

# Introduction to Informer

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## What is Informer?

- Informer - a person who informs against someone, especially a criminal. Wait, we know not everybody loves Colleague, but is it a criminal?!?!?
- Informer - a person who informs against another, especially for money or other reward. No money here, but the reward is great reports from your Colleague data.
- Informer - a person who provides information. That's more like it. Informer is our web-based reporting tool. Use it to get all that wonderful data out of Colleague and into a more usable form.

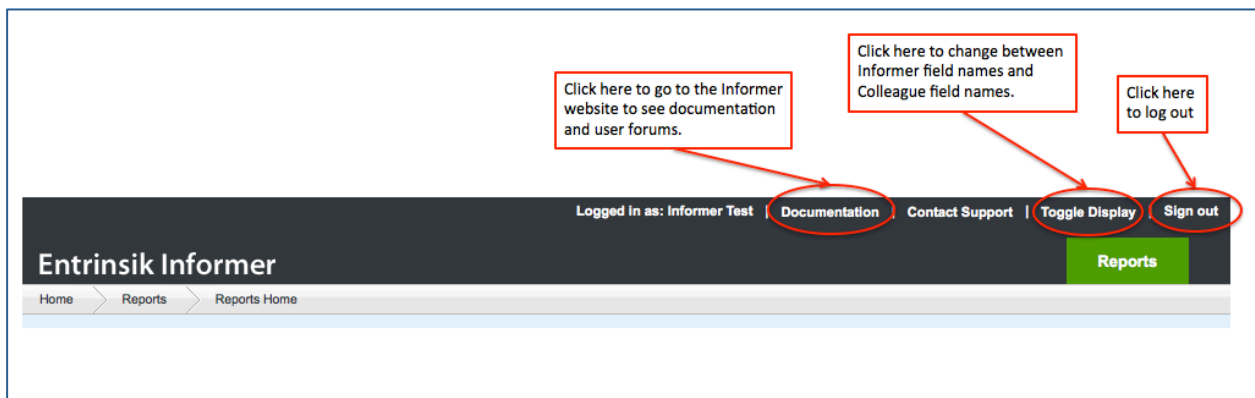
## How do I get to Informer?

- Use your favorite browser (preferably Firefox or Internet Explorer)
- Go to <https://informer.lclark.edu/informer/>
- Log in using your Lewis & Clark username and password:

## Reports Home

- Reports Listing – a listing of all reports to which you have access
- Filter Reports – click an item under this heading to restrict which reports are shown in the Reports Listing
- Datasources – use “COLLIVE” to see reports on Colleague data
- Tags – another way to categorize reports

## Informer Header Block



# Introduction to Informer

## Filter Reports

The screenshot shows the 'Filter Reports' menu with three annotations:

- Click here to show only reports of Colleague data:** Points to the 'COLLIVE' option under 'By Datasource'.
- "Tags" are an optional way to categorize reports:** Points to the 'By Tag' section.
- Click a tag to see only the reports with that tag:** Points to a specific tag, such as 'CAS Admins'.

Filter Category	Item	Count
By Set	All Sets	35
	My Favorites	0
By Datasource	All Datasources	35
	COLLIVE	29
	Informer Data	6
By Tag	All Tags	35
	(empty)	3
	CAS Admins	2
	CAS REG	2
	Communication Management	2
	Core	8
	DEANGR-RA - TSPC/NCATE KA...1	1
	Data Audit	2
	Dept - Grad - Ed Leadersh...	3
	FALL	2
	Fields	2
	Files	1
	Fix	1
	Graduate School	5
IT	2	

## Reports Listing

The screenshot shows the 'Reports Listing' table with the following annotations:

- Title and description:** Points to the report title and its description.
- Click here to run the report:** Points to the 'Launch' button.
- Click here for more information about the report:** Points to the 'Details' button.
- Name of person who created this report:** Points to the 'Created by' column.
- Date you last ran this report:** Points to the 'Last Executed' column.

