

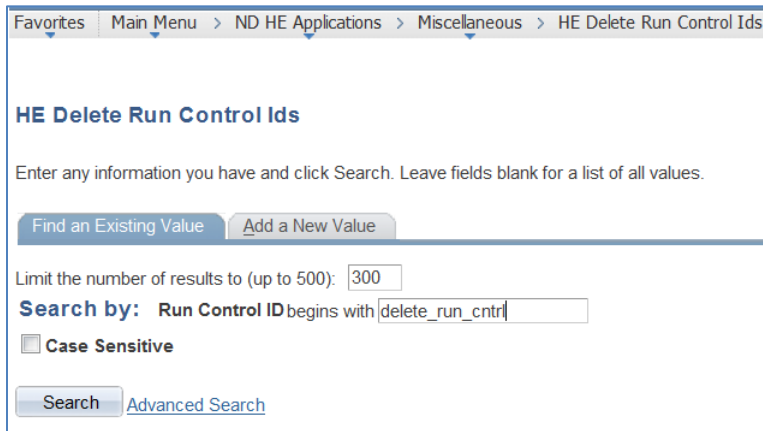
## HE Delete Run Control Ids

The delete run control id process allows for the deletion of run control ids that were created by a user. If the run controls are no longer needed, they can be deleted to allow for fewer in the list when searching for an existing run control. To prevent accidentally deleting all of the run control ids, the functionality will only delete those that have not been used by the user within the current system setting of 99 days.

This process allows for the deletion of 1 or multiple run control ids with the use of the wildcard “%”.

**HRMS Navigation:** Main Menu>ND HE Applications>Miscellaneous>HE Delete Run Control Ids

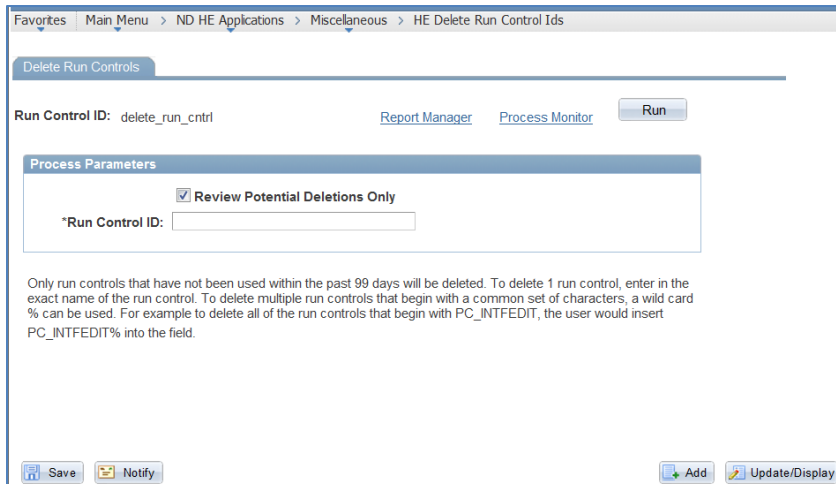
On the HE Delete Run Control Id page, create a new run control id for deleting run control ids. Use a unique run control id for this page that can be used in the future, for example, delete\_run\_cntrl.



The screenshot shows the 'HE Delete Run Control Ids' page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > ND HE Applications > Miscellaneous > HE Delete Run Control Ids'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A text input field is labeled 'Limit the number of results to (up to 500):' with the value '300' entered. Below that, the search criteria is 'Search by: Run Control ID begins with' followed by a text input field containing 'delete\_run\_cntrl'. There is a checkbox for 'Case Sensitive' which is unchecked. At the bottom, there are two buttons: 'Search' and 'Advanced Search'.

### Step 1:

Check the box next to “Review Potential Deletions Only”. By checking this box, the process will verify the run control ids that will be deleted based on the run control id that was entered and will not delete them at this time. The verification steps with the “Review Potential Deletions Only” are not required but to ensure the appropriate run controls will be deleted, it is highly recommended the verification steps be performed.



The screenshot shows the 'Delete Run Controls' page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > ND HE Applications > Miscellaneous > HE Delete Run Control Ids'. Below the title, there is a 'Delete Run Controls' tab. The 'Run Control ID' is 'delete\_run\_cntrl'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below that, there is a 'Process Parameters' section with a checkbox for 'Review Potential Deletions Only' which is checked. There is a text input field for '\*Run Control ID:'. Below the input field, there is a note: 'Only run controls that have not been used within the past 99 days will be deleted. To delete 1 run control, enter in the exact name of the run control. To delete multiple run controls that begin with a common set of characters, a wild card % can be used. For example to delete all of the run controls that begin with PC\_INTFEDIT, the user would insert PC\_INTFEDIT% into the field.' At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

## Step 2:

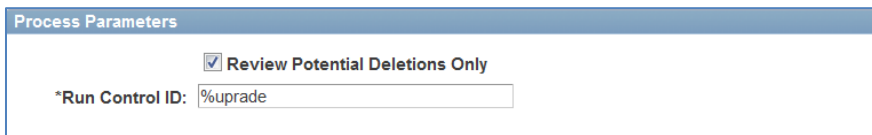
Enter the run control id to delete in the “Run Control Id” field. There are two ways to delete a run control id:

1. Single run control id.
  2. Multiple run control ids using the % symbol as the wildcard.
- For the single run control id deletion, enter in the specific run control id, for example, dsuupgrade.



