

Informer Reports Dashboard and Launching a Report Guide

Informer Link: <http://informer.socc.edu:82/informer/>

Online Training Links

You tube links: <http://www.youtube.com/entrinsikinc#play/all>

- Report Dashboard: http://www.youtube.com/entrinsikinc#play/all/favorites-all/2/FteA7_SODCs 8:06 minutes

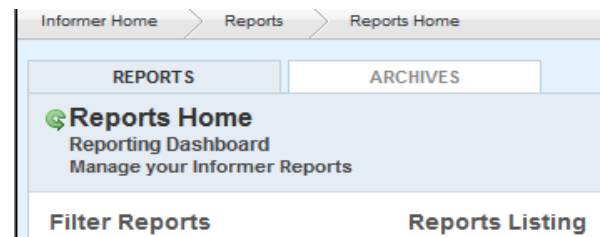
More Links for other features:

- Archives: <http://www.youtube.com/entrinsikinc#play/favorites/3/TJ8RKi7vY1Q> 5:25 minutes
- Analytics: <http://www.youtube.com/entrinsikinc#play/all/favorites-all/0/s35MDO3wWEU> 6:32 minutes
- Scheduled Reports: http://www.youtube.com/entrinsikinc#play/all/favorites-all/2/FteA7_SODCs 9:08 minutes

Report Dashboard

The dashboard defaults to the Informer Home tab and includes the reports tab and the archive tab.

All reports are accessed from the reports tab. Reports are displayed based on user access and the marked area indicated by the small arrowhead.



Filter Reports	
<input checked="" type="checkbox"/> By Set	
▶ All Sets	211
My Favorites	17
<input checked="" type="checkbox"/> By Datasource	
▶ All Datasources	211
Informer	211
<input checked="" type="checkbox"/> By Tag	
▶ All Tags	211
(empty)	1
AAA- All Staff	12
AM- Admissions	5
AS- Administrative Servic...	6
ASG- Associated Student G...	1
ATH- Athletic Reports	5
BKS- Bookstore	2
CE- Community Education	1
CF - Financials	48
CTE- Career and Technic...	8
CURRY- Campus	4

Reports are filtered (displayed on the dashboard) based on the set, datasource or tag area.

Set – displays all reports from all sources and tag. “My Favorites” are reports that have been marked as “favorites” by the user. Click on the star icon next to the report details link – star turns gold and is now marked as a favorite. Click on the gold star icon to remove the report as a favorite.

Datasource – displays all reports from the named datasource. Informer refers to the Colleague system reports.

Tag – displays reports based on the unit/department area. Includes the AAA – All Staff tag. Tags displayed contain reports that end users are able to access. Not all reports appear within the unit/department tag as the reports are specific to other units/departments and still may be accessed if displayed.

Tip: The reports displayed on the dashboard include all areas marked as indicated by the small arrowhead. Note these next to “All Sets” – “All Datasources” – “All Tags” in this example.

Search Feature: The dashboard contains a search feature. This feature searches based on the filters. To search for **all** reports be sure that “All Sets”, “All Datasources”, and “All Tags” are selected. To search for reports within a specific area click on the label in the filter reports list and only the reports within that area are displayed and will be searched. If you do not find a report, be sure to check the areas marked and to use variations of the words in the search. Example: Students - **use “student” or “stud”**

Reports Home
Reporting Dashboard
Manage your Reports

[New Report](#)

Filter Reports

- By Set
 - All Sets 211
 - My Favorites 17
- By Datasource
 - All Datasources 211

Reports Listing

Search Reports On selected reports...

Report Title	Options	Favorite	Created By	Last Executed
AAA - Mailing Labels SavedList Input (PER) Mailing and contact information created by inputting a savedlist based on student id. [kf 10/12/10]	Launch	<input checked="" type="checkbox"/>	Kat Flores	Never
AAA - Mailing Labels Selection(PER)	Launch	<input type="checkbox"/>	Robin Bunnell	Yesterday

Tip: Notice the gold star next to the AAA – Mailing Labels SavedList Input (PER) report details link. This report is marked as a favorite.

Tip: Notice the text box below the reports listing at the top middle of the graphic above. This is a search records free form text box. Use this to search for reports to narrow down the reports displayed on the dashboard.

Launching a Report

Click on the word “launch” next to the report name to execute the report. The runtime parameters will be displayed (selection criteria). Enter the desired selection criteria to narrow down the information to be displayed in the report.

AAA - Mailing Labels SavedList Input (PER)
Report Results
Mailing and contact information created by inputting a savedlist based on student id. [kf 10/12/10]

Report Results | Analytics | Charting

Runtime Parameters

ENTER SAVEDLIST NAME * Ignore case

[Launch Report](#)

Report Results

Refresh | Clear Filter | Drag columns here to group

Last Name	First Name	Address Lines
No items listed		

Click on the “Launch Report” icon to execute the report. The results will be displayed at the bottom of the page beneath the column headings of the report.

Tip: You can rearrange columns to the left or right by simply dragging them to the location desired for your report.

To **group the report** by a column simply drag the column to the “Drag columns here to group” box. Example: If you want to group by last name – all “Smiths” within a group, simply click on and move the “last name” column heading.

If you accidentally click on the report title the “details” of the report will be displayed. If this happens be sure to click on the “data” tab that is displayed and the report parameters (selection criteria) will be displayed – this is the same screen that appears when you click on the word “launch”.

REPORT TEMPLATE | DATA | USER SETTINGS | SCHEDULES

AAA - Mailing Labels SavedList Input (PER)
Informer Report
Mailing and contact information created by inputting a savedlist based on student id. [kf 10/12/10]

Overview

Title	AAA - Mailing Labels SavedList Input (PER)
Description	Mailing and contact information created by inputting a savedlist based on student id. [kf 10/12/10]

The youtube dashboards video provides further details associated with the reports dashboard.

The advanced training guide provides tips for the user setting tab and the schedules tab. There is also a youtube video for the schedules tab. See links at the top of the document.