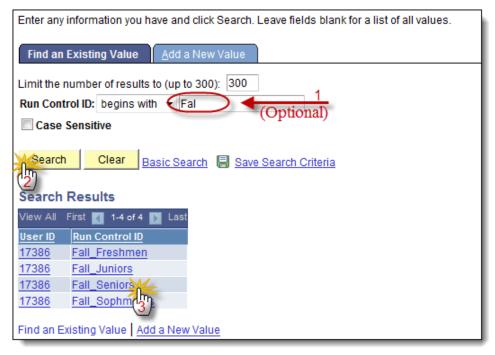# PeopleSoft Run Control IDs

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 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.

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

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

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.