Report Title	Options	Favorite	Created by	Last Executed
<b>CORE-Address Change Audit Report</b> Provide a CORE audit report for data entry.	<a href="#">Launch</a> <a href="#">Details</a>	☆	Marilyn Quesnel	Never
<b>CORE-Address Created Audit Report</b> Check data entry on address.	<a href="#">Launch</a> <a href="#">Details</a>	☆	Marilyn Quesnel	Never
<b>CORE-Communication Codes by Department</b> Provides information on communication codes created by departments. Code, Description, Documents and Office.	<a href="#">Launch</a> <a href="#">Details</a>	☆	Marilyn Quesnel	Never
<b>CORE-Dictionary Field Search</b> Find Colleague Fields. This works like our old SER. For all the fields in a FILE, just run on the file.	<a href="#">Launch</a> <a href="#">Details</a>	☆	Marilyn Quesnel	Never

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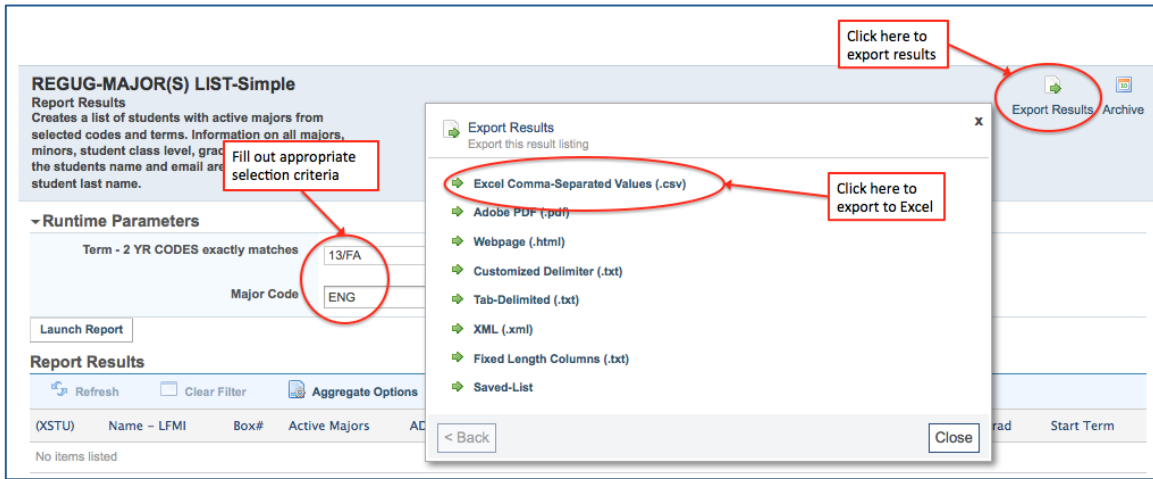
## Running a Report

