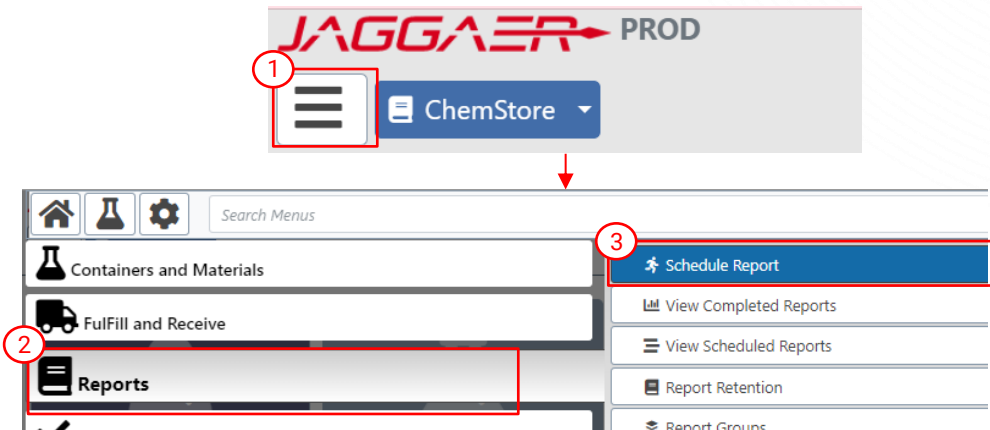
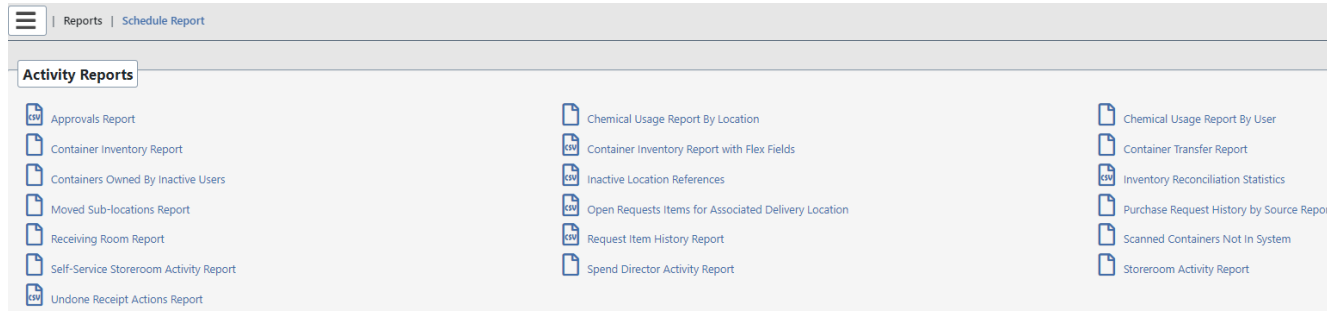


Step	Screenshot
<p>1. In the Home page, click on Menu -> Reports -> Schedule Report. A new window will appear.</p>	 <p>The screenshot shows the Jaggaer PROD interface. At the top right, there is a 'ChemStore' dropdown menu. A red box labeled '1' highlights the menu icon (three horizontal lines). Below the main navigation bar, there are several menu items: 'Containers and Materials', 'FulFill and Receive', 'Reports', and 'Review and Approve'. A red box labeled '2' highlights the 'Reports' menu item. To the right of the 'Reports' menu item, a sub-menu is visible with several options: 'Schedule Report', 'View Completed Reports', 'View Scheduled Reports', 'Report Retention', and 'Report Groups'. A red box labeled '3' highlights the 'Schedule Report' option.</p>
<p>2. Select the Report that you wish to generate from the list.</p> <p>Note: Depending on your Jaggaer roles, you will have access to different types of reports.</p>	 <p>The screenshot shows the 'Schedule Report' page. At the top, there is a breadcrumb trail: 'Reports Schedule Report'. Below this, there is a section titled 'Activity Reports' which contains a grid of report options, each with a document icon and a text label. The reports listed are:</p> <ul style="list-style-type: none"> Approvals Report Container Inventory Report Containers Owned By Inactive Users Moved Sub-locations Report Receiving Room Report Self-Service Storeroom Activity Report Undone Receipt Actions Report Chemical Usage Report By Location Container Inventory Report with Flex Fields Inactive Location References Open Requests Items for Associated Delivery Location Request Item History Report Spend Director Activity Report Chemical Usage Report By User Container Transfer Report Inventory Reconciliation Statistics Purchase Request History by Source Report Scanned Containers Not In System Storeroom Activity Report



