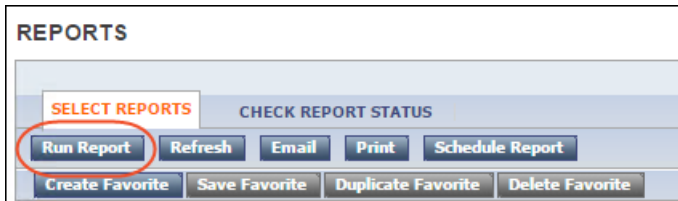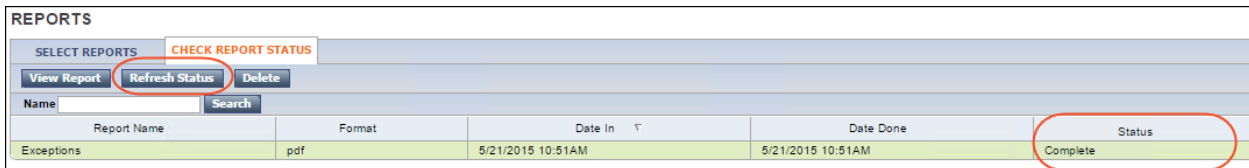|	
Objective	To review the reporting functions within WFC.
Purpose	This selection will provide an overview of the available reporting functions within WFC. There are a number of different reports available, and formats.

*	There are two quick ways to access employee information for reporting purposes: running a report or choosing a genie
1	**Running a Report** 1. From the **Related Items** pane, click the **Reports** widget. 2. On the **Select Reports** tab, expand the **All** category and select the report you need to run. 3. Select your **report criteria**. 4. Click **Run Report** and then click **Refresh Status**. 5. When the status is **Complete**, click **View Report**. Note that the report opens in a separate window or tab, depending on your internet browser options. 6. Access the tab or window and review the report.
2	**Exporting Genie Data** Workforce Genies display critical information in an easy-to-read format. You can print this information or export the data to other applications, such as Microsoft Excel, where you can reformat the data for your business needs.