

9.2 Run the Student Schedule Batch - BCS_STDNTSCD Report

Purpose: Use this document as a reference for running the BCS_STDNTSCD report.

Audience: Campus Community.

! You must have the following local college-managed security roles:

- **ZD_DS_QUERY_VIEWER**
- **ZD_DS_QRY_STUDENT_RECORDS**

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

i The Report prompts for **Institution, Career, Term, Select Advisor ID** or **Student Group**.

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

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.

Query Report Scheduler

Query Report Scheduler

Find an Existing Value | **Add a New Value**

Run Control ID | WA220_BCS_STDNTSCD

Add

Find an Existing Value | Add a New Value

3. To use an existing Run Control ID, click on the **Find an Existing Value** tab and select **Search**.
4. Existing Run Control ID(s) are displayed below.
5. Click on the appropriate Run Control ID.

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: Run Control ID begins with

Case Sensitive

Search Advanced Search

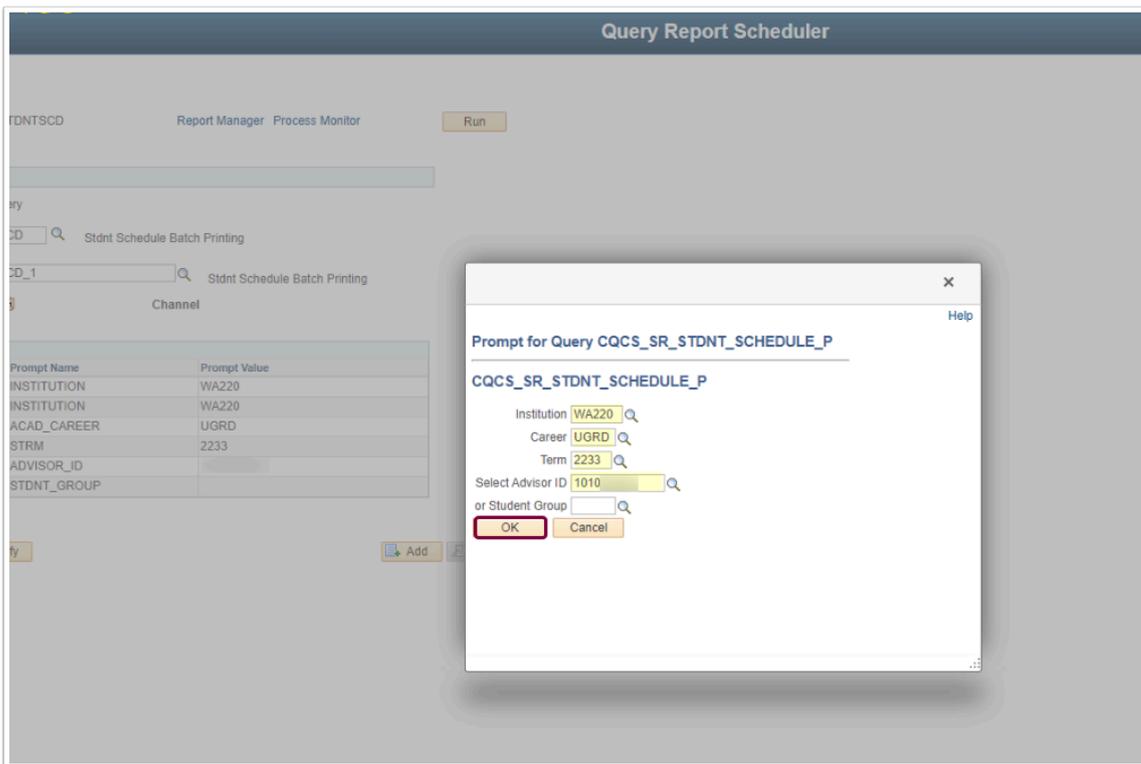
Search Results

