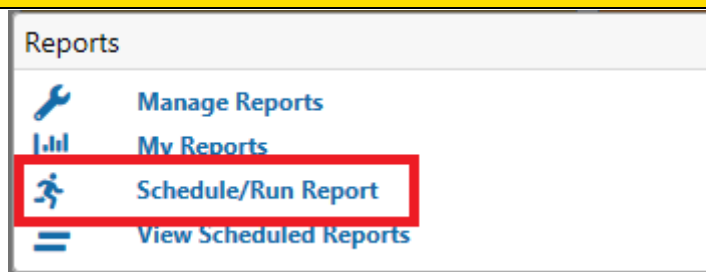
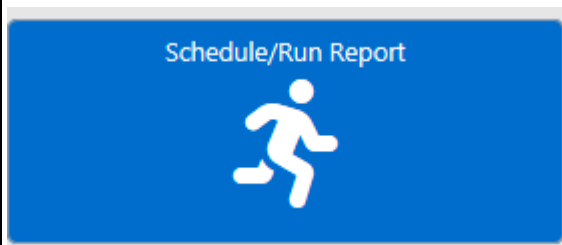


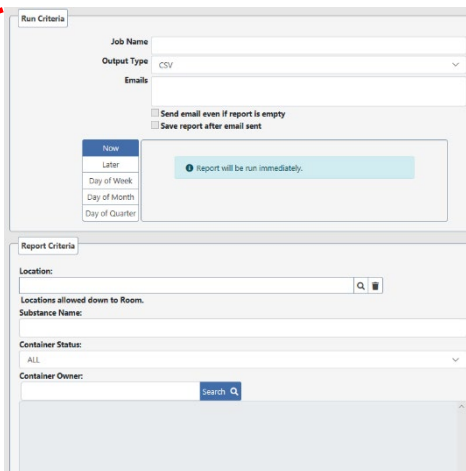
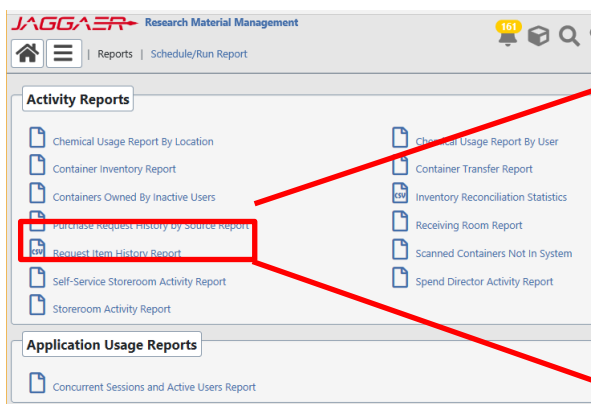
## How to Generate Report from Jaggaer Platform



▶ Please select the “Schedule/Run Report” tile

OR

▶ Click on “menu” button (next home button) and select “Schedule/Run Report” under Reports



▶ Select the Report from the report list (once report has been selected the parameter selection will appear).

▶ All reports have the same “run criteria” but the “report criteria” may differ

## Run Criteria

**Run Criteria**

Job Name

Output Type





Emails

Send email even if report is empty

Save report after email sent

Now
Later
Day of Week
Day of Month
Day of Quarter

Report will be run immediately.

- Reports
-  [Manage Reports](#)
  -  [My Reports 1.](#)
  -  [Schedule/Run Report](#)
  -  [View Scheduled Reports 2.](#)

- ▶ Job Name: Description of the report
- ▶ Output type: CSV (by default)
- ▶ Emails: Input the recipient email (can be multiple emails)
- ▶ Schedule report parameters: Select time-frame options
  - Now: Report will run immediately
  - Later: Report will run on specified time and date
  - Day of Week: Report will run at a specified time and day. IF the option of “run every XX minutes” is selected, then a stop time will need to be determined.
  - Day of Month: Report will run at a specified time and day
  - Day of Quarter: Report will run at a specified time and day
- ▶ Choose the desired “report criteria”, these report will vary on the type of report selected.
- ▶ Click on the “submit” button (blue button on top)
- ▶ To view the report in immediately after generation: select “My reports” (1) in the Menu under Reports
- ▶ “View Schedule Reports”(2): use to delete, stop, resume or run now scheduled reports.

## Generating a GHS Report

JAGGAER PROD

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Home | Reports | Schedule/Run Report

GHS Class Report

Back To Report Selection ← Submit Now ↗

Run Criteria

Job Name

Output Type CSV

Emails

Send email even if report is empty

Save report after email sent

Now  
Later  
Day of Week  
Day of Month  
Day of Quarter

Report will be run immediately.

- ▶ Click on 3-slash icon (top-left) and select Schedule Run report
- ▶ Select EHS Report→GHS report
- ▶ Fill in the “Run criteria”
  - Job name: a description for the report
  - Output type: should always be CSV file
  - Emails: type in email address for the report to sent to
  - Select “now”, “later”, “day of week”, “day of month” or “day of quarter” to schedule the report

**Report Criteria**

**Location:**

**Locations allowed down to Room.**

**Substance Name:**

**Container Status:**  
 ALL

**Container Owner:**

**Container Owner Organization:**

**GHS Hazard Class (Multi):**

- ALL
- Acute toxicity
- Hazardous to the aquatic environment
- Carcinogenicity
- Explosives
- Serious eye damage/eye irritation
- Flammable aerosols
- Flammable gases
- Flammable liquids
- Flammable solids

**Start Date:**   **End Date:**

**Report Interval:**  
 Yesterday

- Using the search icon to select a single or multiple location. (Multiple location is only allowed when the locations are the same level)
- Substance name: leave blank unless required
- Container status: select “available” option
- Container owner: leave blank unless required
- Container owner organization: leave blank unless required
- GHS hazard class: Select “ALL” option
- Select “report internal” leave “yesterday” selected
- ▶ Select “submit now” button on top