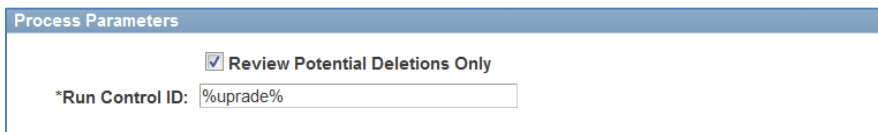
The screenshot shows a form titled "Process Parameters". At the top, there is a checkbox labeled "Review Potential Deletions Only" which is checked. Below this, there is a text input field labeled "\*Run Control ID:" containing the text "dsuupgrade".

- For the multiple run control id deletion, enter a run control id with the % symbol as the wildcard, for example, %upgrade. Using the wildcard will allow the process to delete all run control ids that match zero or more characters where the wildcard is used. In this example, %upgrade, the wildcard at the beginning will delete anything that ends with upgrade.



The screenshot shows a form titled "Process Parameters". At the top, there is a checkbox labeled "Review Potential Deletions Only" which is checked. Below this, there is a text input field labeled "\*Run Control ID:" containing the text "%upgrade".

- The wildcard can be used anywhere within the run control id name. If a wildcard is used at the beginning and one at the end of the run control id, for example, %upgrade%, any run control id that has 'upgrade' in the name will be deleted.



The screenshot shows a form titled "Process Parameters". At the top, there is a checkbox labeled "Review Potential Deletions Only" which is checked. Below this, there is a text input field labeled "\*Run Control ID:" containing the text "%upgrade%".

Remember that only run control ids not used within the current system setting of 99 days will be deleted.

**Important Note:** *The following steps will be the same whether deleting a single run control id or multiple run control ids.*

## Step 3:

Click the Save button to save the Process Parameters and then click the Run button.

Favorites | Main Menu > ND HE Applications > Miscellaneous > HE Delete Run Control Ids

Delete Run Controls

Run Control ID: delete\_run\_cntrl [Report Manager](#) [Process Monitor](#)

**Process Parameters**

Review Potential Deletions Only

\*Run Control ID: %upgrade

Only run controls that have not been used within the past 99 days will be deleted. To delete 1 run control, enter in the exact name of the run control. To delete multiple run controls that begin with a common set of characters, a wild card % can be used. For example to delete all of the run controls that begin with PC\_INTFEDIT, the user would insert PC\_INTFEDIT% into the field.

## Step 4:

Click the OK button to run the process.

Favorites | Main Menu > ND HE Applications > Miscellaneous > HE Delete Run Control Ids

**Process Scheduler Request**

User ID: kelli.heiser Run Control ID: delete\_run\_cntrl

Server Name:  Run Date: 11/08/2011

Recurrence:  Run Time: 11:08:32AM

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Delete Run Control Ids	NDUTC006	SQR Report	Web	PDF	Distribution

## Step 5:

Click the "Process Monitor" hyperlink to verify the possible deletions.

Favorites | Main Menu > ND HE Applications > Miscellaneous > HE Delete Run Control Ids

Delete Run Controls

Run Control ID: delete\_run\_cntrl [Report Manager](#) [Process Monitor](#)

Process Instance: 1676513

**Process Parameters**

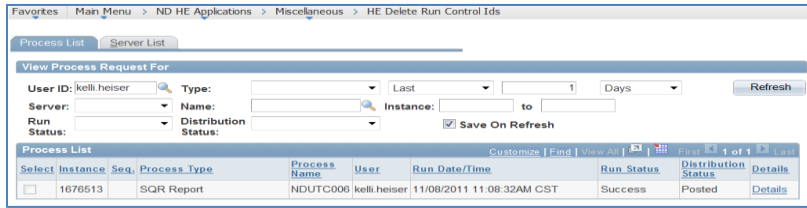
Review Potential Deletions Only

\*Run Control ID: %upgrade

Only run controls that have not been used within the past 99 days will be deleted. To delete 1 run control, enter in the exact name of the run control. To delete multiple run controls that begin with a common set of characters, a wild card % can be used. For example to delete all of the run controls that begin with PC\_INTFEDIT, the user would insert PC\_INTFEDIT% into the field.

