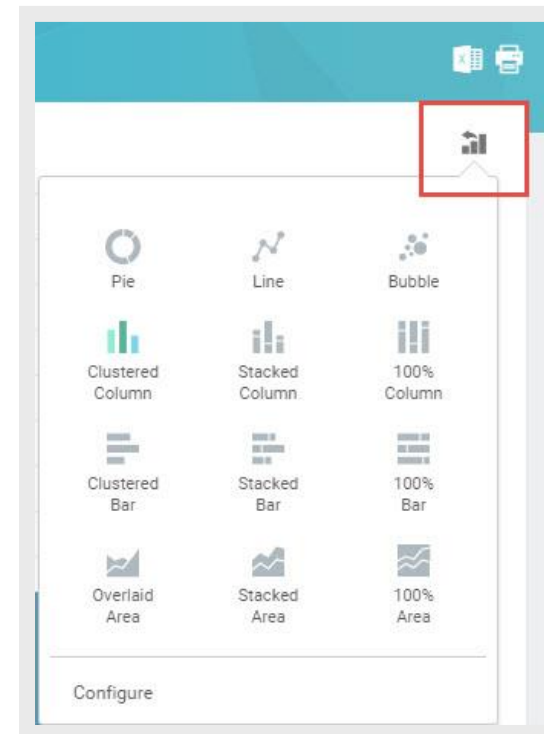
Viewing Reports

Several icons display over the top right corner of a report. The **Export to Excel** icon allows you to export the report into Excel. The **Filter** icon allows you to filter the data from each column in the same way as in Excel. You can also click on the **Print** icon to view the report as a printable PDF. Note that the above options are contingent on your organization's Security Permissions configurations.

Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Market Position (Base Pay)	Market Position (Total Cash)
0	0	0	Above Market	
0	0	0	Above Market	
0	0	0	At Market	
0	0	0	Above Market	