

## 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.

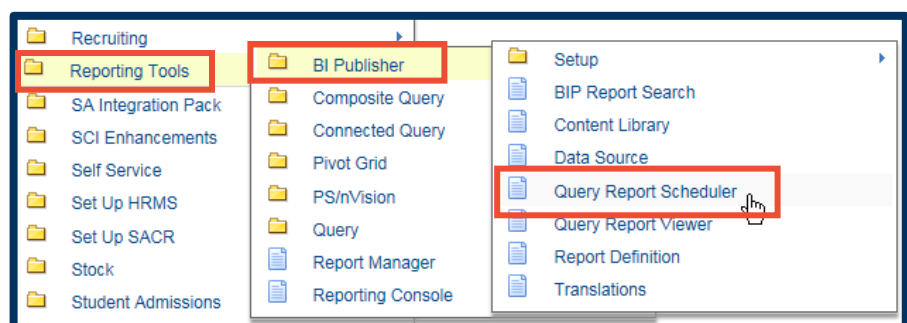
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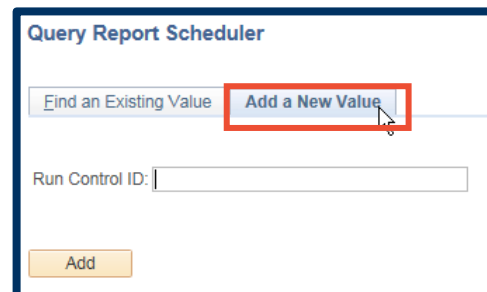
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1. In Campus Solutions, navigate to **Reporting Tools > BI Publisher > Query Report Scheduler**.



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, 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.

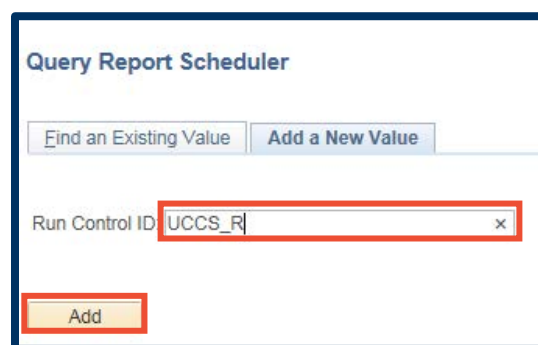
2. In the **Query Report Scheduler** window, click the **Add a New Value** tab.



3. 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.

Then click **Add**.

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



- 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.

Query Report Scheduler

Run Control ID: UCCS\_R Report Manager Process Monitor Run

Language: English

**Report Definition**

Data Source Type: Query

Report Name:   🔍

Template ID:  🔍

Template As Of Date:  Channel:

[Go to BIP Report Search](#)

Save Notify Add

- 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.

Look Up Report Definition

\*Search by: Report Name begins with

Lookup Cancel Advanced Search

**Search Results** Show Detail

Report Definition Personalize | Find | View All | First 1-30 of 93 Last

Report Name	Description	Data Source Type	Data Source ID	Data Source Owner
AD800	Studielink Posting Report	Query	SAD_SL_POST_NLD	Public
AV702	Graduates To Alumni	Query	AV702	Public
EA753	Equation Processor Report	Query	EA753	Public

To the right we see that we are viewing 61–90 of 93 reports.

