



# Generate Reports in Jaggaer

Step	Screenshot
<p>1. In the Home page, click on Menu -&gt; Reports -&gt; 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)

