

Reporting 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**.

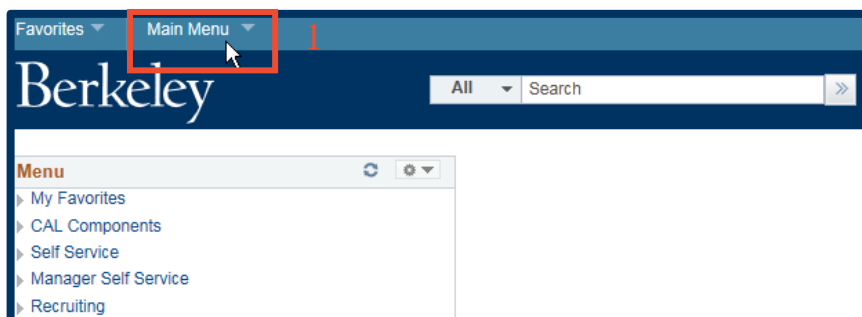
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You must not release any private student information to any person or organization without the student's written consent, and must only handle all UCB information for authorized work-related purposes, according to the Minimum Security Standards for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

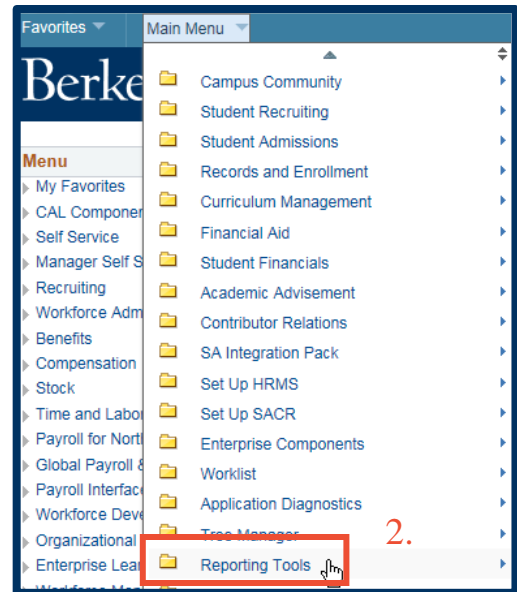
Private student information is considered Level 1 and includes, but is not limited to, academic records, information in personnel files, student conduct issues, SID, certain personal contact information, as well as other sensitive information encountered while on the job. Level 2 information, which if 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.

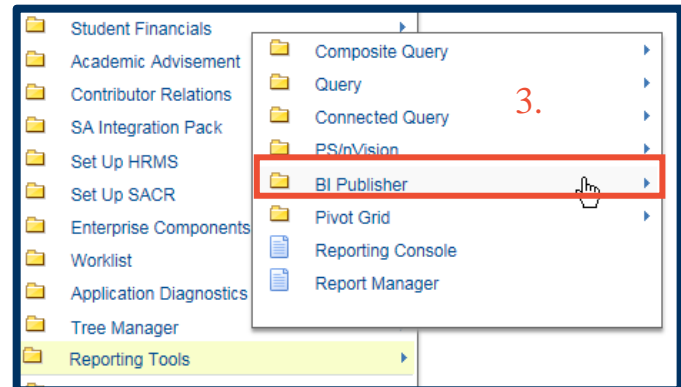


NOTE: Your menu view may be different from the example here, based on your security access and functions.

