# How to Generate Report from Jaggaer Platform

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<table>
<thead>
<tr>
<th><strong>Please select the “Schedule/Run Report” tile</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OR</strong></td>
</tr>
<tr>
<td><strong>Click on “menu” button (next to the home button) and select “Schedule/Run Report” under Reports</strong></td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>Select the Report from the report list (once report has been selected the selection criteria will appear).</strong></th>
</tr>
</thead>
<tbody>
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<td><strong>All reports have the same “run criteria” but the “report criteria” may differ depending on which report is selected</strong></td>
</tr>
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Run Criteria

- **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.