

9.2 Enrollment Verification Report

Purpose: This document is a reference for processing enrollment verification requests in ctcLink.

Audience: Student Records.

 You must have at least one of these local college-managed security roles:

- **ZD_DS_QRY_STUDENT_RECORDS**

You must also have this local college-managed Query security role:

- **ZD_DS_QRY_SR_SSN_HIGHSENS**

Please contact your local college supervisor or IT Admin to request role access if you need assistance with the above security roles.

Navigation: NavBar > Navigator > Reporting Tools > Bi Publisher > Query Report Scheduler

1. The **Query Report Scheduler** search page displays.
2. Select the **Add a New Value** tab. Select the **Add a New Value** tab to create a new Run Control ID and select **Add**. It is important to note that Run Control IDs cannot be deleted; therefore, we encourage them to be reused. Because of this, including your institution code and a short process description in the Run Control ID is recommended. This only has to be done once.

[Student Homepage](#)
Query Report Scheduler

Query Report Scheduler

[Find an Existing Value](#)
[Add a New Value](#)

Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

- To use an existing Run Control ID, click on the **Find an Existing Value** tab and select **Search**.
- Existing Run Control ID(s) displays below.
- Click on the appropriate Run Control ID.

[Student Homepage](#)
Query Report Scheduler

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: begins with

☐ Case Sensitive

[Search](#)
[Advanced Search](#)