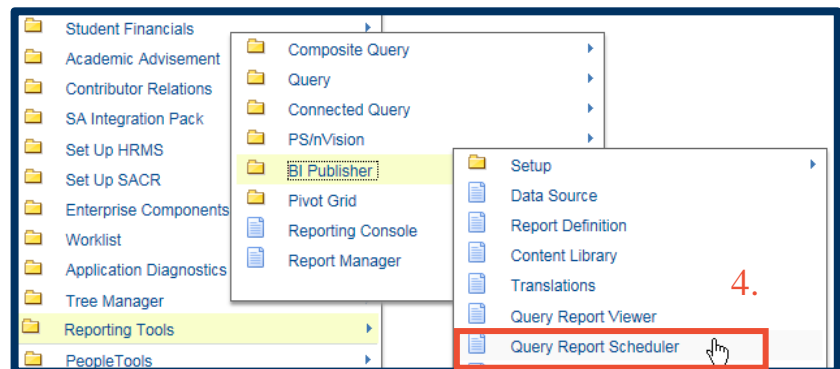
2. Scroll downwards and select **Reporting Tools**.



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



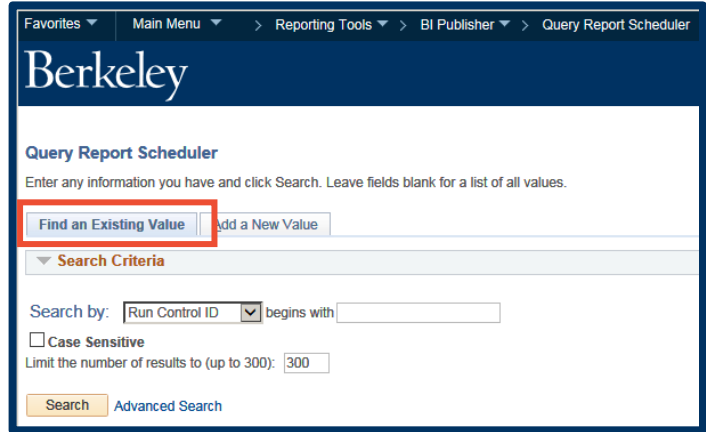
4. Click **Query Report Scheduler**.



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.

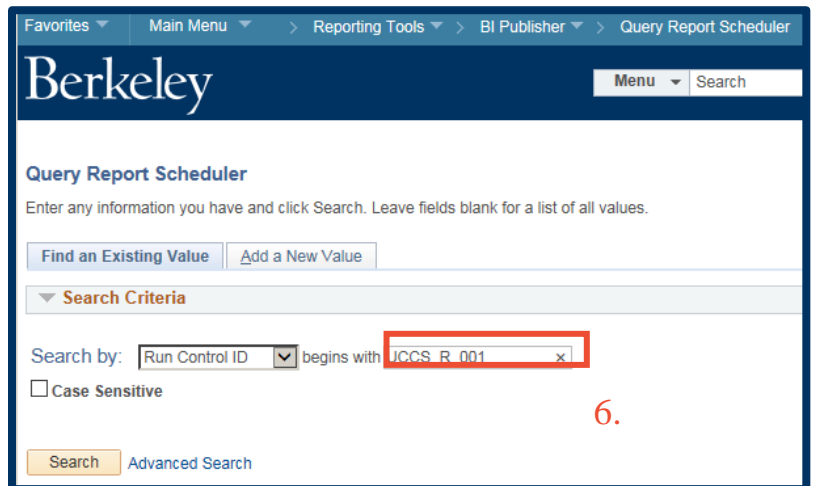
- Once you have selected **Query Report Scheduler**, you will arrive at the **Query Report Scheduler** window and the **Find an Existing Value** tab.

5.



- 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.

6.



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

Favorites Main Menu Reporting Tools BI Publisher

Berkeley

Query Report Scheduler

Enter any information you have and click Search. Leave fields blank for a list of a

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with UCCS_R_001

Case Sensitive

Search Advanced Search

7.

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

Favorites Main Menu Reporting Tools BI Publisher Query Report Scheduler

Berkeley

Query Report Scheduler

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with UCCS_R_

Case Sensitive

Limit the number of results to (up to 300): 300

Search Advanced Search

Search Results

View All First 1-2 of 2 Last

Run Control ID	Language Code	Report Name	Data Source Type	Description	Data Source ID
UCCS_R_1084_TEST1	English	UCCS_R_1084	Query	70/30 Class Sched Compliance	UCCS_R_1084_CLASS_SCHED_COMP
UCCS_R_jag	English	AD800	Query	Studielink Posting Report	SAD_SL_POST_NLD

7.

