Delete Run Control IDs

This documentation will show users how to delete unwanted and unused Run Control IDs.

Step 1: Navigate to HE Delete Run Control IDs

Navigation Path:
>ND HE Applications
>Technical
>HE Delete Run Control Ids

You can use the menu on the left or you can use the folders on the main screen to navigate to the HE Delete Run Control IDs screen.

Following the above path leads to the following screen:

The first time you delete a Run Control ID, it will be necessary to create a Run Control ID. To do this, select the Add a New Value Tab. Follow instructions in Step 2 to create a Run Control ID.
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Step 2: Create A Run Control ID.

On the Add a New Value tab, click in the Run Control ID box and type a name for your run control. In this example, “Delete_Run_Control” is used as the Run Control ID. Click Add.

Note: This step is only necessary once. On subsequent requests to delete a Run Control ID, you can use the search feature on the “Find an Existing Value” to locate the Run Control ID created in this step.
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Step 3: Delete Run Control ID Parameters

The parameters screen looks like this.

As you can see, the parameters screen is rather simple. You just need to enter the name of the Run Control that you wish to delete. However, keep in mind that the run control you are about to delete must not have been used in the last 60 days and must be typed exactly as it appears including underscores/spelling/spacing. You may find it helpful to print a listing of your Run Control IDs from the “Find an Existing Value” tab or by copying and pasting the text of the Run Control ID you are deleting.

Once the Run Control ID is entered, click Save, then click Run.

Follow the procedures identified in the Running A Report in PeopleSoft Tip Sheet to complete the deletion of your Run Control IDs. This will take you through the Process Monitor and waiting for the “Success” and “Posted” statuses. Once complete, the Run Control ID you deleted will no longer be listed with your Run Control IDs on the “Find An Existing Value” tab.