## Report Results

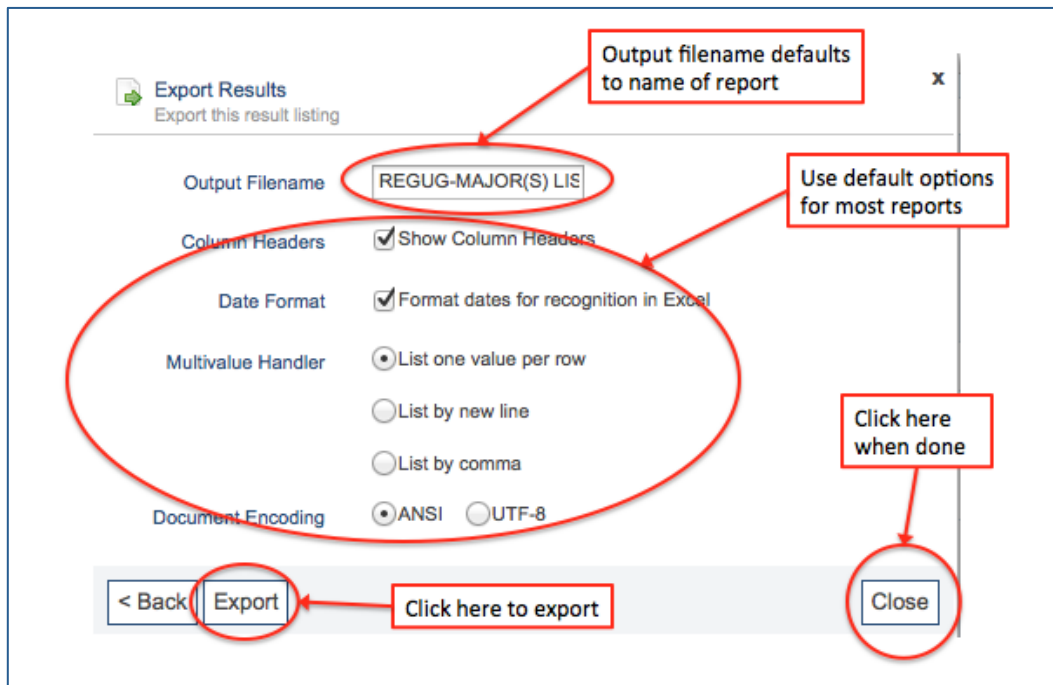
(XSTU)	Name - LFMI	Box#	Active Majors	ADR - E-mail - Login	Active Minors	Class Level	Advisor Name	Term - Grad	Start Term
1788308	Achee, Lauren C	206	ENG	lcachee	RHMS	JR	Chirindo, Kundai Hibbard, Andrea	12/FA	
1686099	Aime, William N	262	ENG HIST	waime		SR	Glosser, Susan Toutonghi, Pauls Westervelt, Benjamin	11/FA	
1680496	Albano, Gabriella S	267	ENG	galbano		JR	Fujie, Kristin	11/FA	
1700667	Allen, Seraphie L	279	ENG	sallen	GNDS	JR	Hibbard, Andrea Brodkin, Kimberly	11/FA	
1499353	Balsom, Sara M	411	ENG FRST	sbalsom		SR	DeMarte, Isabelle Fosso, Kurt Robinson Kelly, Molly	14/SP 11/FA	
1661720	Enright, Sierra J	973	ENG PSYCH	sierraenright		SR	Leonard, Diana Pritchard, William	11/FA	
1833763	Farruggia, Marita A	785	ENG	mfarruggia		SR	Asher, Robert	14/SP	12/FA
1812365	Faulk, Maxwell R	761	ENG	maxwellfaulk		JR	Fosso, Kurt Goldsmith, Daena Harp, Gerald	13/FA	
1700829	Feber, Ailee F	1016	ENG	afeber	ART MTH	SR	Krussel, John Asher, Robert Beers, Debra	11/FA	

# Introduction to Informer

## Export Results to Excel



## Export Options



# Introduction to Informer

## User Settings

**REGUG-MAJOR(S) LIST-Simple**  
Customize Report Output  
Creates a list of students with active majors and terms. Information about class level, grad term, start term and name and email are given. It is sorted by student last name.

Overview Columns Sorts Groups Normalize

Save and Close Cancel Reset Add Fields Add Calculations Add Aggregates Clear Refresh Sample

(XSTU)	Name - LFMI	Box#	Active Majors	ADR - E-mail - Login	Active Minors	Class Level	Advisor Name	Term - Grad	Start Term
1242835	Ronaldson, Shaundiz M	0		kalinows		GR		03/GU	
1582800	Nickerson, Cara J	0				G2		10/GU	
0094821	Williams, Adele A	0						87/SU	
0148309	McAuley, Kelly I	0	MTH			G1	Krussel, John	89/FA	
0159574	Robertson, Gayle L	0						89/SU	

Drop columns here to remove

Column Display Editor  
OK Apply Cancel Remove

## Column Display Editor

Overview Columns Sorts Groups Normalize

Customize Columns  
Save and Close Cancel Reset Add Fields Add Calculations Add Aggregates Clear Refresh Sample