View All First 1-2 of 2 Last

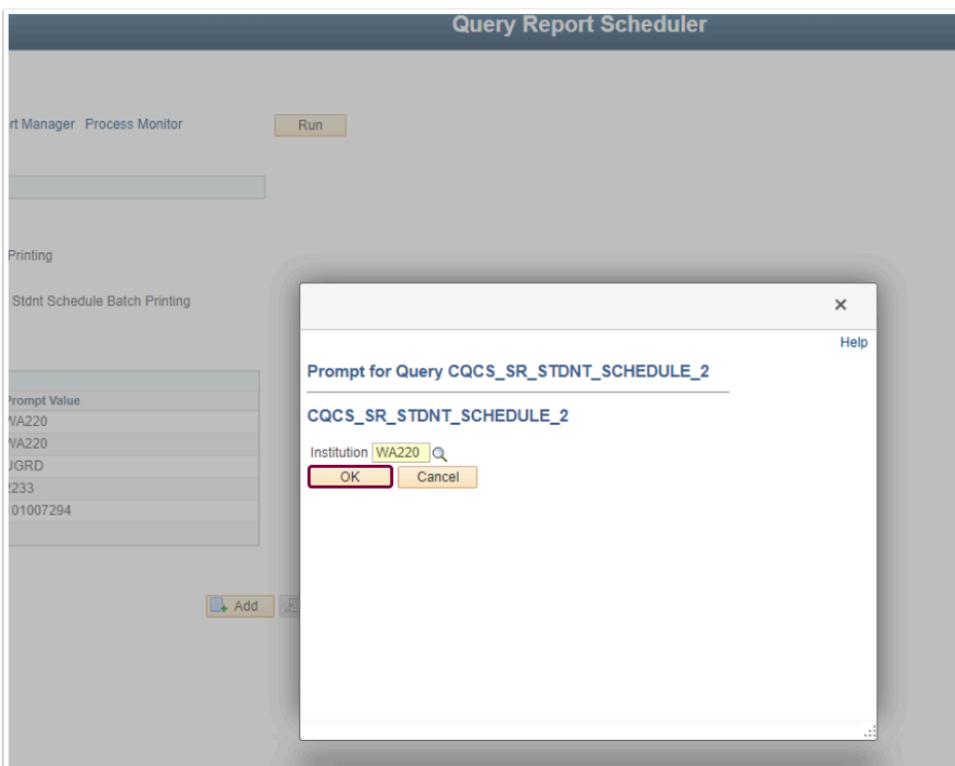
Run Control ID	Language Code	Report Name	Data Source Type	Description	Data Source ID
OAAP_Report	English	BCS_AD_OAAP	Con. Query	OAAP Application Report	CQCS_AD_OAAP_APPLICATION
WA220_BCS_STDNTSCD	English	BCS_STDNTSCD	Con. Query	Stdnt Schedule Batch Printing	CQCS_SR_STDNT_SCHEDULES

Find an Existing Value | Add a New Value

3. Select **Connected Query** from the **Data Source Type** drop-down list in the Report Definition section.
4. In the **Report Name** field, enter or look up **BCS_STDNTSCD**.
5. Prompts appear for **Query CQCS_SR_STDNT_SCHEDULE_P**.
6. Enter or look up the following:
 - a. **Institution**
 - b. **Career**
 - c. **Term**
 - d. **Select Advisor ID** or **Student Group**
7. Select **OK**.



8. A prompt box appears for **Query CQCS_SR_STDNT_SCHEDULE_2**.
9. Enter or look up the **Institution**.
10. Select **OK**.



11. The **Query Report Scheduler** page displays with the **Query Parameters section** populated.

- Select the **Update Parameters** link and enter new values to modify prompt criteria.