Look Up Report Definition

\*Search by: Report Name begins with

Lookup Cancel Advanced Search

Search Results Show Detail

Report Name	Description	Data Source Type	Data Source ID	Data Source Owner
SF818E	Trial Balance Corp. by Account	Query	SF818E__TRIAL_BAL_ACCT_ORG	Public
SF818P	Trial Balance Corp. by Account	Query	SF818P__TRIAL_BAL_ACCT_ORG	Public
SF819E	Trial Balance by Corp. Item	Query	SF819E__TRIAL_BAL_ORG_ITEM	Public
SF819P	Trial Balance by Corp. Item	Query	SF819P__TRIAL_BAL_ORG_ITEM	Public
SF820E	Trial Balance by Corporation	Query	SF820E__TRIAL_BAL_ORG	Public
SF820P	Trial Balance by Corporation	Query	SF820P__TRIAL_BAL_ORG	Public
SF828	Open Refunds	Query	SF828	Public
SF829	Refunds by Date	Query	SF829_BI	Public
SF853	Batch Refund	Query	SF853	Public
SR800CA	Class Attendance Report	Query	SR800_CLASS_ATTENDANCE	Public
SR802	Enrollment Verification Report	Query	SR802__ENRL_VER	Public
SR805	Graduation Report Results	Query	SR805__DEGR_RPT_RSLT	Public
SSF_1098_PRT	Batch 1098-T Print	Query	SSF_1098_PRT	Public
TESTCOVERAGE	Test Coverage Report	Query	TESTCOVERAGEREPORT	Public
TESTMAINTRPT	Test Maintenance Report	Query	TESTMAINTREPORT	Public
UCCS_R_001	70/30 Course Sched Compliance	Query	UCCS_R_SC_7030_CLS_SCHED_COMP	Public
UCCS_R_002	GA Assign Hours Report	Query	UCCS_R_SC_GA_ASSIGN_HOURS	Public
UCCS_R_1084	70/30 Class Sched Compliance	Query	UCCS_R_1084_CLASS_SCHED_COMP	Public

- 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.

UCCS\_R\_1084\_CLASS\_SCHED\_COMP

Institution: UCB01

Career:

Term:

Acad Group:

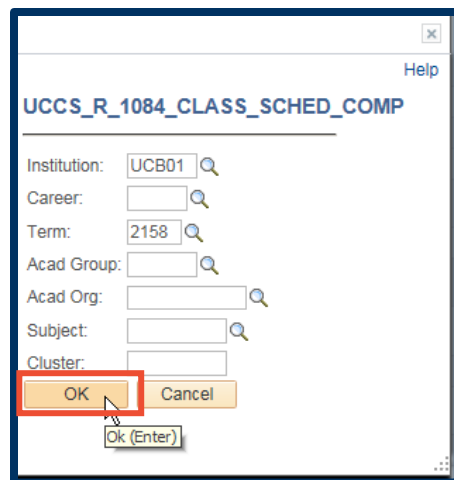
Acad Org:

Subject:

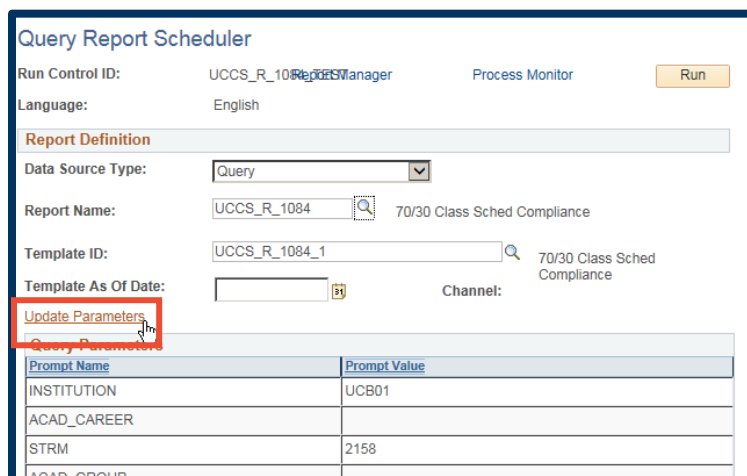
Cluster:

OK Cancel

7. Click the **OK** button.



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



9. Click the **Run** button.

Query Report Scheduler

Run Control ID: UCCS\_R\_1084 TEST Process Monitor **Run**

Language: English

**Report Definition**

Data Source Type: Query

Report Name: UCCS\_R\_1084 70/30 Class Sched Compliance

Template ID: UCCS\_R\_1084\_1 70/30 Class Sched Compliance

Template As Of Date: Channel:

Update Parameters

**Query Parameters**

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

Go to BIP Report Search

Save Notify Add

10. After accepting the default configurations for **Type** and **Format**, or changing them, click the **OK** button.

Process Scheduler Request

User ID 1058444 Run Control ID UCCS\_R\_1084\_TEST

Server Name Run Date 10/15/2015

Recurrence Run Time 3:31:01PM **Reset to Current Date/Time**

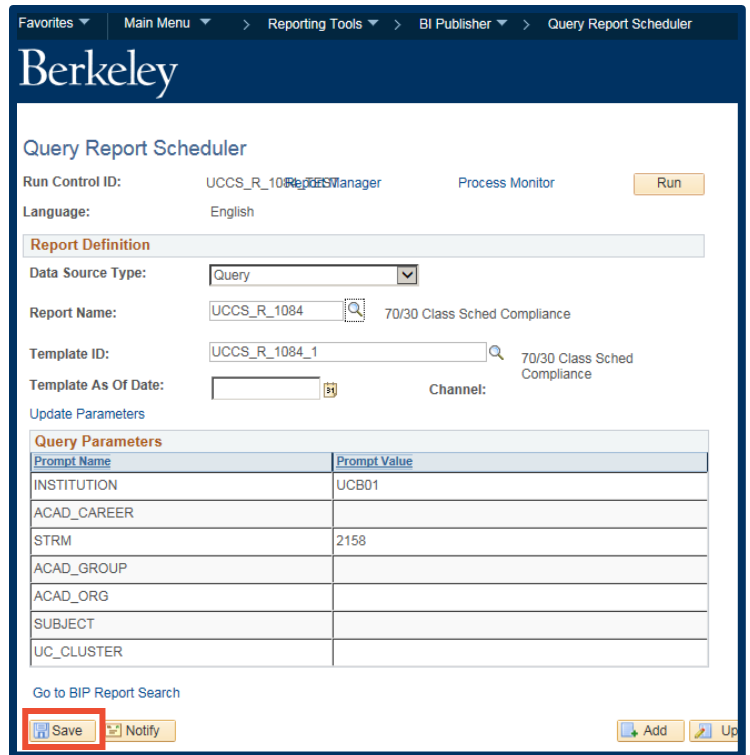
Time Zone

**Process List**

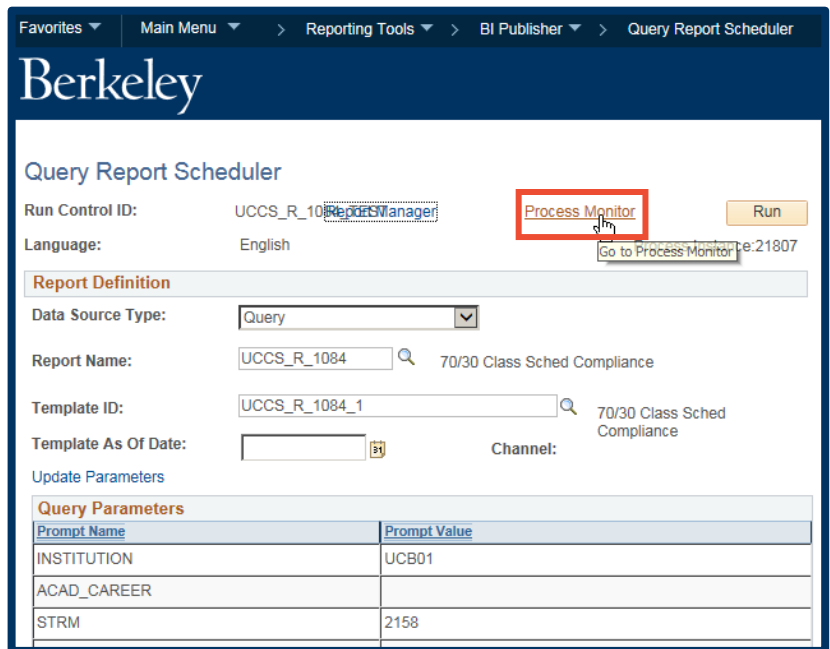
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQRYRPT	BI Publisher	Web	PDF	Distribution

**OK** Cancel

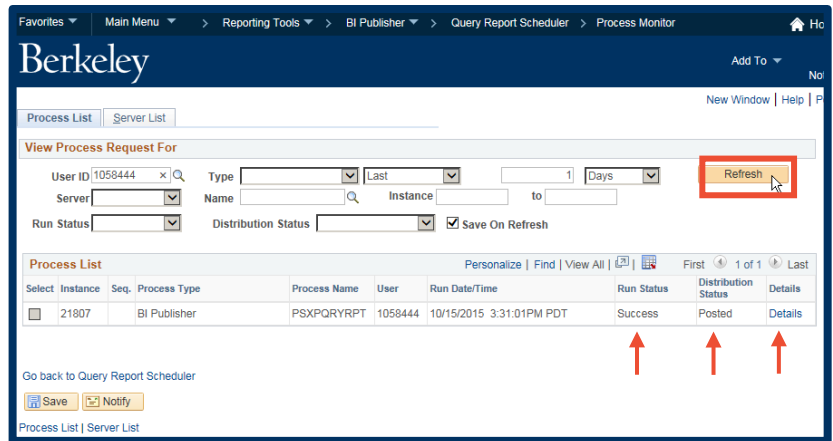
11. Within the Query Report Scheduler window, click Save.