(XSTU)	Name - LFMI	Box#	Active Majors	ADR - E-mail - Login	Active Minors	Class Level	Advisor Name	Term - Grad	Start Term
1242835	Ronaldson, Shaundiz M	0		kalinows		GR		03/GU	
1582800	Nickerson, Cara J	0				G2		10/GU	
0094821	Williams, Adele A	0						87/SU	
0148309	McAuley, Kelly I	0	MTH			G1	Krussel, John	89/FA	
0159574	Robertson, Gayle L	0						89/SU	

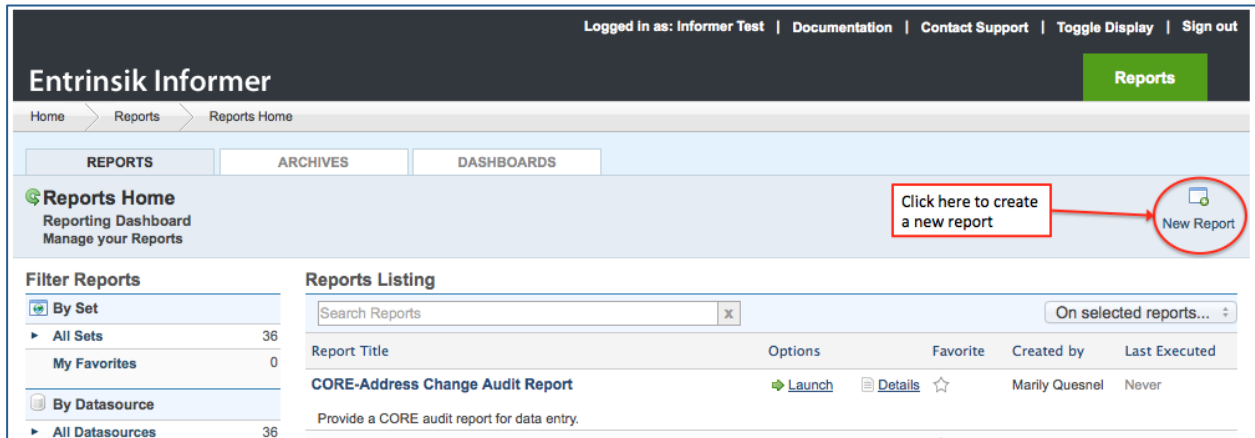
Drop columns here to remove

Column Display Editor  
OK Apply Cancel Remove

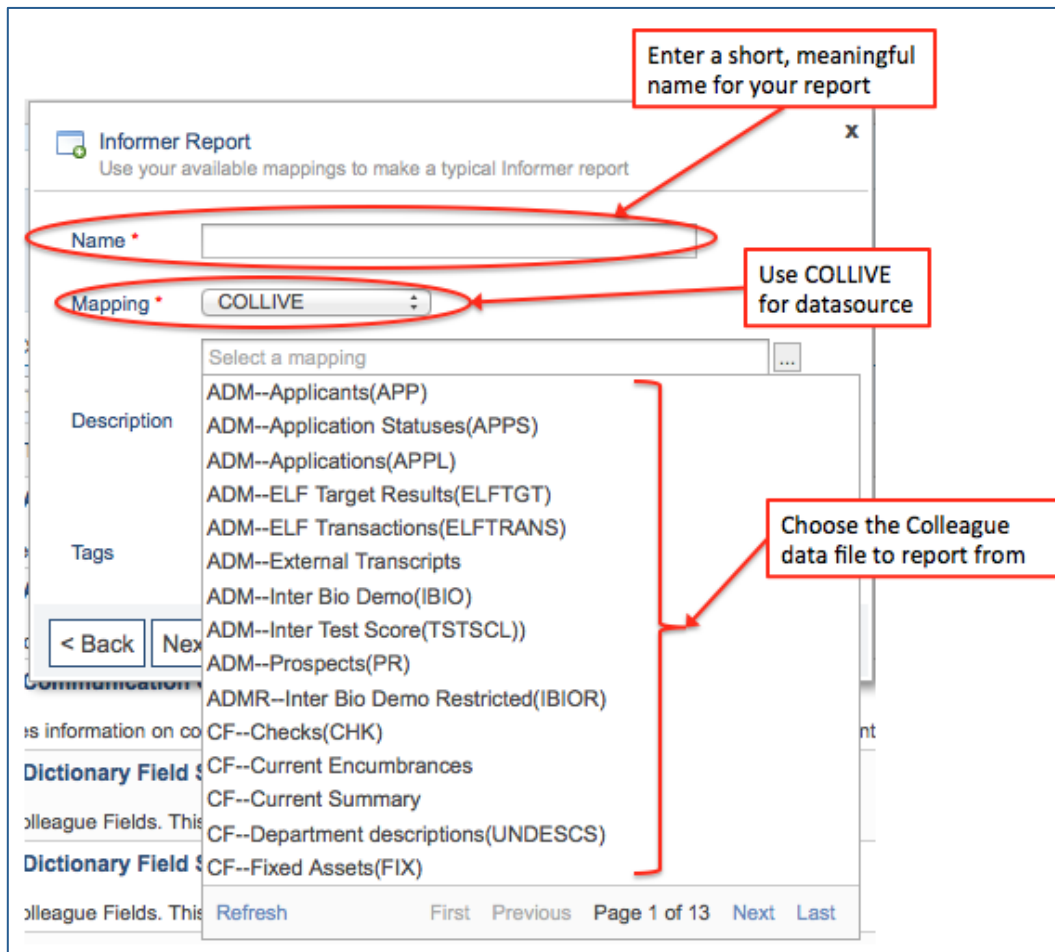
Column Header: ADR - E-mail - Login  
Alias: studentTerms3\_xpersonlogin  
Property: ADR - E-mail - Login  
Alignment:  Left  Center  Right  
Width: Auto  
Format:  Bold, italics, underline  Code File Display  
Code File Display:  Value as is  Code and description  Description only  
Hidden:  Show in row body:

# Introduction to Informer

## Creating a Basic Report



## Report Definition



# Introduction to Informer

## More Report Definition

The screenshot shows the 'Informer Report' configuration window. It includes fields for Name, Mapping, Description, and Tags. Annotations with red boxes and arrows point to specific elements: 'A more verbose description of what your report does - it's optional but you should use it' points to the Description field; 'Optional tags provide a way to classify reports. Don't forget to click the "Add Tag" button after you enter text in the box' points to the Tags field and its 'Add Tag' button; 'Click here to continue building your report' points to the 'Next' button.

**Informer Report**  
Use your available mappings to make a typical Informer report

Name \*

Mapping \*

Description

Tags  Add Tag

