

Running Reports in the PeopleSoft Student Administration System Version 8.0

Default Run Control ID:

- Existing administrative users have a default Run Control ID equal to their User ID in all caps (for example, JBAZZANI).
- The Default Run Control ID is used when running transcripts and student schedules.
- All reports that use a PRINT button or a PRINT LINK to generate the report use the Default Run Control ID, and for these report types, you are not asked to designate a Run Control ID.

Creating Run Control IDs:

- Any report that DOES NOT have a PRINT button or link must be set up to run to the appropriate server, either PSNT or PSUNX.
- **Crystal** reports run to the **PSNT** server. They include:
 1. Advisee Report
 2. Current Students Program/Plan
 3. Student Grade Inquiry
 4. Class Section Report
- **SQR** reports run to the **PSUNX** server. They include:
 1. Class Roster Report
 2. Customized reports
- You may add or create a **new** Run Control ID for each report type that you run listed above (for example, ClassRoster). When you click the **RUN** button, on the **Process Scheduler Request** page, set the **Server Name** field to either **PSNT** (for Crystal reports) or **PSUNX** (for SQR reports), depending on the type of report you are running. Then each time after that, when you run that type of report, you will have already set the Server Name, and will not have to make additional adjustments.
- To add a new Run Control ID, click the **Add a New Value** link on the Find an Existing Value page.
- Run Control IDs are case sensitive and cannot contain spaces in them.

Process Scheduler Request Page:

- Under the Process List header, select the following settings:
 1. **Type** field: **Web**
 2. **Format** field: **PDF**

Student Administration Data Mart:

- For **Brio** training and licensing, contact Peter.Weinstein@UConn.edu or Joan.Marquis@UConn.edu

Existing Brio Reports from the Student Administration Data Mart:

- Undergraduate reports: <http://web.uconn.edu/registrarreport/>
- Graduate reports: <http://www.grad.uconn.edu/faculty/support.html>