Workforce Central®
## Running an Excel-based Operational Report

KRONOS®

Workforce Central includes several Microsoft Excel®-based operational reports. These reports are designed specifically for output to a spreadsheet format, so that you, as a business analyst, can use this data in whatever way supports your organization. Several default reports are included with Workforce Central, and your organization may have modified versions of these reports that you can use for specific types of analysis. Running an Excel-based operational report is much like running any other type of report, except that your options are more focused, and the output format is always a macro-enabled Excel spreadsheet (**.xlsm**).

Running an Excel-based Operational Report

1 Access a Reports widget.

2 Select the report that you want to run. Note that Excel-based operational reports appear with **(Spreadsheet Export)** appended to their Name.

3 Select the group of **People** to include in the report, and the **Time Period** you want the report to cover.

4 For the Output Format, verify that **Microsoft Excel Macro-Enabled Document (.xlsm)** is selected.
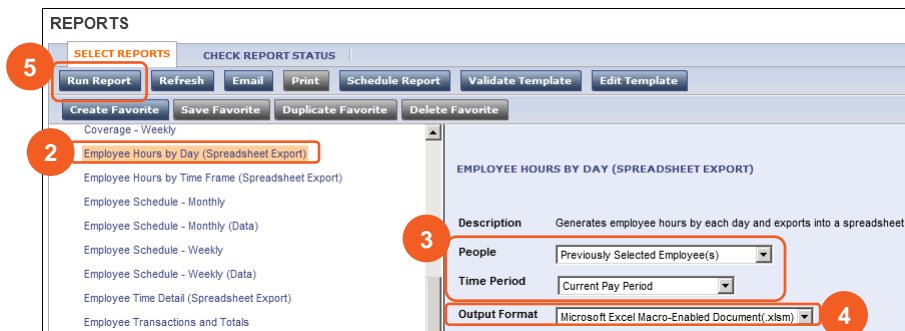
5 Click **Run Report**. The **Check Report Status** tab will automatically open.

6 Wait a few moments, then click **Refresh Status**.
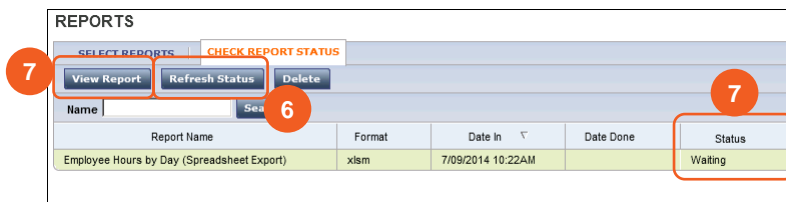
7 When the report's **Status** entry is **Complete**, select the report and click **View Report**.

8 When prompted, indicate what you wish to do with the report (**Open**, **Save**, or **Save as**). Note that if you intend to modify the report in any way, you will have to save it.

- If you select **Open**, the report will open in Excel. The report will not be saved on your computer unless you subsequently save it through Excel.

- If you select **Save**, the report will be saved to the Downloads folder on you computer. To view the report you will have to open that folder and launch the file.

- If you select **Save as**, you will be prompted to supply a folder location in which to save the report file. To view the report you will have to open that folder and launch the file.