Reporting Tools
—Generating a Report by Adding a New Run Control ID for Your 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 configuration is an essential step in generating a report, as a run control can be used time and again—with minor changes, if necessary—to generate a BI Publisher report. The following steps demonstrate how to set up a Run Control for the purpose of producing a BI Publisher report.

Privacy Disclosure

Disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA) and in part by the State of California Education Code. UCB maintains a campus policy governing disclosure of information from student records. This policy provides reasonable interpretations of those laws and protects the student’s right of privacy as guaranteed by the State of California’s constitution. For more information, the entire policy can be found at: http://registrar.berkeley.edu/ferpa.html

You must not release any private student information to any person or organization without the student’s written consent, and must only handle all UCB information for authorized work-related purposes, according to the Minimum Security Standards for Electronic Information (MSSEI).

Private student information is considered Level 1 and includes, but is not limited to, academic records, information in personnel files, student conduct issues, SID, certain personal contact information, as well as other sensitive information encountered while on the job. Level 2 information, which if exposed to unauthorized persons, causes extreme impact. It includes but is not limited to Social Security Numbers, Credit Card Numbers and medical information.

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, if necessary, 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. Run controls are specific to the user. On the one hand, you need only enter them once, and the user can use the same run control for subsequent report runs, modifying the run control, as needed. Or he/she can generate a run control unique to each report that needs to be generated by giving that run control a name similar to the desired report.

5. In the **Query Report Scheduler** window, click the **Add a New Value** tab.

6. Click in the **Run Control ID** text box, and type a new run control, such as we have done in the example to the right.

   **NOTE:** Run Control names should not contain spaces, and when emulating the desired report name should not contain special characters.

7. Click the **Add** button.
8. In the **Query Report Scheduler** window, click in the **Report Name** text box, and then click the **Lookup list** magnifying glass ( ).

**NOTE:** In the **Report Name** text box, you could also type the first few characters of the report name, and then select the report from the pop-up list that appears.

9. From the **Search Results**, select the required report.

Observe that the **Search Results** page to the right is displaying the first 30 of 93 records, so you may have to click the **Show More Rows** button ( ) to view the part of the **Search Results** list showing the desired report.
10. In the **Search Results parameters** window, type the term in the **Term** field, or click the **Lookup** icon, and select the term from the **Lookup list**.

**NOTE:** In this instance, **Term** and **Institution** are the only required fields.
11. Click the **OK** button.

12. If necessary, change the parameters by clicking the **Update Parameters** link. (When done, click the **OK** button to return to **Query Report Scheduler**.)
13. Click the **Run** button.

14. After accepting the default configurations for **Type** and **Format**, or changing them, click the **OK** button.
15. Within the **Query Report Scheduler** window, click **Save**.

16. Click the **Process Monitor** link.
17. **Run Status** should equal **Success**, **Distribution Status** should equal **Posted**, and **Details** should equal **Details**. If not, click **Refresh** before continuing.

18. Click the **Main Menu** link.
19. Select **Reporting Tools**.

20. Select **Report Manager**.
21. Click the Administration tab.

22. Click the PDF of the report, shown in the Report List. (It should be the top report displayed.)

23. Once you select the PDF, that PDF file will appear in a new browser tab or window.

Using the Acrobat command bar, you can save or print your report.
24. When done, close the report’s browser tab to exit the report.

25. In the **Navigation Bar** that runs across the top of the window, click the **Home** button to return to **Campus Solutions’** home page, or click **Sign out** to exit **Campus Solutions**.

**NOTE:** To completely exit **Campus Solutions**, exit your browser, as well, at the end of a browser work session. Do not leave your open browser unattended.

**Support:**

For questions or assistance, please contact Campus Shared Services IT:

- Call **510-664-9000** (press **option 1**, then **option 2** to reach SIS support)
- Email: itcsshelp@berkeley.edu
- Submit a ticket: [https://shared-services-help.berkeley.edu/new_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)