



Generate Reports in Jaggaer

Step	Screenshot
<p>1. In the Home page, click on Menu -> Reports -> Schedule Report. A new window will appear.</p>	
<p>2. Select the Report that you wish to generate from the list.</p>	

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)

