

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

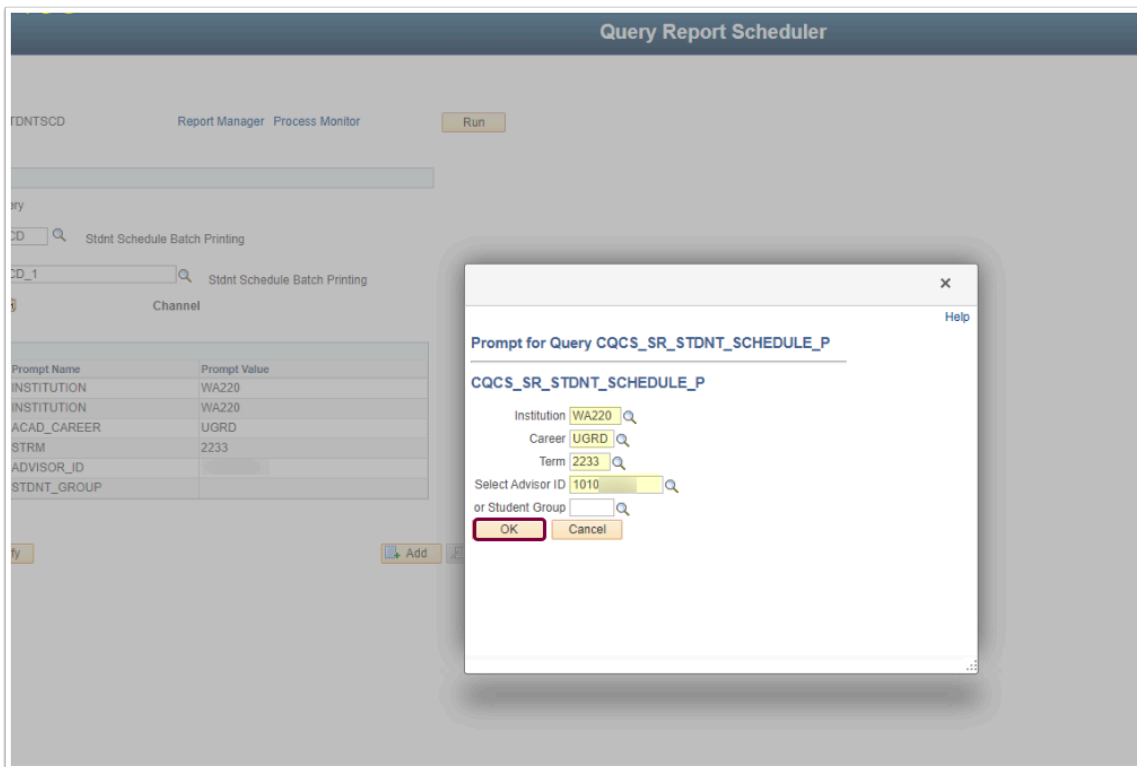
Search Results

View All
First 1-2 of 2 Last

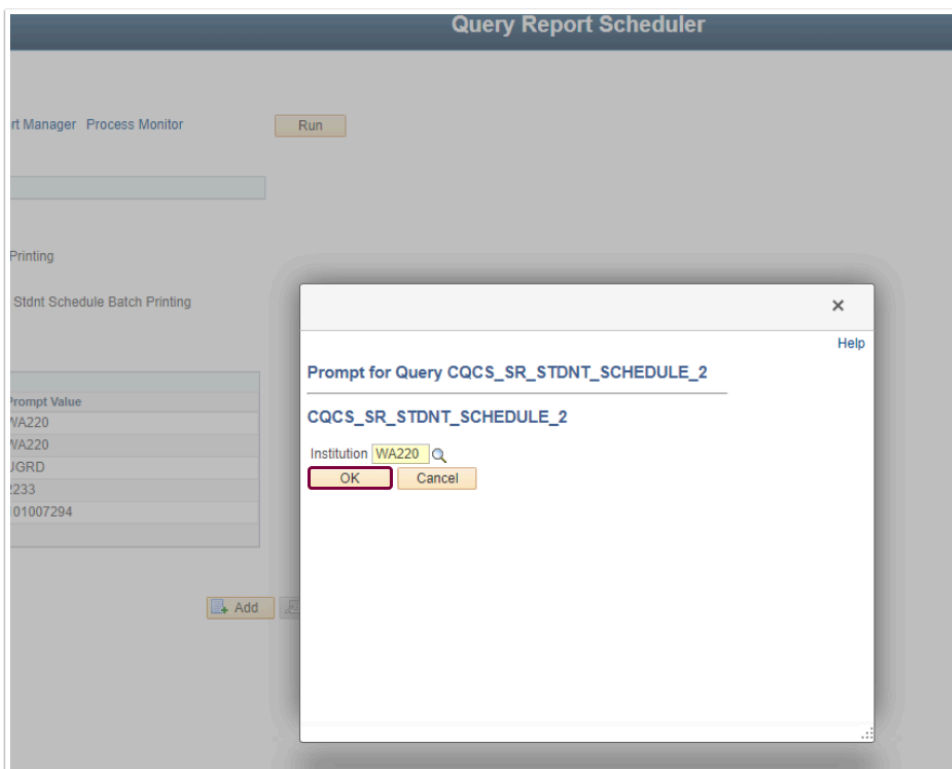
Run Control ID	Language Code	Report Name	Data Source Type	Description	Data Source ID
OAAP_Report	English	BCS AD OAAP	Con. Query	OAAP Application Report	CQCS AD OAAP APPLICATION
WA220_BCS_STDNTSCD	English	BCS_STDNTSCD	Con. Query	Stdnt Schedule Batch Printing	CQCS_SR_STDNT_SCHEDULES

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**.

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](#) Click Update Parameters to enter new criteria

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

Go to BIP Report Search

Save Return to Search Notify Add Update/Display

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).

Process Scheduler Request

User ID CTC_TMARTIN Run Control ID WA220_BCS_STDNTSCD

Server Name Run Date 03/27/2023

Recurrence Run Time 4:32:12PM Reset to Current Date/Time

Time Zone

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

OK Cancel

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

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

[Process List](#)

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

CTC_TMARTIN

Type

Last

1

Years

Refresh

Server

Name

Instance From

Instance To

Report Manager

Run Status

Distribution Status

Save On Refresh

Process List

1-6 of 6

View All

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

Refresh

Name

Created On

Last

1

Days

Reports

1-6 of 6

View All

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

Go back to Process Monitor

Save

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

