

PeopleSoft Run Control IDs

Question: *What is a Run Control ID*

Answer:

- **A Run Control ID is a unique name used to identify which inputs on a page are saved and used to run a report or process.**
- **A Run Control ID is Case Sensitive, can be up to 30 characters in length and can contain Underlines and Dashes. It cannot contain Spaces.** (Examples: UGRDS, New-Department-Students, Report, Fall_Freshmen, Spring_Freshmen)
- **The same Run Control ID can be used for different reports or processes (except in the case of Dynamic Reports, each of these must have their own unique Run Control ID) and the inputs from the different pages are saved unique to the particular report or process.** (Example: Using "Report" as the Run Control ID on many different different reports)
- **There are some cases where you might want to create multiple Run Control IDs for the same report or process to be run under different circumstances (Such as: different times of the year, different colleges, different groups of students, etc... Example: If you need to run the same report for each term, you may create 4 Run Control IDs; Spring, Summer, Fall and Winter.)**

Running a Report or Process with a Run Control ID;

When initiating (clicking on) a report or process that utilizes a Run Control ID, the search page will open on the **[Find an Existing Value]** tab.

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**

Limit the number of results to (up to 300): 300

Run Control ID: begins with **Fal** (Optional) 1

Case Sensitive

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

Search Results

View All | First | 1-4 of 4 | Last

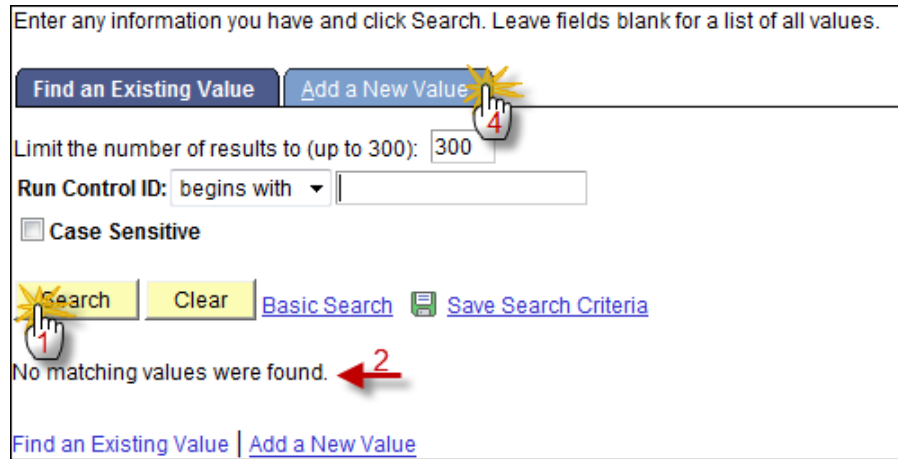
User ID	Run Control ID
17386	Fall_Freshmen
17386	Fall_Juniors
17386	Fall_Seniors
17386	Fall_Sophm

[Find an Existing Value](#) | [Add a New Value](#)

1. You may type in all or part of an existing Run Control ID, or just leave it blank to list all of your previously created Run Control IDs.

2. Click the **[Search]** button.
3. Click on the Run Control ID you wish to select.
*(Note: if you only have one Run Control ID created, then it will automatically be selected when the **[Search]** button is clicked).*

If you would like to create a new Run Control ID (to store different input values) or the result of clicking the **[Search]** button is "**No matching values where found**", then



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**

Limit the number of results to (up to 300): 300

Run Control ID: begins with

Case Sensitive

Search | Clear | [Basic Search](#) | [Save Search Criteria](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

Annotations: A hand icon with the number 4 points to the 'Add a New Value' tab. A hand icon with the number 1 points to the 'Search' button. A red arrow with the number 2 points to the 'No matching values where found.' message.

4. Click on the **[Add a New Value]** tab



Find an Existing Value | **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Annotations: A red oval highlights the 'Spring_Freshmen' text in the Run Control ID field. A red arrow with the number 5 points to this field. A hand icon with the number 6 points to the 'Add' button.

5. Type in a unique name you wish to name your Run Control (see Examples above, remember no spaces)
6. Click the **[Add]** button.

Once you enter input values on to the report or process page and click either the **[Save]** or **[Run]** buttons, the new (or changed) Run Control ID will be saved.