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

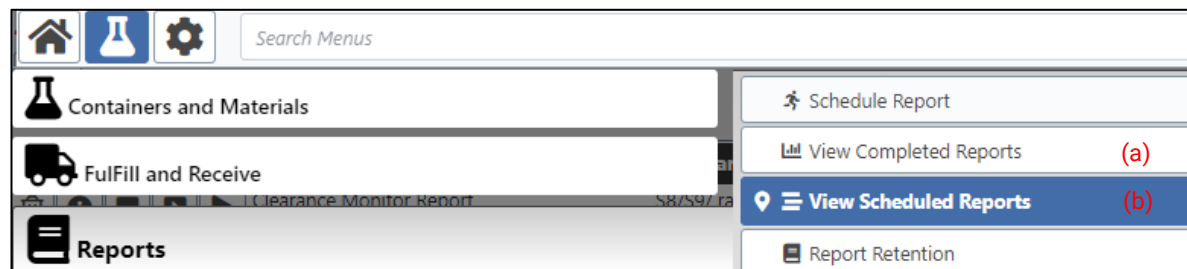
4. View Reports

(a) View Completed Reports

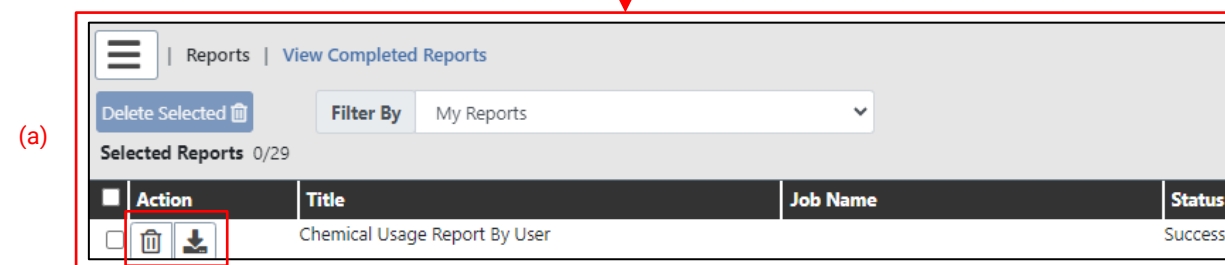
- Go to **Menu -> Reports -> View Completed Reports**
- Click  to download the selected report in .csv file.
- Click  to delete the report.

(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.

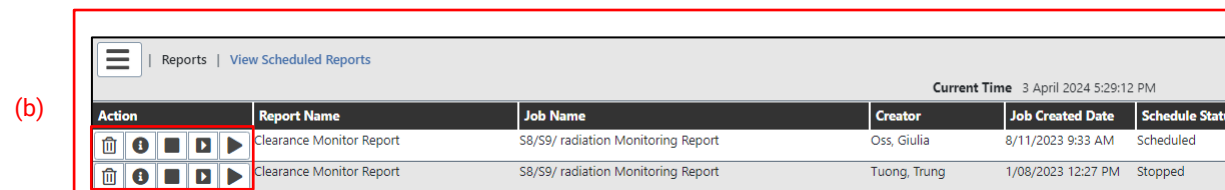


The screenshot shows the main application menu with a search bar and several navigation options. The 'Reports' section is highlighted, and the 'View Completed Reports' and 'View Scheduled Reports' options are labeled (a) and (b) respectively.











(a) This screenshot shows the 'View Completed Reports' page. It features a 'Delete Selected' button, a 'Filter By' dropdown menu set to 'My Reports', and a table of reports. The table has columns for 'Action', 'Title', 'Job Name', and 'Status'. A red box highlights the 'Action' column for the 'Chemical Usage Report By User' row, showing icons for delete, download, and details.

Action	Title	Job Name	Status
 	Chemical Usage Report By User		Success



(b) This screenshot shows the 'View Scheduled Reports' page. It includes a 'Current Time' indicator (3 April 2024 5:29:12 PM) and a table of reports. The table has columns for 'Action', 'Report Name', 'Job Name', 'Creator', 'Job Created Date', and 'Schedule Status'. A red box highlights the 'Action' column for the first two rows, showing icons for delete, info, stop, play, and run.

Action	Report Name	Job Name	Creator	Job Created Date	Schedule Status
   	Clearance Monitor Report	S8/S9/ radiation Monitoring Report	Oss, Giulia	8/11/2023 9:33 AM	Scheduled
   	Clearance Monitor Report	S8/S9/ radiation Monitoring Report	Tuong, Trung	1/08/2023 12:27 PM	Stopped