## Step 6:

Once the process has completed successfully and posted, click the “Details” hyperlink.



The screenshot shows a web application interface for viewing process requests. At the top, there are navigation tabs for 'Process List' and 'Server List'. Below this is a search form titled 'View Process Request For' with fields for 'User ID' (kelli.heiser), 'Type', 'Last' (1 Days), 'Server', 'Name', 'Instance' (to), and 'Distribution Status'. A 'Refresh' button is on the right. Below the search form is a table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. One row is visible with Instance 1676513, Process Type SQR Report, Process Name NDUTC006, User kelli.heiser, Run Date/Time 11/08/2011 11:08:32AM CST, Run Status Success, and Distribution Status Posted. A 'Details' link is in the last column.

## Step 7:

Click the “View Log/Trace” hyperlink.

Date/Time	Actions
<b>Request Created On:</b> 11/08/2011 11:10:24AM CST	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 11/08/2011 11:08:32AM CST	<a href="#">Message Log</a>
<b>Began Process At:</b> 11/08/2011 11:10:45AM CST	Batch Timings
<b>Ended Process At:</b> 11/08/2011 11:12:02AM CST	<a href="#">View Log/Trace</a>

## Step 8:

Click the .out file hyperlink to verify the deletions.

Name	File Size (bytes)	Datetime Created
<a href="#">NDUTC006_1676513.out</a>	247	11/08/2011 11:12:02.243000AM CST
<a href="#">SQR_NDUTC006_1676513.log</a>	1,747	11/08/2011 11:12:02.243000AM CST

## Step 9:

Below is an example of the .out file report. The report lists the run control ids that “will be deleted”, which means this is for verification only. No run controls ids have been deleted at this point.

```
OPRID: kheiser
RUN_CNTL_ID: %upgrade

Review potential deletions only (Y/N) : Y

Run Control Id bscupgrade will be deleted.
Run Control Id dsuupgrade will be deleted.
Run Control Id lrsupgrade will be deleted.
Run Control Id mayupgrade will be deleted.
Run Control Id scsupgrade will be deleted.
Run Control Id usupgrade will be deleted.
Run Control Id vcsupgrade will be deleted.
Run Control Id wscupgrade will be deleted.

For technical use only.
PSPRCSRUNCNTLS - 8 row(s) will be deleted.
PS_PRCSRUNCNTL - 8 row(s) will be deleted.
PS_PRCSRUNCNTLDIST - 16 row(s) will be deleted.
PS_PRCSRUNCNTLDTL - 24 row(s) will be deleted.

      Total Tables Read for OPRID/RUN_CNTL_ID: 4

      Total OPRID/RUN_CNTL_ID will be Deleted: 56

Program Ended: 11:22:46.243
```

## Step 10:

After the deletions have been verified, return to the delete run control id page and uncheck the “Review Potential Deletions Only” checkbox. Once this box is unchecked and the process is run again, the run controls ids will be deleted. After unchecking the checkbox, click the Run button and then follow steps 4 through 8 to actually delete the run control ids and view the deletion report.

Process Parameters	
<input type="checkbox"/>	Review Potential Deletions Only
*Run Control ID:	<input type="text" value="%upgrade"/>

## Step 11:

Below is an example of the .out file report. The .out file will list the run control ids that were actually deleted.

```
OPRID: kheiser
RUN_CNTL_ID: %upgrade

Review potential deletions only (Y/N) : N

Run Control Id bscupgrade was deleted.
Run Control Id dsupgrade was deleted.
Run Control Id lrsupgrade was deleted.
Run Control Id mayupgrade was deleted.
Run Control Id scsupgrade was deleted.
Run Control Id usupgrade was deleted.
Run Control Id vcsupgrade was deleted.
Run Control Id wscupgrade was deleted.

For technical use only.
PSPRCSRUNCNTLS - 8 row(s) was deleted.
PS_PRCRUNCNTL - 8 row(s) was deleted.
PS_PRCRUNCNTLDIST - 16 row(s) was deleted.
PS_PRCRUNCNTLDTL - 24 row(s) was deleted.

      Total Tables Read for OPRID/RUN_CNTL_ID: 4
              Total OPRID/RUN_CNTL_ID will be Deleted: 56

Program Ended: 11:27:57.630
```

If a run control id matches the criteria but has been used in the last 99 days, a message will appear in the .out report that the run control id cannot be deleted.

Example message of a run control id that cannot be deleted:

```
Run Control id undupgrade cannot be deleted. 7 processes have been run
by this user using this run control id. Deleting of the run control id
cannot be completed until the run control has been purged by the
system. Purging of run controls are done automatically on a periodic
basis.
```

**Important Note:** *The verification process does not have to be run before actually deleting the run control ids but this gives the opportunity to make sure the appropriate run control ids will be deleted. This is particularly important when using a wildcard within the run control id field.*