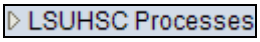
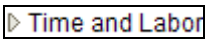
Creating a Run Control ID

Step	Action
1.	Click the **LSUHSC Processes** link. 
2.	Click the **Time and Labor** link. 
3.	Click the **Report** link.
4.	You can create a "Run Control ID" using any report from this menu. Click the **Attendance History** link.
5.	Click the **Add a New Value** tab.
6.	Enter the desired information into the **Run Control ID** field, Enter a valid value e.g. "**ID**"or your desired run id name. ID name cannot consist of any sepcial characters.
7.	Click the **Add** button.
8.	The system will take you to your report parameter screen.
9.	**End of Procedure.**