- 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.

8.

Query Report Scheduler

Run Control ID: BCCS_R_00 Report 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

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

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

Query Report Scheduler

Run Control ID: UCCS_R_1084 Report Manager Process Monitor Run

Language: English

Report Definition

Data Source Type: Query

Report Name: UCCS_R_1084 70/30

Template ID: UCCS_R_1084_1

Template As Of Date:

Update Parameters

UCCS_R_1084_CLASS_SCHED_COMP

Institution: UCB01

Career:

Term: 2168

Acad Group:

Acad Org:

Subject:

Cluster:

OK Cancel

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

- 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.

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.

Query Report Scheduler

Run Control ID: BCCS_R_00Report Manager Process Monitor

Language: English

Report Definition

Data Source Type: Query

Report Name: **9.** 70/30 Course Sched Compliance

Template ID:

Template As Of Date: Channel:

Update Parameters

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

Go to BIP Report Search

10. Click the **Run** button.

Query Report Scheduler

Run Control ID: BCCS_R_00Report 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

11. 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 BCCS_R_001

Server Name Run Date 10/23/2015

Recurrence Run Time 11:26:49AM Reset to Current Date/Time

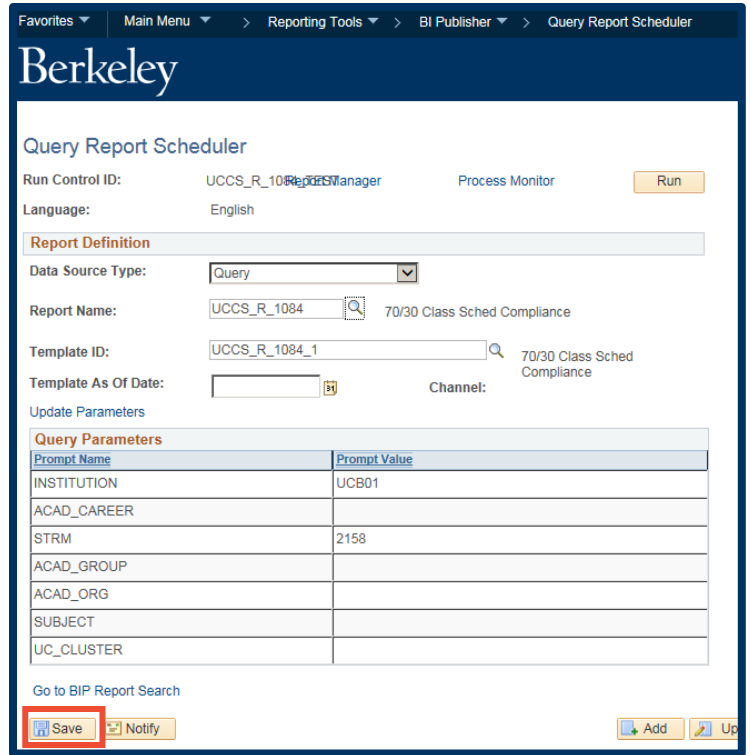
Time Zone

Process List

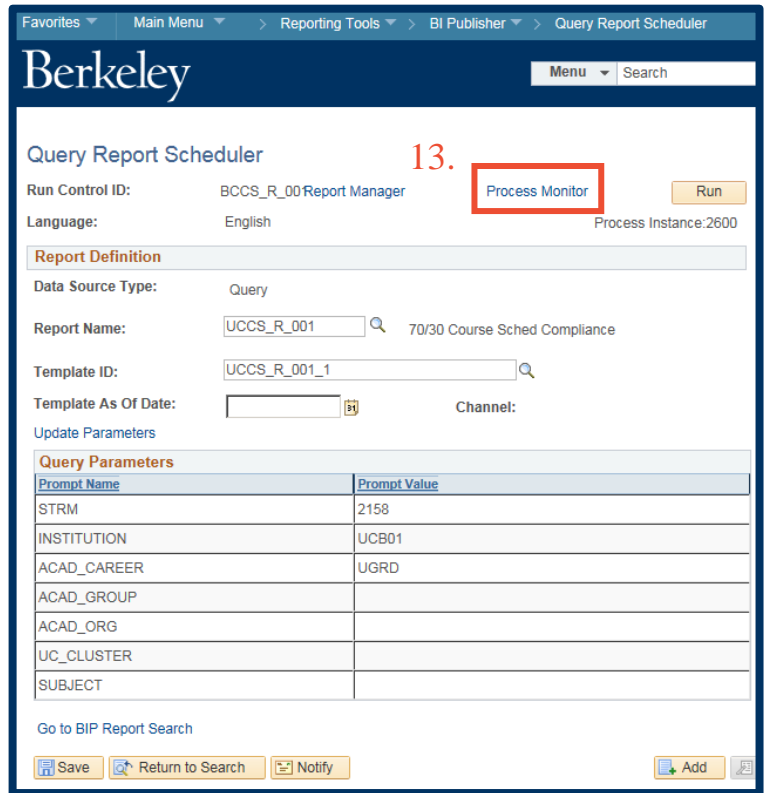
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQRYRPT	BI Publisher	Web	PDF	Distribution

OK Cancel

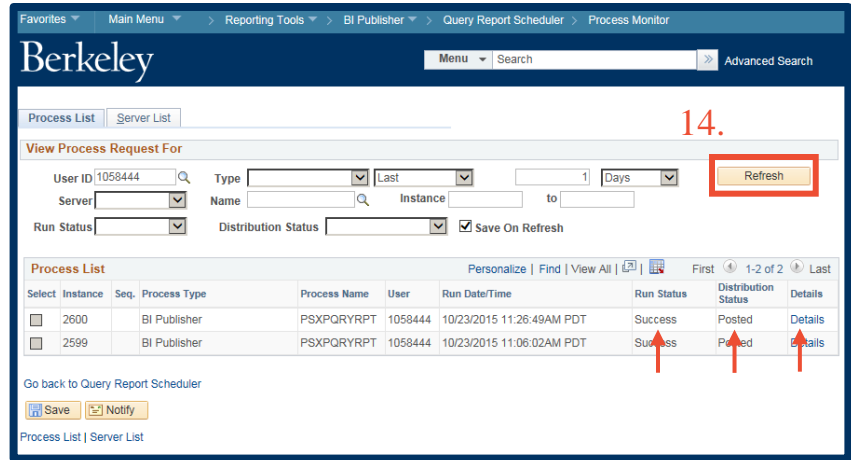
12. Within the **Query Report Scheduler** window, click **Save**, if you have made any changes to the parameters you wish to keep (to be associated with the run control ID).



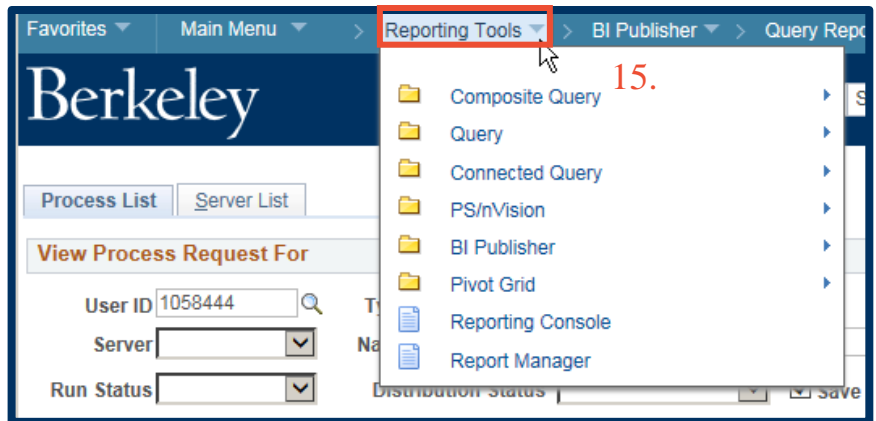
13. Click the **Process Monitor** link.



