

Entrinsic Informer

***Running Reports
Instructions***

Index

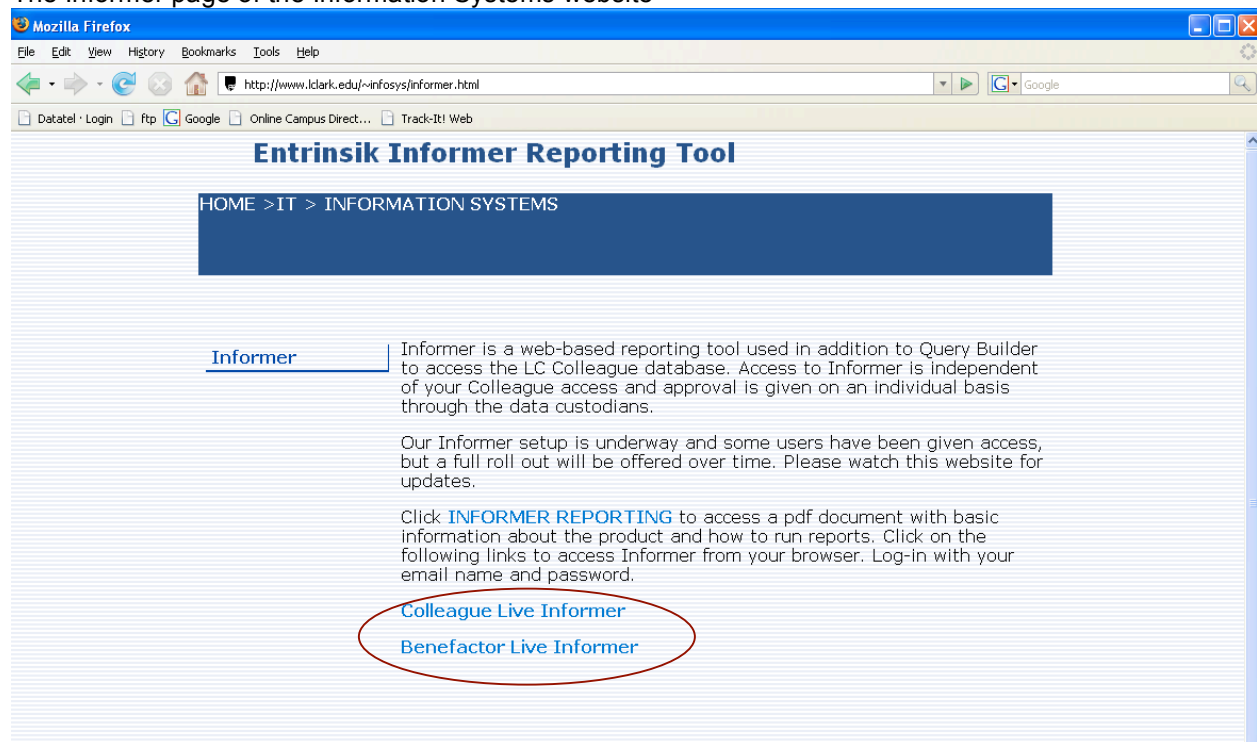
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Logging In

Open any web browser (e.g. Internet Explorer, Firefox, Safari)*. Type in the following URL (or simply click the link): <http://www.lclark.edu/~infosys/informer.html>

This link takes you to the Informer page of the Information Systems website. The page provides a link to the Informer accounts for Colleague and Benefactor, and additional Informer information/documentation.