Search Results

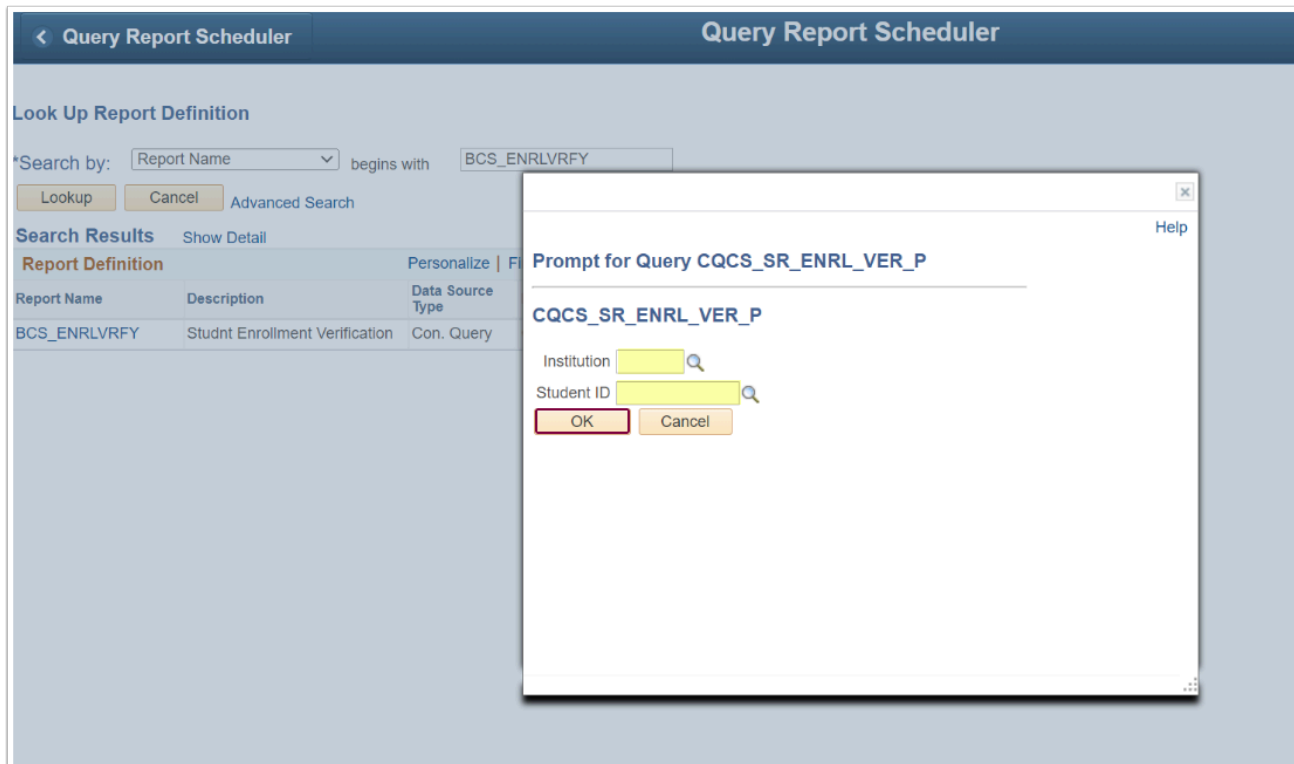
View All
First
1-2 of 2
Last

Run Control ID	Language Code	Report Name	Data Source Type	Description	Data Source ID
OAAP_Report	English	BCS_AD_OAAP	Con. Query	OAAP Application Report	CQCS_AD_OAAP_APPLICATION
WA220_BCS_ENRLVRFY	English	BCS_ENRLVRFY	Con. Query	Student Enrollment Verification	CQCS_SR_ENRL_VERIFICATION

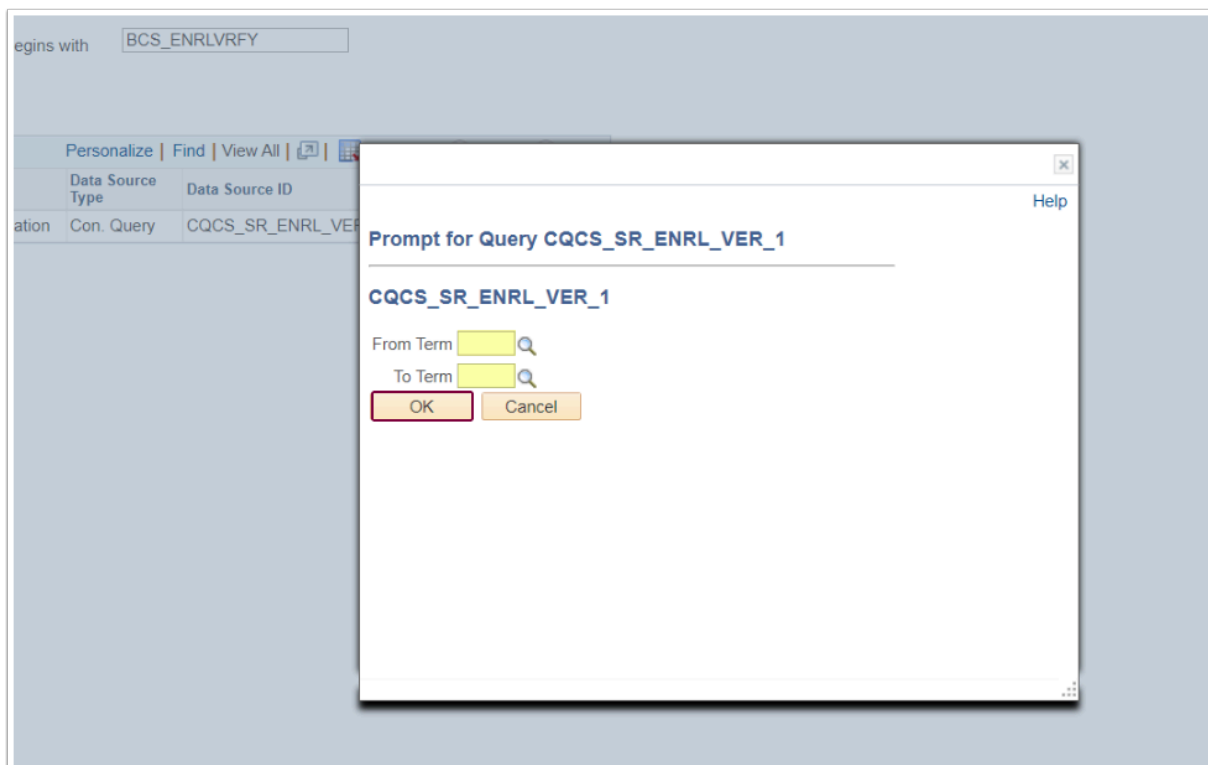
[Find an Existing Value](#) | [Add a New Value](#)

- Select **Connected Query** from the **Data Source Type** drop-down list in the Report Definition section.
- In the **Report Name** field, enter or look up **BCS_ENRLVRFY**.
- Prompts appear in the query **CQCS_SR_ENRL_VER_P**.
 - Enter or look up your **Institution**.