12. Select **Run**.

The screenshot shows the 'Query Report Scheduler' interface. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'Query Report Scheduler' on the right. Below the navigation bar, the page title 'Query Report Scheduler' is displayed. The main content area includes fields for 'Run Control ID' (WA220_BCS_STDNTSCD), 'Report Manager' (Process Monitor), and a 'Run' button. The 'Language' is set to 'English'. A section titled 'Report Definition' contains fields for 'Data Source Type' (Connected Query), 'Report Name' (BCS_STDNTSCD), and 'Template ID' (BCS_STDNTSCD_1). Below this, there is a link 'Update Parameters' with a red arrow pointing to it, and a text instruction 'Click Update Parameters to enter new criteria'. A table titled 'Query Parameters' lists six rows with columns for 'Query Name', 'Prompt Name', and 'Prompt Value'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Query Name	Prompt Name	Prompt Value
1 CQCS_SR_STDNT_SCHEDULE_P	INSTITUTION	WA220
2 CQCS_SR_STDNT_SCHEDULE_P	ACAD_CAREER	UGRD
3 CQCS_SR_STDNT_SCHEDULE_P	STRM	2233
4 CQCS_SR_STDNT_SCHEDULE_P	ADVISOR_ID	101007294
5 CQCS_SR_STDNT_SCHEDULE_P	STDNT_GROUP	
6 CQCS_SR_STDNT_SCHEDULE_2	INSTITUTION	WA220

13. The **Process Scheduler Request** page displays.

14. Select **OK**. (Note: Click the Distribution link to ensure the **ID Type** = User and your EMPLID is in the **Distribution ID** field).

The screenshot shows the 'Process Scheduler Request' dialog box. At the top, there is a navigation bar with a back arrow and 'Query Report Scheduler' on the left, and 'Query Report Scheduler' on the right. Below the navigation bar, the page title 'Process Scheduler Request' is displayed. The main content area includes fields for 'User ID' (CTC_TMARTIN) and 'Run Control ID' (WA220_BCS_STDNTSCD). There are also fields for 'Server Name', 'Run Date' (03/27/2023), 'Recurrence', 'Run Time' (4:32:12PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is located next to the 'Run Time' field. Below these fields is a table titled 'Process List' with columns for 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. The first row is selected, showing 'BI Publisher Query Report' with process name 'PSXPQRYRPT' and type 'BI Publisher'. At the bottom, there are 'OK' and 'Cancel' buttons.

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

15. The **Query Report Scheduler** page displays.

16. Select the **Process Monitor** link. Ensure the process successfully posted.

Process List Query Report Scheduler

Query Report Scheduler

Run Control ID WA220_BCS_STDNTSCD Report Manager **Process Monitor** Run

Language English

Report Definition

Data Source Type Connected Query

Report Name BCS_STDNTSCD Stdnt Schedule Batch Printing

Template ID BCS_STDNTSCD_1 Stdnt Schedule Batch Printing

Template As Of Date Channel

Update Parameters

Query Parameters

Query Name	Prompt Name	Prompt Value
1 CQCS_SR_STDNT_SCHEDULE_2	INSTITUTION	WA220
2 CQCS_SR_STDNT_SCHEDULE_P	INSTITUTION	WA220
3 CQCS_SR_STDNT_SCHEDULE_P	ACAD_CAREER	UGRD
4 CQCS_SR_STDNT_SCHEDULE_P	STRM	2233
5 CQCS_SR_STDNT_SCHEDULE_P	ADVISOR_ID	101007294
6 CQCS_SR_STDNT_SCHEDULE_P	STDNT_GROUP	

Go to BIP Report Search

Save Return to Search Notify Add Update/Display

17. Ensure the process successfully posted.

Query Report Scheduler 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"/>	107880562		BI Publisher	PSXPQRYRPT	CTC_TMARTIN	03/27/2023 4:32:12PM PDT	Success	Posted	Details
<input type="checkbox"/>	107880558		BI Publisher	PSXPQRYRPT	CTC_TMARTIN	03/27/2023 4:19:52PM PDT	Success	Posted	Details
<input type="checkbox"/>	107880536		Application Engine	SSR_WISHLPRG	CTC_TMARTIN	03/27/2023 10:51:36AM PDT	Success	Posted	Details
<input type="checkbox"/>	107880531		Application Engine	SSR_WISHLPRG	CTC_TMARTIN	03/27/2023 10:04:36AM PDT	Success	Posted	Details
<input type="checkbox"/>	107880530		Application Engine	SSR_WISHLPRG	CTC_TMARTIN	03/27/2023 9:27:33AM PDT	Success	Posted	Details
<input type="checkbox"/>	107880529		Application Engine	SSR_WISHLPRG	CTC_TMARTIN	03/27/2023 9:19:03AM PDT	Success	Posted	Details