< Back **Next** Close

Click here to continue building your report

A more verbose description of what your report does - it's optional but you should use it

Optional tags provide a way to classify reports. Don't forget to click the "Add Tag" button after you enter text in the box

## Report Template

The screenshot shows the 'Overview' section of the report template configuration. It lists various settings such as Title, Description, Datasource, Mapping, Select Filter, Columns, Sorts, Groups, Normalize, PDF Template, Tags, Sharing, and Limit Result Count. Annotations with red boxes and arrows point to specific settings: 'Click here to add selection criteria' points to 'Select Filter'; 'Click here to add columns' points to 'Columns'; 'Click here to specify sort order' points to 'Sorts'; 'Click here to allow other users to see your report - NEVER make your report "public"' points to 'Sharing'; 'Return only a few records - useful when testing your report' points to 'Limit Result Count'.

REPORT TEMPLATE DATA USER SETTINGS SCHEDULES

**InfTest - Test Report**  
COLLIVE Report  
Test Report selecting records from Student Terms

Overview

Title	InfTest - Test Report
Description	Test Report selecting records from Student Terms
Datasource	COLLIVE
Mapping	STU--Student Terms(STTR)
Select Filter	None
Columns	None
Sorts	None
Groups	None
Normalize	None
PDF Template	System default
Tags	None
Sharing	Private
Limit Result Count	(none)

Click here to add selection criteria

Click here to add columns

Click here to specify sort order

Click here to allow other users to see your report - NEVER make your report "public"

Return only a few records - useful when testing your report