

Run the BCS_SEC_SACR Report

Purpose: Use this document as a reference for running the BSC_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](#)

 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:																											
Name:																											
Primary Permission:	CTC_PT_MASK_ALL																										
Row Class Permission:	CTC_PT_MASK_ALL																										
Process Profile:	CTC_PT_PRCSPRFL_STAFF																										
HR Status:	Inactive																										
Class:																											
Jobcode:																											
Department:	Enrollment Services																										
Supervisor:																											
Run Date:	2022-06-07																										
Report ID:	BCS_SEC_SACR																										
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[Secure Student Admin](#)
[Advising Note User Access](#)
[Secure Student Financials](#)
[CS Operator Defaults](#)
[CS Roles Assigned](#)

Ready

Process complete.