

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.

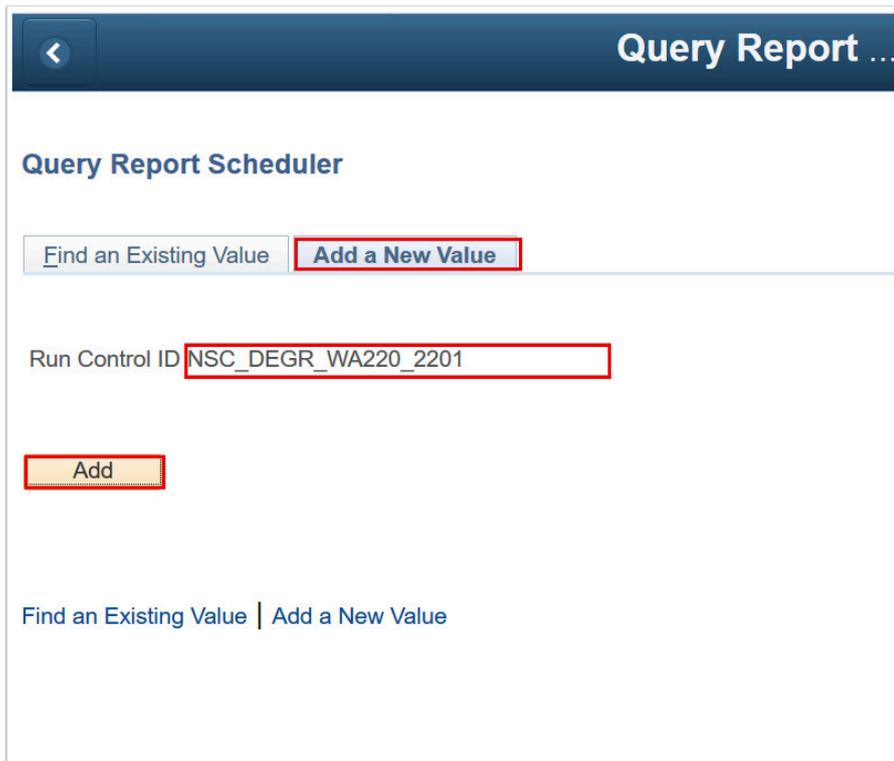
Audience: Advising/Student Services/Campus Solutions

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

Add

Find an Existing Value | Add a New Value

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

4. 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

5. A prompt window displays. Enter **Institution** and **Completion Term**.

6. Click the **OK** button.

Prompt for Query CTC_NSC_DEGREE_CC1

Help

CTC_NSC_DEGREE_CC1

Institution **WA220**

Completion Term **2201**

OK Cancel

7. Click **Save**.

8. Click **Run**.

Query Report Scheduler

Run Control ID NSC_DEGR_WA220_2201 Report Manager Process Monitor **Run**

Language English

Report Definition

Data Source Type

Report Name NSC Degree File 1

Template ID

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

Process Scheduler Request

User ID 101009729 Run Control ID NSC_DEGR_WA220_2201

Server Name Run Date

Recurrence Run Time **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	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution

OK **Cancel**

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

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

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

Query Report Scheduler **Process Monitor** New Window | Hk

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

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

13. Click on **Report Manager** link.

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

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 Return to Search Notify Add Up

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

Query Report Scheduler Report Manager

List Explorer Administration Archives New Window | Help

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 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

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

```

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

17. Save and submit the file to the Clearinghouse.

18. Process complete.