The Informer page of the Information Systems website



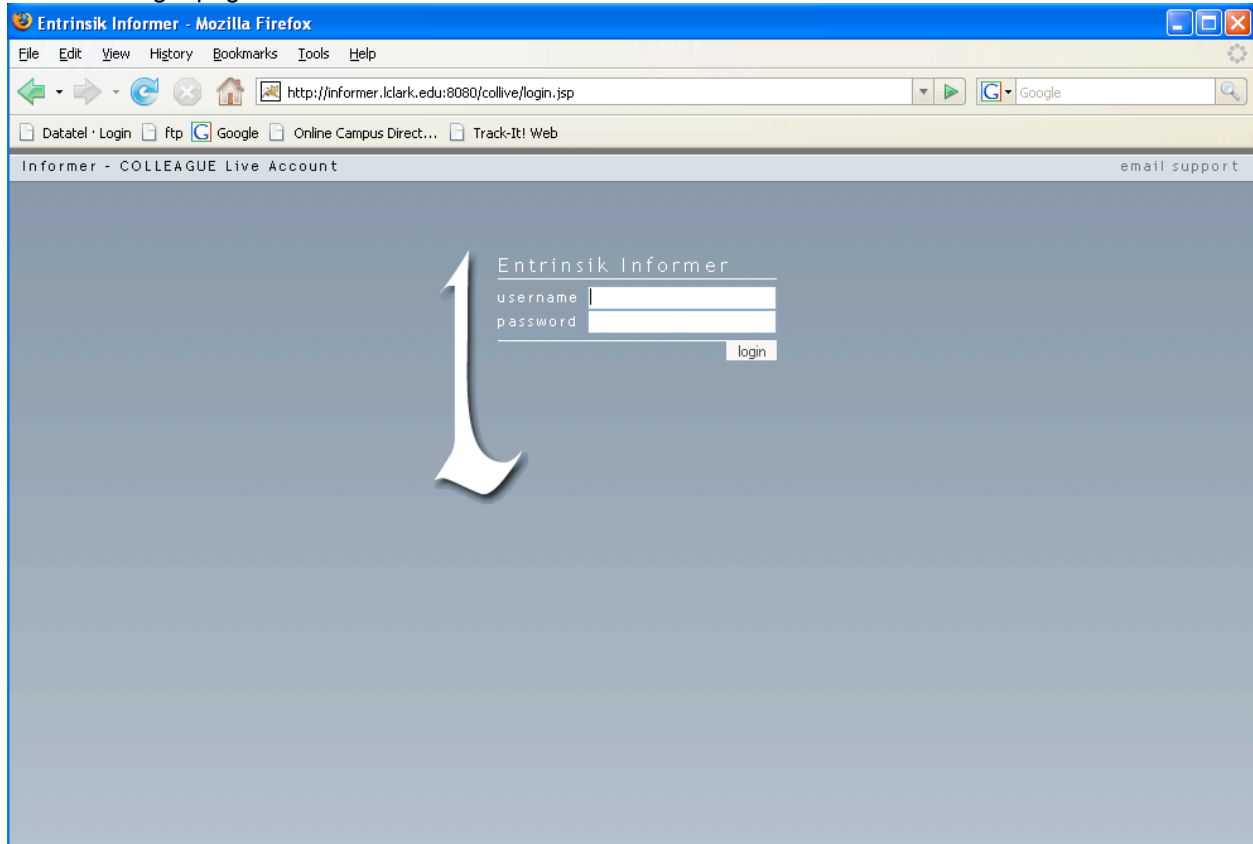
To access Informer, click either on the Colleague Live or Benefactor Live link on the bottom of the page (circled).

***Note:** Firefox is preferable: it seems to work the most consistently with Informer.

Logging In cont

Clicking on one of the above links will take you to the Informer login page.

Informer's login page:



To log into Informer, enter your login and password information (this is the same as your Lewis & Clark email login/password). Click **Login** or hit the Enter key.

Basic Navigation

Once you log in, you are taken to the default Informer page: the **Report Home** page.

Report Home

Home

Category Name	Description
Administration	System Administration for Informer
Admissions	Admissions Reports
Athletics	Athletics Department
CAS Registrar	
Financial Aid	Reports for Student Financial Services
Human Resources	
Human Resources Lists	
Inst Advancement	
NATS Reports	
Residence Life	Residence Life Office
Watzek Library	Watzek Library Downloads

Category Path: [Home](#)

Reports

Report Title	Foreground	Background	Details
Graduates by Term			details

You can return to this page from any other area of Informer by clicking on the **Report Home** link on the left menu bar or the **Home** link in the upper left corner.

Most reports are filed under the folder name that corresponds to the department the report was created for. (For example, Majors and Minors reports are under the **CAS Registrar** folder.)

When you have been given access to a report, you will be told which folder your report is under.

Note: if you are told your report is on the main **Report Home** page, it will be towards the bottom of the home page, under the **Reports** section.

Run A Report

Click on the title of the folder in which your report resides. (The following example uses a report in the **Watzek Library** folder.)

Report Home showing the Watzek Library folder

Home

Category Name	Description
Administration	System Administration for Informer
Admissions	Admissions Reports
Athletics	Athletics Department
CAS Registrar	
Financial Aid	Reports for Student Financial Services
Human Resources	
Human Resources Lists	
Inst Advancement	
NATS Reports	
Residence Life	Residence Life Office
Watzek Library	Watzek Library Downloads

Category Path: Home

Reports

Report Title	Foreground	Background	Details
Graduates by Term			details

Run A Report cont.