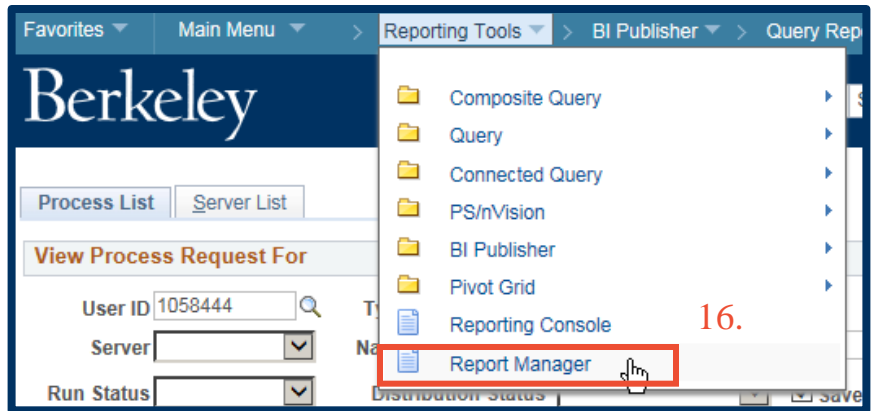
14. Run Status should equal **Success**, Distribution Status should equal **Posted**, and Details should equal **Details**. If not, click **Refresh** before continuing.



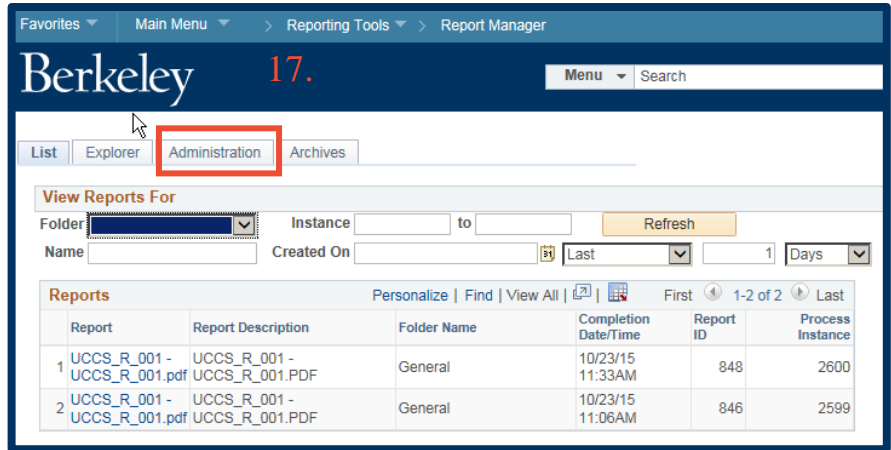
15. From the Navigation Bar, click the **Reporting Tools** link.