18. Select the **Report Manager** link.

Query Report Scheduler **Process Monitor**

[Process List](#) [Server List](#)

View Process Request For

User ID: Type: Last: 1 Years

Server: Name: Instance From: Instance To:

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"/>	107880562		BI Publisher	PSXPQRYRPT	CTC_TMARTIN	03/27/2023 4:32:12PM PDT	Success	Posted	Details
<input type="checkbox"/>	107880558		BI Publisher	PSXPQRYRPT	CTC_TMARTIN	03/27/2023 4:19:52PM PDT	Success	Posted	Details

19. Select the **BCS_STDNTSCD - BCS_STDNTSCD.PDF** link.

Process List **Report Manager**

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

View Reports For

Folder: Instance: to

Name: Created On: Last: 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
BCS_STDNTSCD - BCS_STDNTSCD.pdf	BCS_STDNTSCD - BCS_STDNTSCD.PDF	General	03/27/23 4:34PM	9376565	107880562
BCS_STDNTSCD - BCS_STDNTSCD.pdf	BCS_STDNTSCD - BCS_STDNTSCD.PDF	General	03/27/23 4:24PM	9376563	107880558
SSR_WISHLPRG	WISH LIST PURGE	General	03/27/23 10:51AM	9376546	107880536
SSR_WISHLPRG	WISH LIST PURGE	General	03/27/23 10:06AM	9376540	107880531
SSR_WISHLPRG	WISH LIST PURGE	General	03/27/23 9:28AM	9376539	107880530
SSR_WISHLPRG	WISH LIST PURGE	General	03/27/23 9:19AM	9376538	107880529

[Go back to Process Monitor](#)

20. Select the **BCS_STDNTSCD.pdf** link in the **File List** section.

[List](#) Report Index

Report

Report ID 9376565 Process Instance 107880562 [Message Log](#)
 Name XMLP Process Type XML Publisher
 Run Status Success

BCS_STDNTSCD - BCS_STDNTSCD.pdf

Distribution Details

Distribution Node local Expiration Date 04/26/2023

File List

Name	File Size (bytes)	Datetime Created
BCS_STDNTSCD.pdf	353,465	03/27/2023 4:34:13.135355PM PDT

Distribute To

Distribution ID Type	Distribution ID
User	CTC_TMARTIN

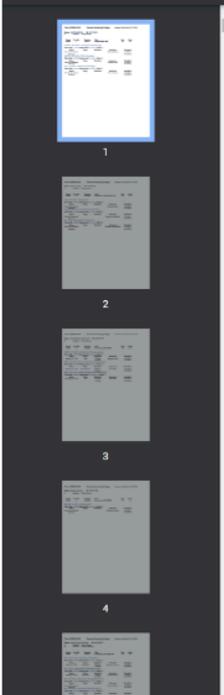
[Return](#)

21. The student schedules are displayed in a new window. Save the **PDF** file to your computer.

BCS_STDNTSCD.pdf 1 / 238 100% [Print] [Share]

Student schedules

←



Term: SPRING 2023 Tacoma Community College Schedule Print Date: 03-27-2023

Name: [Redacted] ID: 20

1 Advisor [Redacted]

Career	Car Nbr	Program	Plan	Seq	Units
UGRD	1	PRFTC	Allied Health AAS	10	13

[ANTH& 205 GHOL - Biological Anthropology](#)
Class Nbr: 11183 Component: Lecture Units: 5

Room	Days	Start/End	Instructor	Start/End
Has No Scheduled Meetings			Shirley Williams	4/3/2023 6/16/2023

[CMST& 220 04OL - Public Speaking](#)
Class Nbr: 19622 Component: Lecture Units: 5

Room	Days	Start/End	Instructor	Start/End
Has No Scheduled Meetings			Christie Fierro	4/3/2023 6/16/2023

[HIT 130 01OL - Medical Terminology I](#)
Class Nbr: 26270 Component: Lecture Units: 3

Room	Days	Start/End	Instructor	Start/End
Has No Scheduled Meetings			Dona Aubrey	4/3/2023 6/16/2023

22. Process complete.