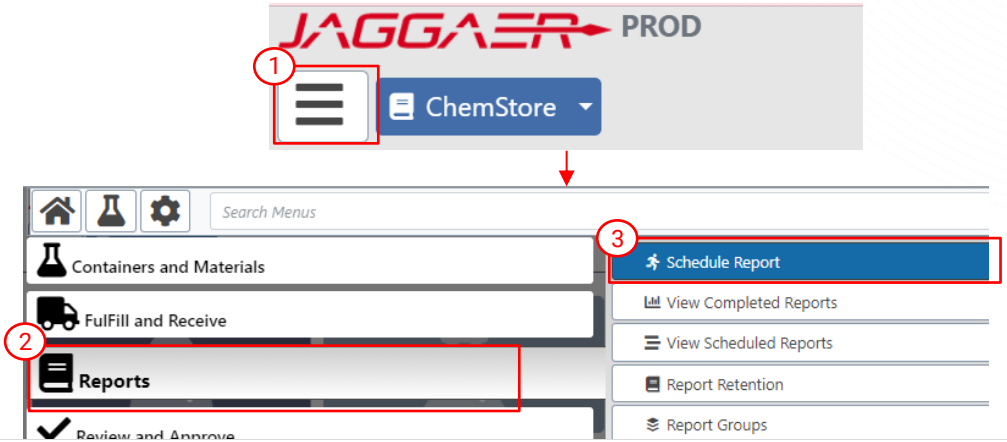
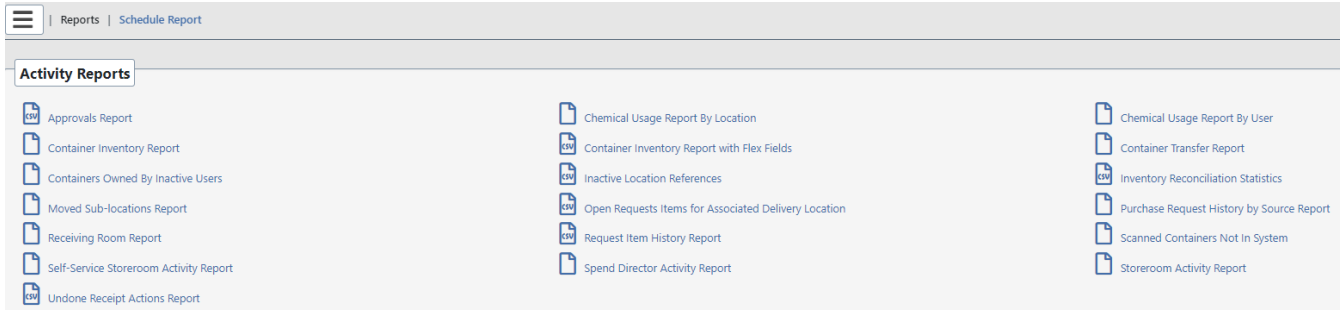
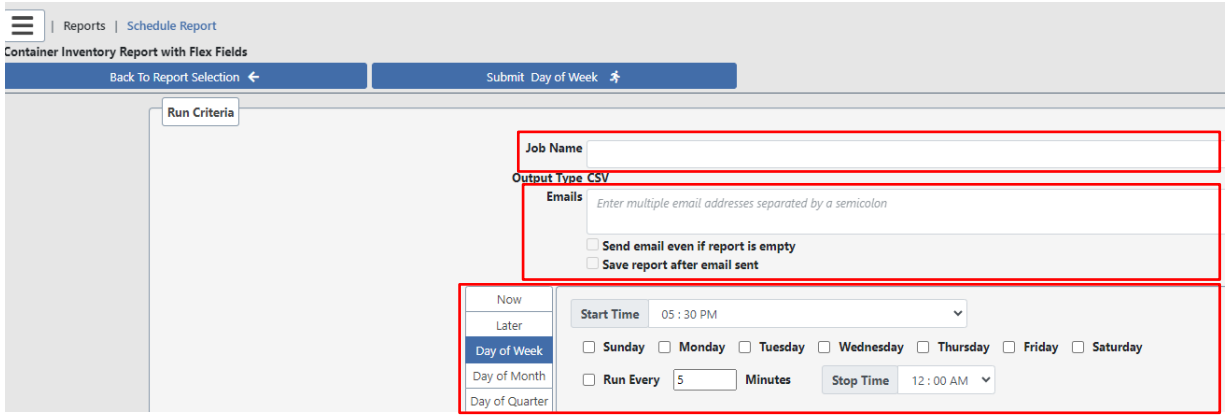
Generate Reports in Jaggaer

Step	Screenshot
1. In the Home page, click on **Menu -> Reports -> Schedule Report.** A new window will appear.	
2. Select the **Report** that you wish to generate from the list. **Note:** Depending on your Jaggaer roles, you will have access to different types of reports.	

