Run Your SQR_CSRPT
Navigation

1. Click the **Enterprise Applications** link.
### Step 2
- **Action**: Click the **Campus Solutions-Reporting DB** link.

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**Campus Solutions Reporting DB**
3. From the Campus Solutions Reporting DB, click the **University of Maine Systems** link.

   ![University of Maine Systems Link](image)

4. Click on the **Utilities** link.

5. Click on the **Run Your SQR** link.
### Step 6

Before you can run your SQR, you must create a **Run Control ID**. A Run Control ID is an identifier that, when paired with your **User ID**, uniquely identifies the process you are running.

The **Run Control ID** allows for important parameters to be available for a process when the process runs. This ensures that when a process runs in the background it does not have to prompt you for any additional values. All parameters are stored within the system and associated with Run Control IDs and User IDs. No one else can view or use the Run Control IDs that you create.

Click the **Add a New Value** tab to create a **Run Control ID**.
Step | Action
---|---
7. | On the **Add a New Value** page, you must enter a name for the *Run Control ID*. Creating a Run Control ID name that is relevant to the SQR might help you remember it for future use. By creating your own *Run Control ID*, you can save it and all of the assigned parameters.

After you create the new Run Control ID, the next time you run this process you will select the **Find An Existing Value** tab, click the **Search** button and select this Run Control from the list.
Step | Action
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8. | Click the **Add** button to open the **Run Your SQR** page.
9. The **Run Your SQR** tool is used to upload, compile and setup your SQR to run.

Various resources are available to you, as well.

Click the **SQR Program Source** tab.
Step 10. The SQR Program Source page displays the source of a currently loaded SQR. You cannot modify this listing.

Click the SQR Program Template tab.
11. The **SQR Program Template** page provides basic SQR program structure. It includes basic required setup and sections to constitute a SQR program.

Click the **UM Functions Documentation** tab.

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>11.</td>
<td>The <strong>SQR Program Template</strong> page provides basic SQR program structure. It includes basic required setup and sections to constitute a SQR program. Click the <strong>UM Functions Documentation</strong> tab.</td>
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<tr>
<td>12.</td>
<td>The <strong>UM Functions Documentation</strong> tab lists a collection of procedures placed under the name of SQC for use in the SQRRUNNER environment. Click the <strong>Run Your SQR</strong> tab to return to that page.</td>
</tr>
</tbody>
</table>
Step | Action
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13. | Links to helpful documentation are provided in the **Documentation** section of the **Run Your SQR** page.

Click the **SQR Developer Guide** link to open PeopleBooks in a new browser window.

[SQR Developer Guide](#)
Step 14. When finished, close this browser window.

Click the X button to close the window.
15. Click the **SQR Language Reference** link.
Step 16. When finished, close this browser window.

Click the X button to close the window.
**Step** 17. The first step to run a SQR is to upload it. Click the **Upload** button to begin the process.

Click the **Upload** button.
18. Click the **Browse** button to locate your SQR in a specific directory. This could be any drive or directory available to you through your computer.

Click the **Browse...** button.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>19.</td>
<td>Click on the SQR file (i.e. CSqr01.sqr) to select it.</td>
</tr>
<tr>
<td>20.</td>
<td>Click the <strong>Open</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
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21. | Click the **Upload** button.

[Upload button]

![Image of upload button]
Step | Action
--- | ---
22. | After the file has successfully loaded, the name of the uploaded SQR file appears in the **Program Name** field.

Check the **Status** of the upload in the status section.

**Note:** Each time you make any changes to your program you **MUST** upload the program again to introduce the modified source code to this SQRRUNNER environment.

After your SQR has been successfully loaded, click the **Compile** button to initiate the compilation process.

Click the **Compile** button.
23. Before continuing, check the Status section to ensure that the compilation was successful. Any compile errors will be listed below the Status line.

If no errors occurred, enter the field Name and Value for each input parameter desired as run control for your program. Program procedure looks for the procedure Name in the SQR logic and pulls in the corresponding Value.

**Note:** Name represents a literal field name. Value represents an assigned value to related literal field name.
Step 24. If necessary, click the + sign to add a new row and enter additional parameters for the SQR.
Step | Action
--- | ---
25. | If you have added more than one row of parameters, when finished, make certain to click the View All link to view all Input Parameter rows.
Step | Action
--- | ---
26. | In the **Run** section of the page you can specify the **Run time**, **Recurrence Name** and **Report Output Format** for the SQR.

   For this example, click the drop-down arrow in the **Report Output Format** field.

27. | Click on **PDF** to select it.

   **PDF**
<table>
<thead>
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<tbody>
<tr>
<td>28.</td>
<td>When ready to run the SQR, click the <strong>Run</strong> button.</td>
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<tr>
<td>Step</td>
<td>Action</td>
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<tr>
<td>29.</td>
<td>Click the <strong>Refresh</strong> button until the Status section indicates the process has successfully run.</td>
</tr>
</tbody>
</table>
### Step 30

Note the **Process Instance #** and click the **Go to Report Manager** link to open the **Report Manager Administration** page.

![Process Manager Screen](image1.png)
Step 31. On the **Report Manager Administration** page, find the appropriate process instance in the **Report List** section and click on the file name in the **Description** column to open the file in a new browser window.
Step | Action
--- | ---
32. | After the file opens, you can save it to a directory or print it.

When finished close this browser window.
33. On the Report Manger Administration page, click the Go back to Run Your SQR! link to return to the Run Your SQR page.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>34.</td>
<td>End of Procedure.</td>
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