

QUICK REFERENCE GUIDE

Run Controls for Reporting

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What is a Run Control?

When running a report, enter the parameters from which the report will be run and that will display data for you to view. To aid in running reports, you can save search parameters so you do not have to perform the same steps each time you request the same report. Run Control ID's are how parameters for reports or business processes are created and saved.

For example, let's say you want to see a list of all contracts expiring on a certain date. You can get this data by using SWIFT's Contract Expiration report. To run this report, a run control needs to be created (or if one has already been created it can be reused). Follow these steps to create a run control for the Contract Expiration report:

1. **Navigate** to Supplier Contracts, Reports, Procurement Contracts Reports, Contract Expiration.
2. If you know the name of your Run Control ID for the report click on the **"Find an Existing Value"** tab. Enter the name of the run control and click Search. Select the run control when it appears in the Search results.
3. If you need to create a run control, select the **"Add a New Value"** tab and populate the run control name.
Note: spaces are not allowed in run control names so if you need to connect two words use an underscore "_".
4. When complete, click on the **"Add"** button.
5. The values that are available for selection at this point will be determined by the function of the report or process. Populate the run control parameters based on what data set needs to be retrieved (for a report) or processed (for a process).
6. When all parameters required for retrieval of the data set are added, click the **"Run"** button.
7. You then will be taken to the Process Scheduler page where the report or process is to be executed. Select the process to run.
8. Click **OK**.
9. You then will be taken back to the run control parameters page. To track the execution/status of the run control, click the **"Process Monitor"** button.
10. Click on the **"Refresh"** button to check the status periodically. The process is complete when the Run Status = Success and the Distribution Status = Posted.
11. Click on the **"Go back to Contract Expiration"** link at the bottom of the page. You then will be taken back to the run control parameters page.
12. Click on the **"Report Manager"** hyperlink to view the output of a report. Under the **"Administration"** tab you will see the report that was created from the run control. Click on it to view the results established by your run control.
13. Repeat this same process for other reports and/or SWIFT processes.