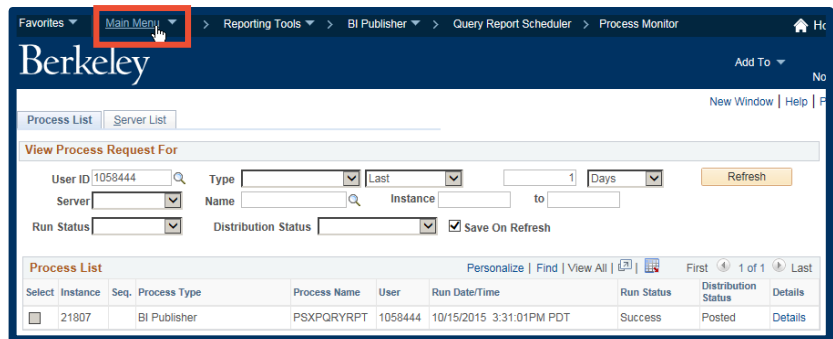
12. Click the Process Monitor link.



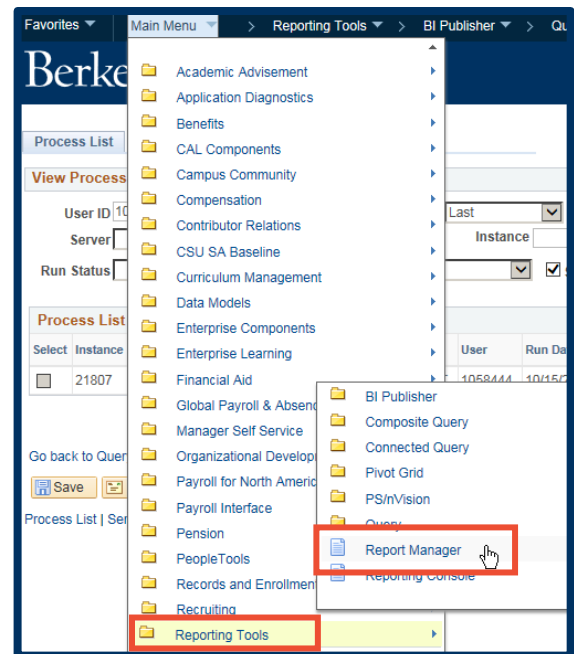
13. Run Status should equal **Success**, Distribution Status should equal **Posted**, and Details should equal **Details**. If not, click **Refresh** before continuing.



