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## Workday Pro HCM Reporting Certification Exam Sample Questions (Q53-Q58):

### NEW QUESTION # 53

How can you view the latest content housed in WDSsetup?

- A. Migrate the content from WDSsetup into a Sandbox tenant using Object Transporter (OX).
- **B. Sign in to the Shared WDSsetup tenant through the Workday Community.**
- C. Access your Customer Central tenant.
- D. Run the What's New report in your Workday tenant.

**Answer: B**

Explanation:

Workday maintains a shared WDSsetup tenant where customers can access the latest delivered content, including reports, dashboards, and calculated field templates. Customers must log in through the Workday Community portal to access this tenant. From the Workday binder: "The WDSsetup tenant provides shared configuration content maintained by Workday. Customers can access the tenant through Workday Community to review the latest delivered reports and dashboards." The other options are incorrect: Object Transporter (OX) migrates content between customer tenants, not WDSsetup. Customer Central is a separate tenant for learning, not for content review. The "What's New" report shows system updates, not the latest WDSsetup content. Therefore, the correct answer is C. Sign in to the Shared WDSsetup tenant through the Workday Community.

### NEW QUESTION # 54

You want to create a report that groups all employees by area code. However, the field you are pulling from contains the entire phone number.

- **A. Substring Text**
- B. Format Text
- C. Concatenate Text
- D. Format Number

**Answer: A**

Explanation:

The Substring Text function in Workday calculated fields extracts a portion of a string based on character position and length. To capture the area code from a phone number (e.g., the first three digits of a 10-digit number), you define the substring starting at position 1 with a length of 3.

From Workday Reporting documentation:

"Substring Text - Returns a portion of a text string based on a starting position and specified length." Example: Phone number 4155551234 → Substring(1,3) = 415.

Therefore, the correct choice is A. Substring Text.

### NEW QUESTION # 55

Where can you view a list of your scheduled reports?

- A. Scheduled Distributions Report
- B. View All Occurrences for a Schedule
- C. Scheduled Future Reports
- **D. Scheduled Future Processes**

**Answer: D**

Explanation:

Workday uses the Scheduled Future Processes report to display all processes that are scheduled to run in the future, including scheduled custom reports, standard reports, and other background jobs. This report provides visibility into recurrence patterns, next run dates, owners, and process types, making it the primary place to confirm scheduled report execution.

From the Workday HCM Reporting documentation:

"The Scheduled Future Processes report allows users to view all scheduled processes, including reports, along with their run frequency and next execution date."

"Use Scheduled Future Processes to validate that a report is still scheduled and confirm future run instances." The other options are incorrect because:

"Scheduled Future Reports" is not a delivered Workday task.

"Scheduled Distributions Report" is not used to view report schedules.

"View All Occurrences for a Schedule" is accessed only after selecting a specific schedule and does not provide a consolidated list. Therefore, the correct answer is D. Scheduled Future Processes.

#### NEW QUESTION # 56

An HR analyst has many visualizations in different discovery boards that use the Workers for HCM Reporting data source on the Worker primary business object. The analyst wants to drill into one of the visualizations by Worker. Upon drilling, the analyst notices that Worker is not a listed Drill By field option. They want to drill by Worker without editing the Drill By list of the other visualizations.

How would the analyst configure this?

- A. Add Worker as a Drill By field from the Maintain Field Lists for Discovery Boards report.
- B. Drag and drop the Worker field in one of the dimensions of this visualization in the Builder Panel.
- C. Create a control from a sheet filter and filter the data by Worker from the Control Panel.
- **D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.**

**Answer: D**

Explanation:

In Discovery Boards, drill behavior is defined in the Drill By field list. To add Worker as a drillable option in just one visualization, the analyst can override the Drill By list in the Configuration Panel of that visualization. This allows Worker to appear as a drill dimension without altering the defaults applied across other visualizations.

From the Workday documentation: "You can override Drill By field lists in the visualization configuration panel. This enables drill customization on a per-visualization basis without impacting other discovery boards." The other options are less appropriate: Maintain Field Lists changes the default for all boards; adding Worker as a dimension affects grouping, not drilling; and sheet filter controls allow filtering but do not add drill options.

Thus, the correct choice is D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

#### NEW QUESTION # 57

You need to filter a custom report to only return data on part-time employees.

To achieve this, what comparison type should you use when creating the filter?

- A. Prompt the user for the value and ignore the filter condition if the value is blank
- B. Value from another field
- **C. Value specified in this filter**
- D. Prompt the user for the value

**Answer: C**

Explanation:

When creating a custom report, filters restrict which data records are returned. Workday allows different comparison types for filters. The option "Value specified in this filter" lets you hard-code a condition (for example, Time Type = Part-Time), so the report consistently returns only part-time employees without requiring user input.

From the Workday Reporting documentation:

"Filter - Add conditions to filter the primary business object."

"Prompts - You can further narrow and refine your report results by having the user complete prompt fields before they run the report... or use value specified in this filter for fixed filtering." Therefore, the correct answer is C. Value specified in this filter.

#### NEW QUESTION # 58

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