3. Set up Run Criteria

- **Job Name:** Name of the report
- **Output Type:** CSV (default)
- **Emails:** Input the recipient email (can be multiple emails)
- Select time scheduling (see table below)
- Choose the desired Report Criteria: depends on the type of report selected
- Click **Submit** to run/schedule the report.

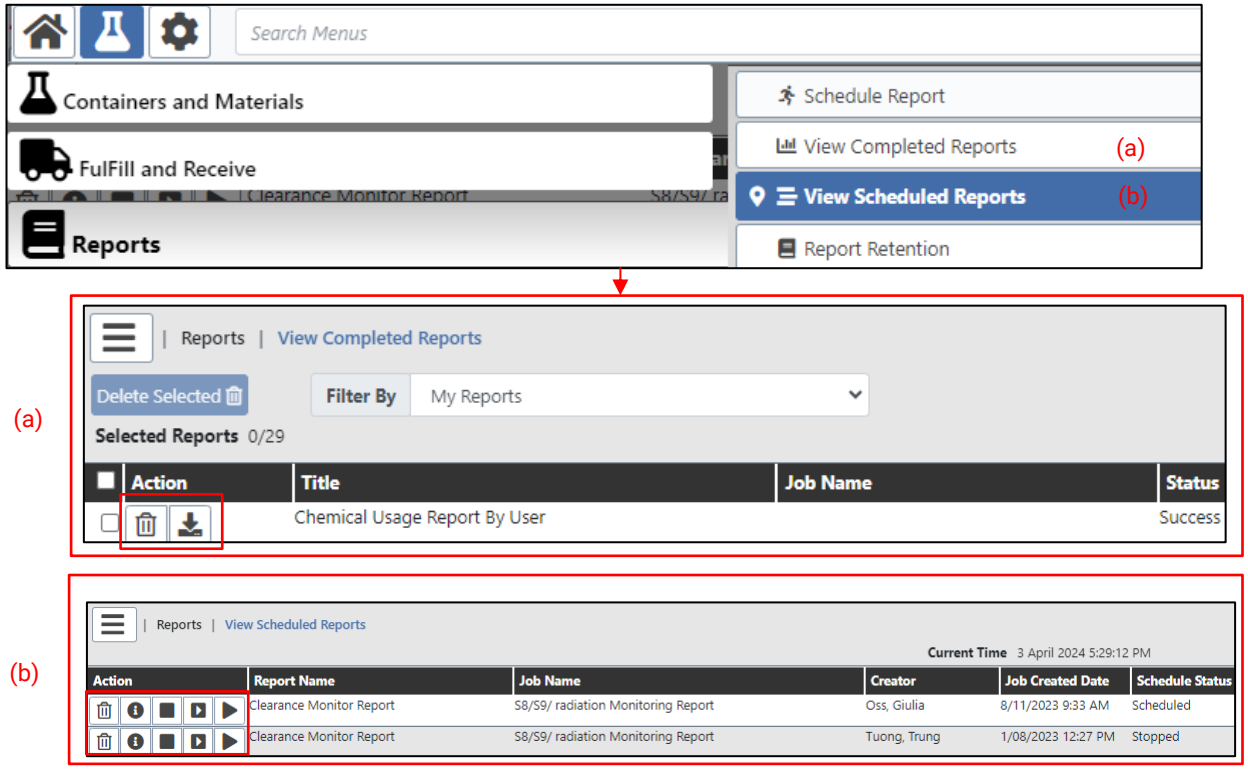


Now	Run immediately
Later	Run on specified date and time
Day of Week	Run at a specified time every day of week (e.g. 8am every Monday)
Day of Month	Run monthly at a specified date and time (e.g. last day each month)
Day of Quarter	Run quarterly at a specified time

4. View Reports

(a) View Completed Reports

- Go to **Menu** -> **Reports** -> **View Completed Reports**
- Click to download the selected report in .csv file.
- Click to delete the report.

(b) View/Modify Scheduled Reports

- Go to **Menu** -> **Reports** -> **View Scheduled Reports**
- Click to delete the report scheduling.
- Click to view details of the scheduling
- Click to stop the job.
- Click to resume the job.
- Click to run the job now.