14. Click the **Main Menu** link.

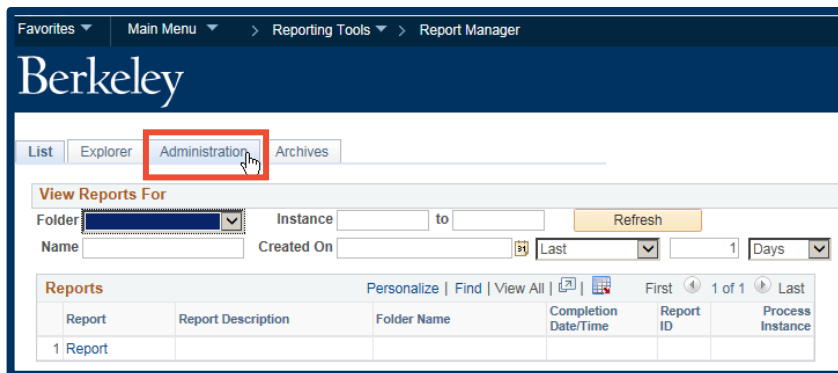


15. Navigate to:  
**Reporting Tools** >  
**Report Manager**.

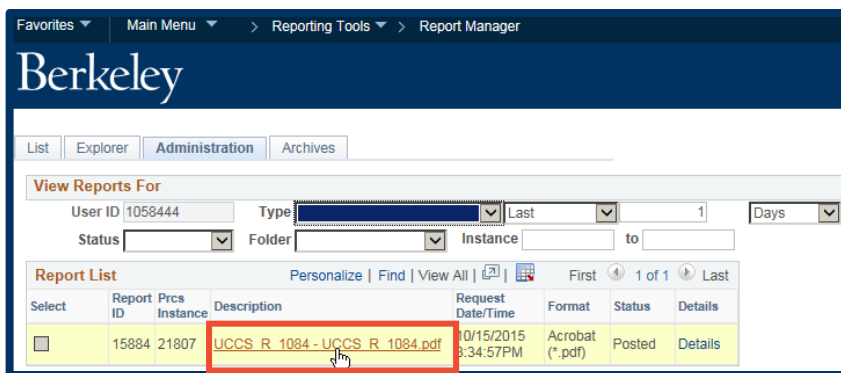




16. Click the Administration tab.

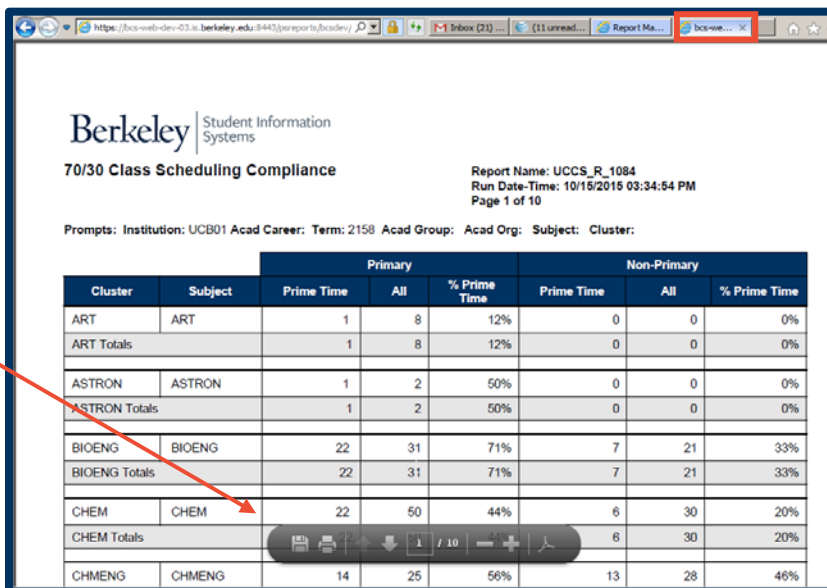


17. Click the PDF of the report, shown in the Report List. (It should be the top report displayed.)



18. 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.

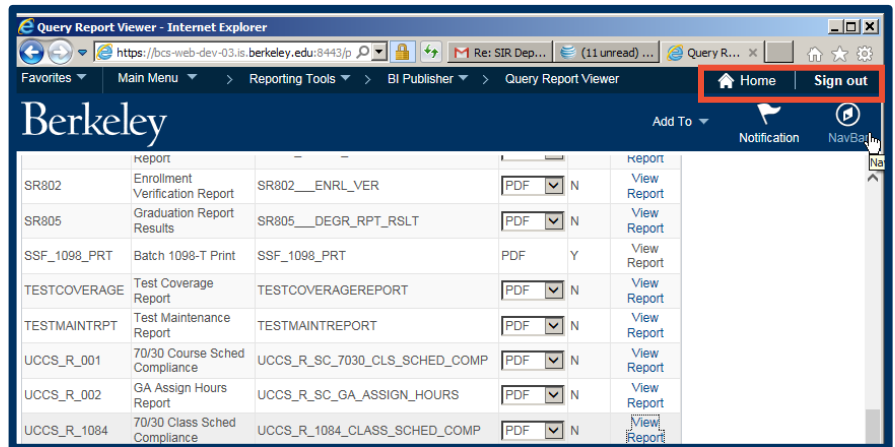


19. When done, close the report's browser tab to exit the report.



20. 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 SIS Production Support:

- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Call **510-664-9000** (press option 6)

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