

Tools: Searching for an existing Run Control ID and Running a BI Publisher Report

BI Publisher reports, using **Query Report Scheduler**, require the use of a **Run Control**, which is a slightly different process than using **PS Query**. The Run Control is an essential step, as it can be used time and again— with minor changes, if necessary—to generate a **BI Publisher** report. The following steps demonstrate how to search for and utilize an **existing Run Control** for the purpose of producing a **BI Publisher report**.

Privacy Disclosure

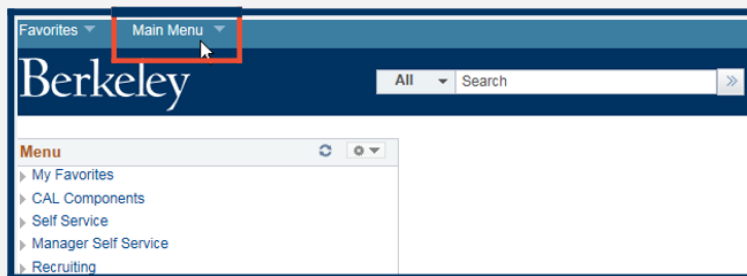
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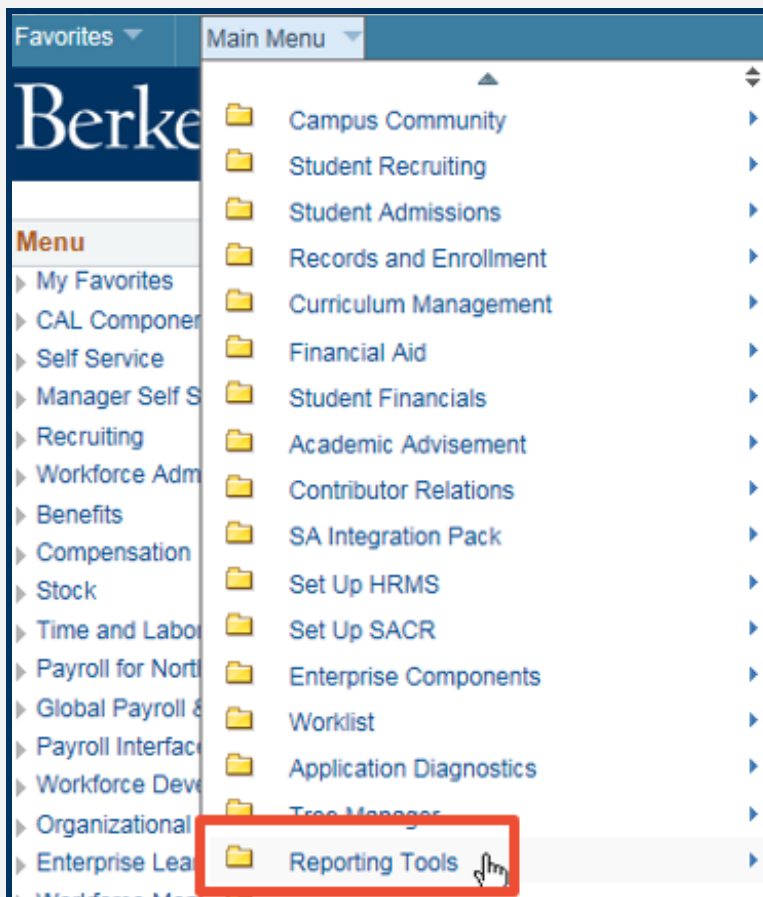
Berkeley | Student Information Systems

