

# Run the BCS\_SEC\_SACR Report

**Purpose:** Use this document as a reference for running the BCS\_SEC\_SACR report.

**Audience:** Campus Community.

**!** 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.**

**You will also need to set up the following SACR Security permission:**

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)

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

**Navigation:** Reporting Tools > Bi Publisher > BIP Query Report Scheduler > 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.
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) displays below.
5. Select the appropriate Run Control ID.
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\_SEC\_SACR**.
5. Prompts appear for **Query CQCS\_SEC\_SACR\_CORE\_COMPARE\_CP**.
6. Enter or look up the **Institution**.
7. In the **User1** field, enter the employee's **EMPLID**.
8. Select **OK**.
7. 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.

8. Select **Run**. (Upper, right side of screen).
9. (**Note: Select the Distribution link to ensure the ID Type = User, and your EMPLID is in the Distribution ID field**).The **Process Scheduler Request** page displays. Select **OK**.
10. The Query Report Scheduler page displays.
11. Select the **Process Monitor** link. (Located on the upper right side of screen).
12. The **Query Report Scheduler** page displays. Select the **Report Manager** link. (Located under the **Refresh** button).
13. Select the Report name **BCS\_SEC\_SACR.xlsx** link.
14. Select the **BCS\_SEC\_SACR.xlsx** link in the **File List** section.
15. Save the **.xlsx** file to your computer.

**Student Administration Security Report**

Institution: **Tacoma CC**

OPRID: [REDACTED]

Name: [REDACTED]

Primary Permission: CTC\_PT\_MASK\_ALL

Row Class Permission: CTC\_PT\_MASK\_ALL

Process Profile: CTC\_PT\_PRCSPRFL\_STAFF

HR Status: Inactive

Class: [REDACTED]

Jobcode: [REDACTED]

Department: Enrollment Services

Supervisor: [REDACTED]

Run Date: 2022-06-07

Report ID: BCS\_SEC\_SACR

Institution	Acad Career	Acad Program	Acad Plan	Campus	Institution Set	Business Unit	SetID
WA220	CNED,UGRD	ALL,CNTED	ALL	MAIN	WA220	WA220	WA220

Tscript Type	Tscript	Adv	Recruit Center	Appl Center	Adm Action	Program	Tests	Enroll Access	Grad
ALL	OFFCL,UNA CD,UNOFF	ADV,PLN WIF	PRSP	W220	ADMT,ADR V,APPL,CO ND,DATA,D DEF,DEFR, DEIN,DENY MATR,PLN	ACTV,ADRV,C OMP,DATA,DE FR,DISC,DISM LEAV,MATR,P UNC,PRGC,RA IDM,REVX,RLO	ACPLC,ACT,A LEKS,AP,APT P,ASSET,CAS AS,CLE,CLEP, COMPS,DSST IB,IELTS,MMM	RALL	AG

3C Group	Inquiry Indicator	Entry Indicator	Delete Indicator
FASU,FAVO,FAVU,SFCO	Y	N	N
ADMA,ENRL	Y	Y	Y

Acad Org	Tree Max EFFDT	Tree Node Number Begin	Tree Node Number End
220TACOMA	1901-01-01	1881323815	1962523049

Milestones by Indicator Flag	Inquiry Indicator	Entry Indicator
ALL	Y	Y

Secure Student Admin | Advising Note User Access | Secure Student Financials | CS Operator Defaults | CS Roles Assigned

**Process complete.**