

## 9.2 Batch Contract Printing of Faculty Workload Contracts (Through BI Publisher)

**Purpose:** Use this document as a reference on how to print approved faculty workload contracts through batch contract printing process in ctcLink.

**Audience:** HR/FWL Staff .

**NOTE:** Users must have ZD\_DS\_BIP\_FWL\_CONTRACT security role to run this process.

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

- ZD\_DS\_QUERY\_VIEWER

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

 **NOTE:** This process generates quarterly printed data for all approved contracts, as well as those rescinded contracts for which salary payments have been issued.

**Navigation:** Menu >Reporting Tools > BI Publisher > Query Report Scheduler

1. The **Query Report Scheduler** search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.
5. The **Query Report Scheduler** page displays.
6. Select **Connected Query** as **Data Source Type**.
7. Select **BCS\_FW\_CNTRT** as **Report Name**.
8. The **Prompt for Query QCS\_FW\_CONTRACT\_BI\_CQP** displays after selecting the report name in the previous step.
9. This pagelet allows users to add **Institution** and **Term** for which contracts are to be printed. Leaving employee **ID** and **DeptID** fields blank will ensure that all institution's approved contracts for specific term get printed. Users, however, may run this process for individual employee and/or specific department as well.
10. Add desired parameters into the QCS\_FW\_CONTRACT\_BI\_CQP query prompt window.
11. To produce contract count summary page, leave **Yes Include Contract Counts** check box checked. To skip contract count summary page, please uncheck this box.
12. Select **OK** button.

## Prompt for Query QCS\_FW\_CONTRACT\_BI\_CQP

### QCS\_FW\_CONTRACT\_BI\_CQP

Institution

Term

ID (Optional)

DeptID (Optional)

Yes - Include Contract Counts

13. The **Query Report Scheduler** page displays.
14. A **Template ID** value of **BCS\_FW\_CNTRT\_1** auto-populates based on earlier selections.
15. Query Parameters section displays values entered in QCS\_FW\_CONTRACT\_BI\_CQP query prompt window. These can be updated by accessing **update parameters** link right above query parameters section.

### Query Report Scheduler

Run Control ID test Report Manager Process Monitor

Language English

**Report Definition**

Data Source Type

Report Name  FWL Contract Report

Template ID  FWL Contract Report

Template As Of Date  Channel

[Update Parameters](#)

Query Name	Prompt Name	Prompt Value
1 QCS_FW_CONTRACT_BI_CQP	INSTITUTION	WA220
2 QCS_FW_CONTRACT_BI_CQP	STRM	2211
3 QCS_FW_CONTRACT_BI_CQP	EMPLID	
4 QCS_FW_CONTRACT_BI_CQP	DEPTID	
5 QCS_FW_CONTRACT_BI_CQP	YES	Y

[Go to BIP Report Search](#)

16. Next, select the **Save** button.
17. Once saved, select the **Run** button.
18. The **Process Scheduler Request** page displays.
19. Select the **OK** button.
20. The **Query Report Scheduler** page displays.
21. Select the **Process Monitor** link to check on process status.
22. Once process completes successfully, select the **Report Manager** link to access contract .pdf file.
23. Select the .pdf file and review report.

Process complete.

## Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial via Panopto

View the link to [Batch Contract Printing of Faculty Workload Contracts \(Through BI Publisher\)](#). This link will open in a new tab/window.