1. After you have logged in to Campus Solutions, click the **Main Menu** link at the top, left of the window.

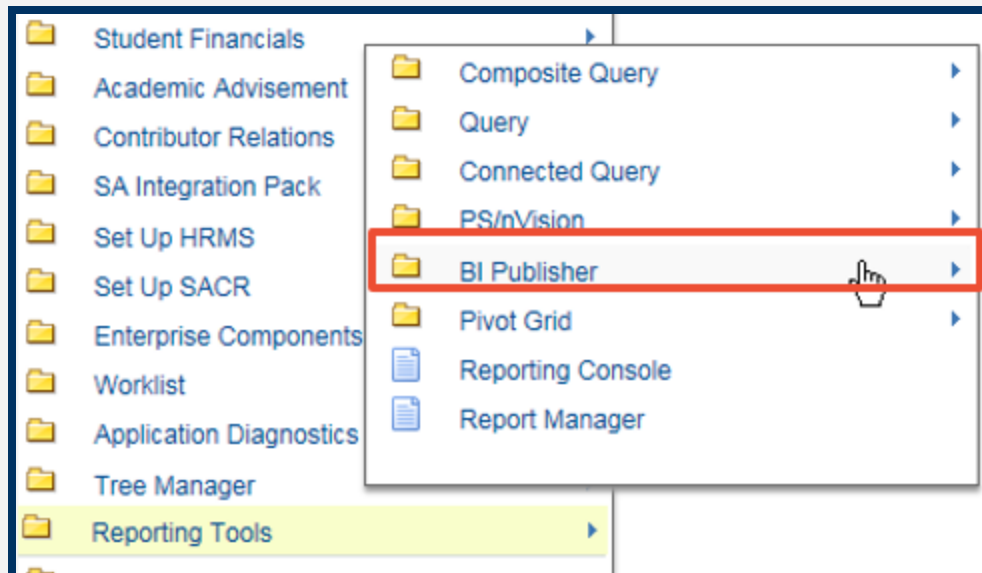


NOTE: Your menu view may be different from the example here, based on your security access and functions.

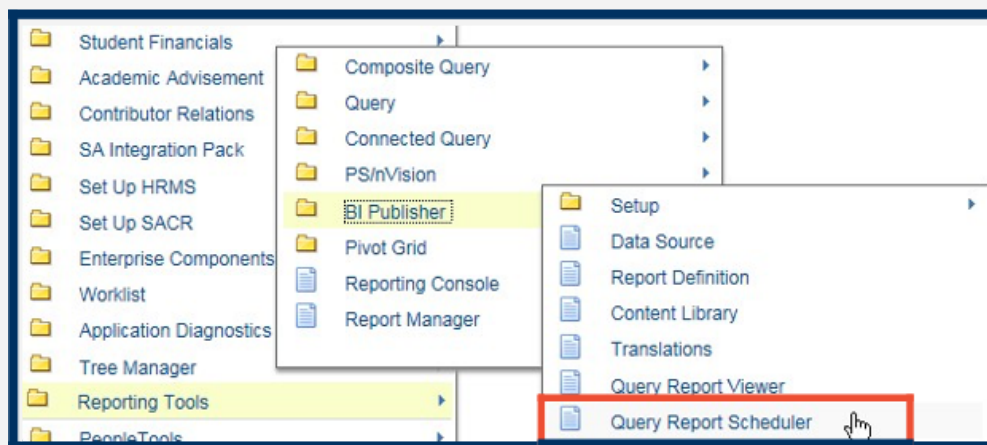
2. Scroll downwards and select **Reporting Tools**.