2. Enter the **Student ID**.
3. Select **OK**. Prompts for a second query will appear once **OK** is selected.

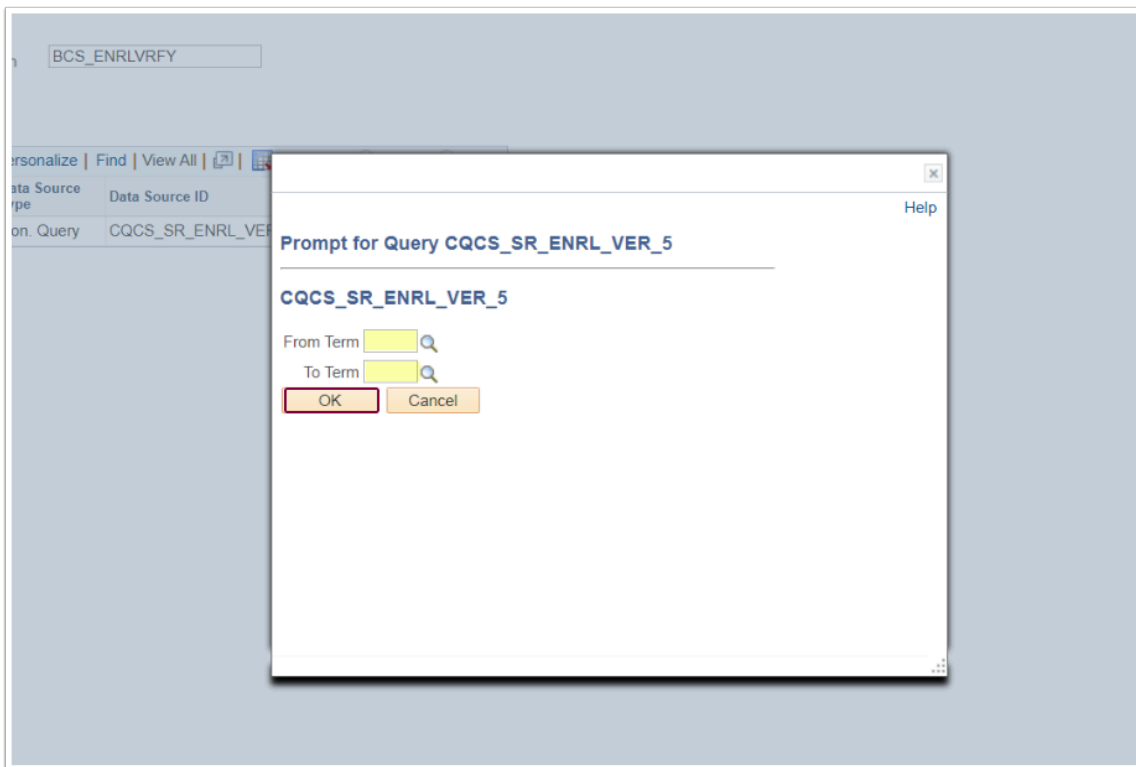


9. Prompts appear for the second query **CQCS_SR_ENRL_VER_1**.
 1. Enter the **From Term**.
 2. Enter the **To Term**.



10. Prompts appear for the second query **CQCS_SR_ENRL_VER_5**.

1. Enter the **From Term**.
2. Enter the **To Term**.



11. Enter a **Template As Of Date**. (Optional) The PDF displays the date.

Query Report Scheduler

Query Report Scheduler

Run Control ID

WA220_BCS_ENRLVRFY

Report Manager

Process Monitor

Run

Language

English

Report Definition

Data Source Type

Connected Query

Report Name

BCS_ENRLVRFY

Student Enrollment Verification

Template ID

BCS_ENRLVRFY_1

Template As Of Date

09/13/2022

Channel

Update Parameters

Query Parameters

Query Name	Prompt Name	Prompt Value
1 CQCS_SR_ENRL_VER_P	INSTITUTION	WA220
2 CQCS_SR_ENRL_VER_P	EMPLID	201349689
3 CQCS_SR_ENRL_VER_1	STRM_FROM	2201
4 CQCS_SR_ENRL_VER_1	STRM_TO	2227
5 CQCS_SR_ENRL_VER_5	STRM_FROM	2201
6 CQCS_SR_ENRL_VER_5	STRM_TO	2227

