


Running the NSC Degree Verify File


Purpose: Steps on how to run the NSC Degree Verify file. The ctcLink NSC Degree Verify file is a BI Publisher report.


Audience: Advising/Student Services/Campus Solutions

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

 **Hint:** Add to Favorites

1. Click on **Add a New Value** and enter name for your **Run Control**.
2. Click the **Add** button.

 A new Run Control should be created each term, however once a Run Control is created, you can reuse an existing Run Control for a given Institution/Term.



Query Report ...

Query Report Scheduler

Find an Existing Value

Add a New Value

Run Control ID NSC_DEGR_WA220_2201

Add

Find an Existing Value

Add a New Value

3. For **Data Source Type**, choose "Connected Query".

- For **Report Name**, look up or enter "CTC_NSC_DEG1".

Query Report Scheduler

Run Control ID NSC_DEGR_WA220_2201 Report Manager Process Monitor Run

Language English

Report Definition

Data Source Type Connected Query

Report Name CTC_NSC_DEG1 NSC Degree File 1

Template ID CTC_NSC_DEG1_1

Template As Of Date Channel

Update Parameters

Query Parameters

	Query Name	Prompt Name	Prompt Value
1	CTC_NSC_DEGREE_CC1	INSTITUTION	WA220
2	CTC_NSC_DEGREE_CC1	COMPLETION_TERM	2201

Go to BIP Report Search

Save Notify Add Update

- A prompt window displays. Enter **Institution** and **Completion Term**.
- Click the **OK** button.

Prompt for Query CTC_NSC_DEGREE_CC1

CTC_NSC_DEGREE_CC1

Institution WA220

Completion Term 2201

OK Cancel

Help

- Click **Save**.
- Click **Run**.

[Query Report Scheduler](#)

Query Report Scheduler

Run Control ID NSC_DEGR_WA220_2201

Report Manager Process Monitor

Run

Language English

Report Definition

Data Source Type Connected Query

Report Name CTC_NSC_DEG1 NSC Degree File 1

Template ID CTC_NSC_DEG1_1

Template As Of Date Channel

Update Parameters

Query Parameters

Query Name	Prompt Name	Prompt Value
1 CTC_NSC_DEGREE_CC1	INSTITUTION	WA220
2 CTC_NSC_DEGREE_CC1	COMPLETION_TERM	2201

Go to BIP Report Search

Save Notify Add Update

9. Click **OK**.

[Query Report Scheduler](#)

Query Report Scheduler

Process Scheduler Request

User ID 101009729

Run Control ID NSC_DEGR_WA220_2201

Server Name

Run Date 10/05/2020

Recurrence

Run Time 8:36:28AM

Time Zone

Reset to Current Date/Time

Process List

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

OK Cancel

10. Click the **Process Monitor** link.

[Query Report Scheduler](#)

Query Report Scheduler

Query Report Scheduler

Run Control ID NSC_DEGR_WA220_2201

Report Manager **Process Monitor**

Run

Language English

Process Instance:40410078

Report Definition

Data Source Type Connected Query

Report Name CTC_NSC_DEG1 NSC Degree File 1

Template ID CTC_NSC_DEG1_1

Template As Of Date Channel

Update Parameters

Query Parameters

Query Name	Prompt Name	Prompt Value
1 CTC_NSC_DEGREE_CC1	INSTITUTION	WA220
2 CTC_NSC_DEGREE_CC1	COMPLETION_TERM	2201

Go to BIP Report Search

Save Notify

Add Up

- The Process List page displays. Click **Refresh** until Run Status = "Success" and Distribution Status = "Posted".
- Click **Go Back to Query Report Scheduler**.

[Query Report Scheduler](#)

Process Monitor

Process List

Server List

View Process Request For

User ID 101009729

Type

Last

1

Hours

Refresh

Server

Name

Instance From

Instance To

Report Manager

Run Status

Distribution Status

Save On Refresh

Process List

1-1 of 1

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
<input type="checkbox"/>	40410078		BI Publisher	PSXPQRYRPT	101009729	10/05/2020 8:36:28AM PDT	Success	Posted

Go back to Query Report Scheduler

Save Notify

- Click on **Report Manager** link.

Running the NSC Degree Verify File

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[Process List](#)
Query Report Scheduler

Query Report Scheduler

Run Control ID NSC_DEGR_WA220_2201
[Report Manager](#)
[Process Monitor](#)
[Run](#)

Language English

Report Definition

Data Source Type Connected Query

Report Name [NSC Degree File 1](#)

Template ID [Channel](#)

Template As Of Date

[Update Parameters](#)

Query Parameters

Query Name	Prompt Name	Prompt Value
1 CTC_NSC_DEGREE_CC1	INSTITUTION	WA220
2 CTC_NSC_DEGREE_CC1	COMPLETION_TERM	2201

[Go to BIP Report Search](#)

[Save](#)
[Return to Search](#)
[Notify](#)
[Add](#)
[Up](#)

14. The List tab displays. Click on the **.txt** link.

[Query Report Scheduler](#)
Report Manager
[New Window](#)
[Help](#)

[List](#)
[Explorer](#)
[Administration](#)
[Archives](#)

View Reports For

Folder
Instance to
[Refresh](#)

Name
Created On
Last
 Days

Reports

1-1 of 1
[View All](#)

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	CTC_NSC_DEG1 - CTC_NSC_DEG1.txt	CTC_NSC_DEG1 - CTC_NSC_DEG1.TXT	General	10/05/20 8:38AM	1946636	40410078

[Go back to Query Report Scheduler](#)

15. The Report Index page displays. Click on the **.txt** link.

[List](#)

Report Index

Report

Report ID 1946636

Process Instance 40410078

[Message Log](#)

Name XMLP

Process Type XML Publisher

Run Status Success

CTC_NSC_DEG1 - CTC_NSC_DEG1.txt

Distribution Details

Distribution Node local

Expiration Date 11/04/2020

File List

Name	File Size (bytes)	Datetime Created
CTC_NSC_DEG1.txt	1,121,864	10/05/2020 8:38:17.332328AM PDT

Distribute To

Distribution ID Type	Distribution ID
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16. The file displays in a new window. Here's a sample of the file:

DH100379600Tacoma Community College	D202010052020 WINTER
DD: [REDACTED]	
19: [REDACTED]	ANursing: RN Option, Associate of Applied Science -
Transfer Professional Technical	Nursing: RN Option, AAS - T
20200320	
513801	
High Honors	
N	
DD: [REDACTED]	
19: [REDACTED]	CCertificate - Emergency Medical Technician-Basic
Professional Technical	20200320
Emergency Med Technician C01	
510810	
N	
DD: [REDACTED]	
19: [REDACTED]	AAssociate in Arts, DTA
Academic	20200320
Academic Transfer AA DTA	
240101	
N	

17. Save and submit the file to the Clearinghouse.

18. Process complete.