3. Click the **BI Publisher** link.

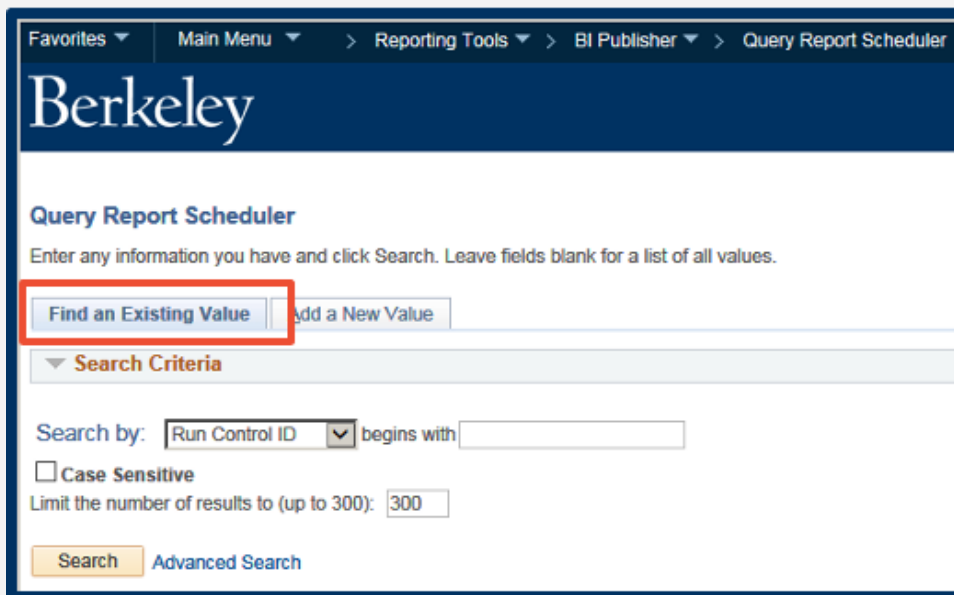


4. Click **Query Report Scheduler**.



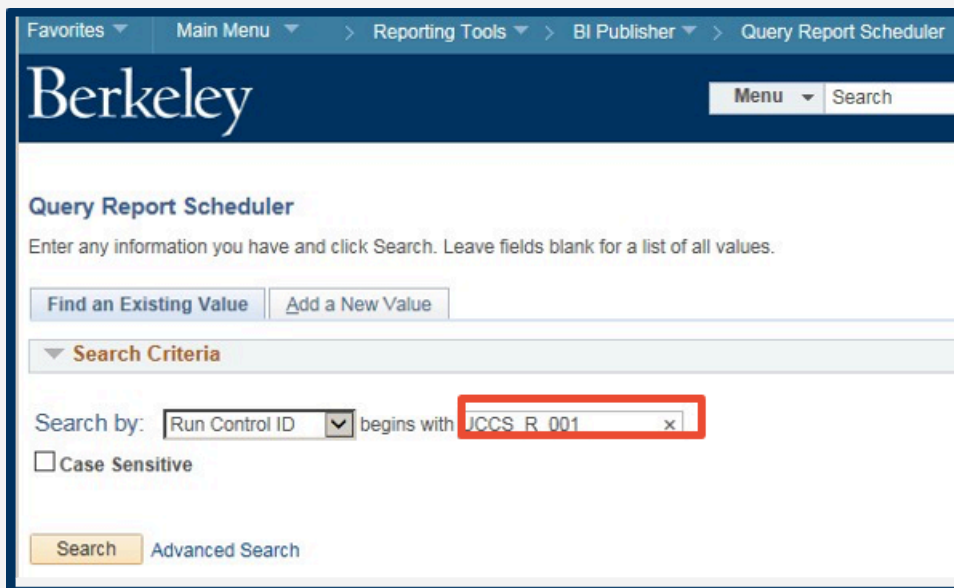
The first time you run a **BI Publisher** report using **Query Report Scheduler**, you will use the **Add a New Value** page to create a new run control. Once a Run Control has been saved, however, it will be available for use time and time again and can be run as is or reconfigured. Run controls are specific to the user.

- Once you have selected **Query Report Scheduler**, you will arrive at the **Query Report Scheduler** window and the **Find an Existing Value** tab.



The screenshot shows the Berkeley Student Information Systems interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Reporting Tools > BI Publisher > Query Report Scheduler. The page title is 'Berkeley'. Below the title, the section is 'Query Report Scheduler' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there is a 'Search Criteria' section. It includes a 'Search by:' dropdown menu set to 'Run Control ID', followed by a 'begins with' text box. Below this is a checkbox for 'Case Sensitive' and a text box for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom are 'Search' and 'Advanced Search' buttons.

- Click in the “**begins with**” **Run Control ID** text box, and type all or part of an existing run control, such as we have done in the example to the right.