Go to BIP Report Search

Save

Notify

Add

Update/Display

12. The **Query Report Scheduler** page displays with the **Query Parameters** section populated. Enter new query prompt values by selecting the **Update Parameters** link.
13. Select **Run** in the top-right corner of the page.

The screenshot shows the 'Query Report Scheduler' page. At the top, there's a navigation bar with a back arrow and the title 'Query Report Scheduler'. Below this, the page title 'Query Report Scheduler' is displayed. The 'Run Control ID' is 'WA220_BCS_ENRLVRFY', and the 'Language' is 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Definition' section includes a 'Data Source Type' dropdown set to 'Connected Query', a 'Report Name' field with 'BCS_ENRLVRFY' and a search icon, and a 'Template ID' field with 'BCS_ENRLVRFY_1' and a search icon. The 'Template As Of Date' is '09/13/2022' with a calendar icon, and the 'Channel' is empty. Below this, there's a link 'Update Parameters' with a red arrow pointing to it, and a note 'Select to enter new prompt values'. The 'Query Parameters' table is shown with 6 rows and 3 columns: 'Query Name', 'Prompt Name', and 'Prompt Value'. The rows are: 1 CQCS_SR_ENRL_VER_P INSTITUTION WA220, 2 CQCS_SR_ENRL_VER_P EMPLID 20134, 3 CQCS_SR_ENRL_VER_1 STRM_FROM 2201, 4 CQCS_SR_ENRL_VER_1 STRM_TO 2227, 5 CQCS_SR_ENRL_VER_5 STRM_FROM 2201, and 6 CQCS_SR_ENRL_VER_5 STRM_TO 2227. At the bottom, there's a 'Go to BIP Report Search' link, 'Save' and 'Notify' buttons, and 'Add' and 'Update/Display' buttons.

14. The **Process Scheduler Request** page displays. Select **OK**. (**Note:** Click on the Distribution link to ensure the **ID Type** = User and your EMPLID is in the **Distribution ID** field).
15. Select **"PDF"** from the **Format** column drop-down menu.
16. Click **OK**.

The screenshot shows the 'Process Scheduler Request' page. At the top, there's a navigation bar with a back arrow and the title 'Query Report Scheduler'. Below this, the page title 'Process Scheduler Request' is displayed. The 'User ID' is 'CTC_TMARTIN' and the 'Run Control ID' is 'WA220_BCS_ENRLVRFY'. The 'Server Name' is a dropdown menu, the 'Run Date' is '09/13/2022' with a calendar icon, the 'Recurrence' is a dropdown menu, the 'Run Time' is '9:04:15PM', and there's a 'Reset to Current Date/Time' button. The 'Time Zone' is a dropdown menu with a search icon. Below this, the 'Process List' table is shown with 7 columns: 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. The first row is selected: [X] BI Publisher Query Report PSXPQRYRPT BI Publisher Web PDF Distribution. Below the table, there are 'OK' and 'Cancel' buttons. A red arrow points to the '*Format' dropdown menu, which is open and shows options: HTM, PDF (highlighted), RTF, and XLS.