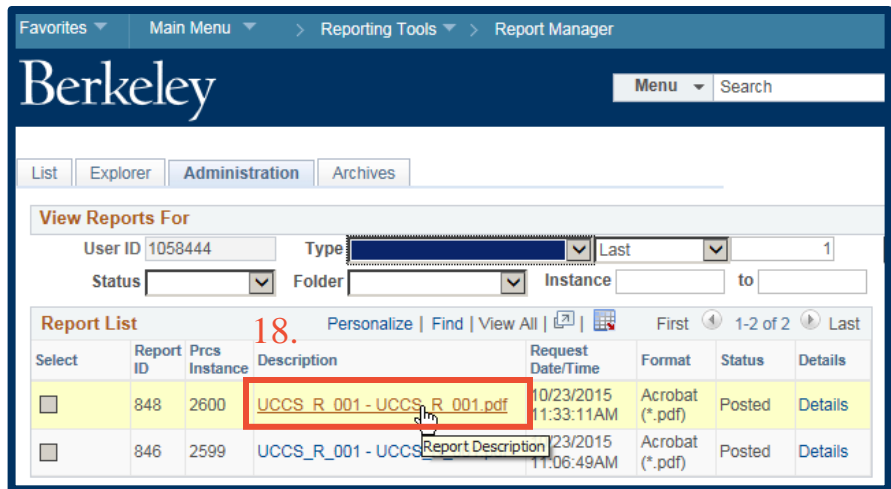
16. Select **Report Manager**.



17. Click the Administration tab.

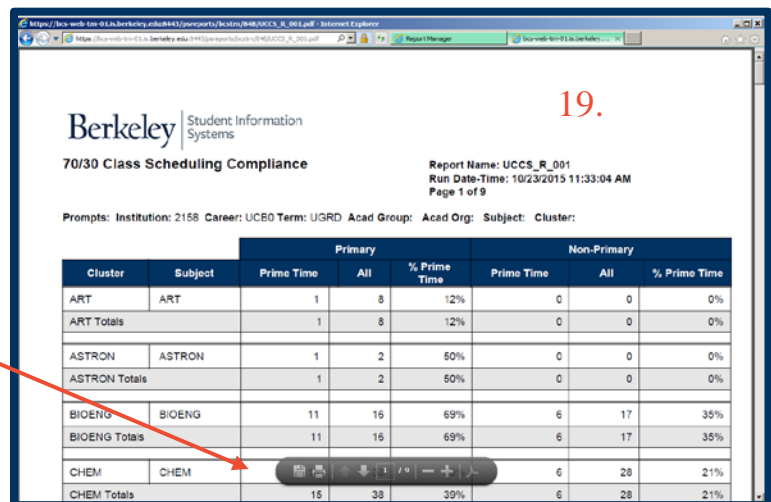


18. Click the PDF of the report, shown in the Report List. (It should be the top report displayed.)



19. 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.

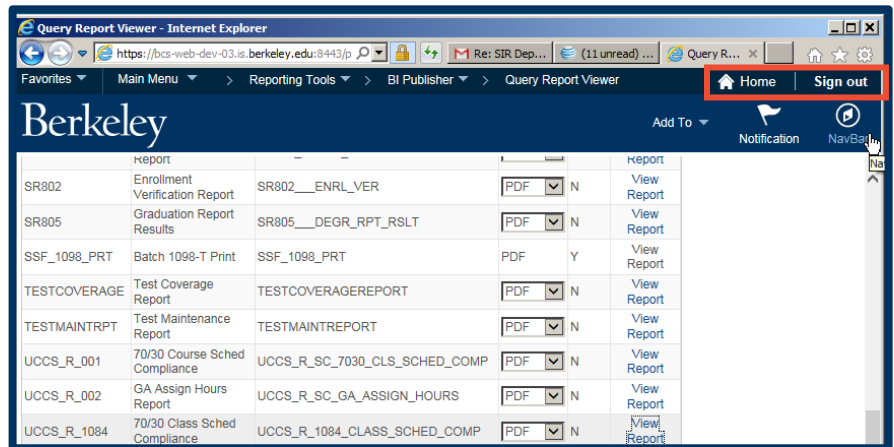


20. When done, close the report's browser tab to exit the report.



20.

21. Click **Home** to return to Campus Solutions' home page, or **Sign out** to exit Campus Solutions.



21.

Support:

For questions or assistance, please contact SIS Production Support:

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

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>