This screenshot shows the same Berkeley Student Information Systems interface as the previous one, but with the 'begins with' text box under the 'Search by: Run Control ID' dropdown menu highlighted with a red box. The text 'JCCS R 001' has been entered into this text box. The rest of the interface, including the 'Find an Existing Value' tab and the 'Search' button, remains the same.

Berkeley | Student Information Systems

- Click the **Search** button. Then the **Query Report Scheduler's** run control parameters window appears for the associated report. (See Step 8.)

The screenshot shows the Berkeley Query Report Scheduler interface. At the top, there are navigation tabs: Favorites, Main Menu, Reporting Tools, and BI Publisher. Below the Berkeley logo, the title 'Query Report Scheduler' is displayed. A instruction says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Under 'Search Criteria', there is a dropdown menu set to 'Run Control ID' and a text box containing 'UCCS_R_001'. A checkbox for 'Case Sensitive' is unchecked. At the bottom, the 'Search' button is highlighted with a red box, and there is a link for 'Advanced Search'.

NOTE: If you type part of a run control, a list will appear from which you can select the desired run control ID.

The screenshot shows the Berkeley Query Report Scheduler interface with search results. The 'Search' button is highlighted with a red box. Below the search criteria, there is a 'Search Results' section. The results are displayed in a table with columns: Run Control ID, Language Code, Report Name, Data Source Type, Description, and Data Source ID. The table shows two results: 'UCCS_R_1084_TEST' and 'UCCS_R_jag'. The 'Search Results' section is highlighted with a red box.

Run Control ID	Language Code	Report Name	Data Source Type	Description	Data Source ID
UCCS_R_1084_TEST	English	UCCS_R_1084	Query	70/30 Class Sched Compliance	UCCS_R_1084_CLASS_SCHED_COMP
UCCS_R_jag	English	AD800	Query	StudiLink Posting Report	SAD_SL_POST_NLD

- Observe that the **Query Report Scheduler** window is reconfigured to display the query's parameters. From this window, you can choose the **Update Parameters** link before continuing.

The screenshot shows the Berkeley Query Report Scheduler interface. The 'Report Definition' section includes fields for 'Data Source Type' (Query), 'Report Name' (UCCS_R_001), 'Template ID' (UCCS_R_001_1), and 'Template As Of Date'. The 'Update Parameters' link is highlighted with a red box. Below this, the 'Query Parameters' table is visible.

Prompt Name	Prompt Value
STRM	2158
INSTITUTION	UCB01
ACAD_CAREER	UGRD
ACAD_GROUP	
ACAD_ORG	
UC_CLUSTER	
SUBJECT	

Change the parameters, if necessary, and then click the **OK** button to return to the Query Report Scheduler window.

The screenshot shows the Berkeley Query Report Scheduler interface with a modal dialog box open for updating parameters. The dialog box is titled 'UCCS_R_1084_CLASS_SCHED_COMP' and contains fields for 'Institution' (UCB01), 'Career', 'Term' (2168), 'Acad Group', 'Acad Org', 'Subject', and 'Cluster'. The 'OK' button is highlighted with a red box.

9. Back in the **Query Report Scheduler** window, note that the **Report Name** field is already populated. That is because that report has been previously saved to the run control ID you entered in Step 6.

Query Report Scheduler

Run Control ID: BCCS_R_001Report Manager Process Monitor Run

Language: English

Report Definition

Data Source Type: Query

Report Name: UCCS_R_001 70/30 Course Sched Compliance

Template ID: UCCS_R_001_1

Template As Of Date: Channel:

Update Parameters

Query Parameters

Prompt Name	Prompt Value
STRM	2158
INSTITUTION	UCB01
ACAD_CAREER	UGRD
ACAD_GROUP	
ACAD_ORG	
UC_CLUSTER	
SUBJECT	

Go to BIP Report Search

Save Return to Search Notify Add

NOTE: In the **Report Name** text box, you could also search for a different report by clicking the Lookup list icon or typing the first few characters of the report name, and then select a different report from the list that appears.