17. The **Query Report Scheduler** page displays.
18. Select the **Process Monitor** link.

Query Report Scheduler

Run Control ID: WA220_BCS_ENRLVRFY Report Manager: **Process Monitor** Run

Language: English Process Instance: 83278608

Report Definition

Data Source Type: Connected Query

Report Name: BCS_ENRLVRFY Student Enrollment Verification

Template ID: BCS_ENRLVRFY_1

Template As Of Date: 09/13/2022 Channel

Update Parameters

Query Name	Prompt Name	Prompt Value
1 CQCS_SR_ENRL_VER_P	INSTITUTION	WA220
2 CQCS_SR_ENRL_VER_P	EMPLID	201349689
3 CQCS_SR_ENRL_VER_1	STRM_FROM	2201
4 CQCS_SR_ENRL_VER_1	STRM_TO	2227
5 CQCS_SR_ENRL_VER_5	STRM_FROM	2201
6 CQCS_SR_ENRL_VER_5	STRM_TO	2227

Go to BIP Report Search

Save Notify Add Update/Display

19. Verify Run Status = **Success** and Distribution Status= **Posted**.
20. The **Query Report Scheduler** page displays. Select the **Report Manager** link.

Process Monitor

Process List Server List

View Process Request For

User ID: CTC_TMARTIN Type: Last: 1 Years Refresh

Server: Name: Instance From: Instance To: Report Manager

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	83278608		BI Publisher	PSXPQRYRPT	CTC_TMARTIN	09/13/2022 9:04:15PM PDT	Success	Posted	Details
<input type="checkbox"/>	83278537		Application Engine	SCC_SI_ASSN	CTC_TMARTIN	08/30/2022 9:51:37AM PDT	Success	Posted	Details

21. Select the Report name **BCS_ENRLVRFY - BCS_ENRLVRFY.PDF** link.

Report Index

Report Manager

List

Explorer

Administration

Archives

View Reports For

Folder

Instance

to

Refresh

Name

Created On

Last

1

Days

Reports

1-1 of 1

View All

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 BCS_ENRLVRFY - BCS_ENRLVRFY.pdf	BCS_ENRLVRFY - BCS_ENRLVRFY.PDF	General	09/13/22 9:11PM	6782062	83278608

Save

List | Explorer | Administration | Archives

22. Select the Report name **BCS_ENRLVRFY.pdf** link in the File List panel.

List

Report Index

Report

Report ID 6782062

Process Instance 83278608

Message Log

Name XMLP

Process Type XML Publisher

Run Status Success

BCS_ENRLVRFY - BCS_ENRLVRFY.pdf

Distribution Details

Distribution Node local

Expiration Date 10/13/2022

File List

Name	File Size (bytes)	Datetime Created
BCS_ENRLVRFY.pdf	2,903	09/13/2022 9:11:13.841284PM PDT

Distribute To

Distribution ID Type

Distribution ID

User

CTC_TMARTIN

Return

23. The **Enrollment Verification** report opens in a new tab. Ensure pop-ups are enabled.

Enrollment Verification

Run Date: 9/13/2022

Tacoma Community College
6501 South 19TH
Tacoma, WA 98466

Name:
Student ID: 2013

Current Program of Study

Career	Academic Program	Expected Completion Date
Undergraduate	Academic	

Academic Plan	Degree	Declare Date	Sub-Plan
Academic Transfer AA DTA	AA	5/3/2018	

Enrollment History

Term	Career	Begin Date	End Date	Units	Status
WINTER 2020	UGRD	1/2/2020	3/20/2020	15.00	Enrolled Full-Time
SPRING 2020	UGRD	4/6/2020	6/15/2020	0.00	No Units
SUMMER 2020	UGRD	6/29/2020	8/20/2020	0.00	No Units
FALL 2020	UGRD	9/21/2020	12/10/2020	0.00	No Units
WINTER 2021	UGRD	1/4/2021	3/19/2021	0.00	No Units
SPRING 2021	UGRD	3/29/2021	6/11/2021	0.00	No Units
SUMMER 2021	UGRD	6/21/2021	8/12/2021	0.00	No Units
FALL 2021	UGRD	9/20/2021	12/9/2021	11.00	Three Quarter Time
WINTER 2022	UGRD	1/3/2022	3/18/2022	0.00	No Units
SPRING 2022	UGRD	3/28/2022	6/10/2022	0.00	No Units
SUMMER 2022	UGRD	6/21/2022	8/11/2022	0.00	No Units
FALL 2022	UGRD	9/26/2022	12/15/2022	12.00	Enrolled Full-Time

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24. Process complete.



For additional information about reporting solutions, visit the [Report Catalog](#).