


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 **NOTE:** This process generates quarterly printed data for all approved contracts, as well as those rescinded contracts for which salary payments have been issued.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

OK

Cancel

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

Query Report Scheduler

Run Control ID test [Report Manager](#) [Process Monitor](#) [Run](#)

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 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](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

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.