Watzek Library folder home page

The screenshot shows the 'Watzek Library' folder home page within the Informer application. The browser window title is 'Informer - COLLEAGUE Live Account - Mozilla Firefox'. The address bar shows the URL: <http://informer.lclark.edu:8080/collive/protected/home.do?categoryId=10006>. The Informer application header includes navigation links (Home, Support, Toggle Display, Logout) and user information (User: IT - Information Systems, Informer - COLLEAGUE Live Account). The left sidebar contains links for Report Home, Report Schedules, and Meta Maintenance. The main content area displays the 'Watzek Library' category, indicating no children categories are defined. Below this, a 'Reports' table lists various report titles with options for foreground or background execution.

Report Title	Foreground	Background	Details
Course information			details
Course Information NEW			details
Current Staff/Faculty			details
Current Students			details
Library INNOPAC students			details
Student/Course Information			details

Once in the folder, you have several options for running your report:

- to the SCREEN
- export to PDF (foreground background)
- export to EXCEL (foreground background)
- export to TAB-DELIMITED TEXT file (foreground background)
- export to XML (foreground background).

Note: running a report in **foreground** mode will run the report immediately and display the results in the format requested. Running a report **background** mode will run the report in the background, the report will be sent to your email account in the format requested.

1. Run Report To SCREEN

To run a report to the screen click on the report title (this example uses the Course Information New report).

Watzek Library folder home page, showing the Course Information NEW report

The screenshot shows the Informer - COLLEAGUE Live Account web interface. The browser window title is "Informer - COLLEAGUE Live Account - Mozilla Firefox". The address bar shows the URL: <http://informer.lclark.edu:8080/collive/protected/home.do?categoryId=10006>. The page displays the Watzek Library folder home page. On the left, there is a sidebar with links: Report Home, Report Schedules, and Meta Maintenance. The main content area shows the Watzek Library category page. It includes a search bar, a description field, and a category path: Home > Watzek Library. Below this, there is a table of Reports. The table has columns: Report Title, Foreground, Background, and Details. The 'Course Information NEW' report is highlighted with a red circle. The table also lists other reports: Course information, Current Staff/Faculty, Current Students, Library INNOPAC students, and Student/Course Information.

Report Title	Foreground	Background	Details
Course information			details
Course Information NEW			details
Current Staff/Faculty			details
Current Students			details
Library INNOPAC students			details
Student/Course Information			details

The report will prompt you to enter the necessary information.

Prompt page for the **Course Information NEW** report (a term must be entered for this report, in this example 08/SP was entered)

The screenshot shows the Informer - COLLEAGUE Live Account web interface. The browser window title is "Informer - COLLEAGUE Live Account - Mozilla Firefox". The address bar shows the URL: http://informer.lclark.edu:8080/collive/protected/report/launch.do?action=prepare&reportId=10006_. The page displays the prompt page for the Course Information NEW report. It includes a sidebar with links: Report Home, Report Schedules, and Meta Maintenance. The main content area shows the 'Criteria: Course Information NEW' section. It has a 'Term' field with the value '08/SP' and a 'submit' button.

Criteria: Course Information NEW
Term = 08/SP
submit

After entering any necessary information, click **Submit**.

1. Run Report To SCREEN cont.

The entire report will display within the web browser:

The screenshot shows a web browser window with the title "Informer - COLLEAGUE Live Account - Mozilla Firefox". The address bar displays the URL: <http://informer.lclark.edu:8080/collive/protected/report/launch.do?parameter%5B0%5D.value=08%5B0%5D>. The browser's toolbar includes buttons for File, Edit, View, History, Bookmarks, Tools, and Help. Below the toolbar, there are links for Datatel, Login, Ftp, Google, Online Campus Direct..., and Track-It! Web. The application's navigation bar includes links for Home, Support, Toggle Display, and Logout. The main content area displays the "Criteria: Course Information NEW" report. The report includes a "Term" dropdown set to "08/SP" and a "submit" button. Below the report title, there are "Report Options" and "Export Options" dropdown menus. The report itself is a table with the following columns: COURSE SECTIONS, Instructor, Instructor Email, Course Dept / Course Number / Section Number, and Course Title. The table lists various courses and sections, including Auto Billing, Practicum Practicum, and Ethnic Studies Colloquium. The status bar at the bottom of the browser window shows "Done".

Criteria: Course Information NEW

Term = 08/SP

submit

Report: Course Information NEW


Report Options: Choose Report Option Below

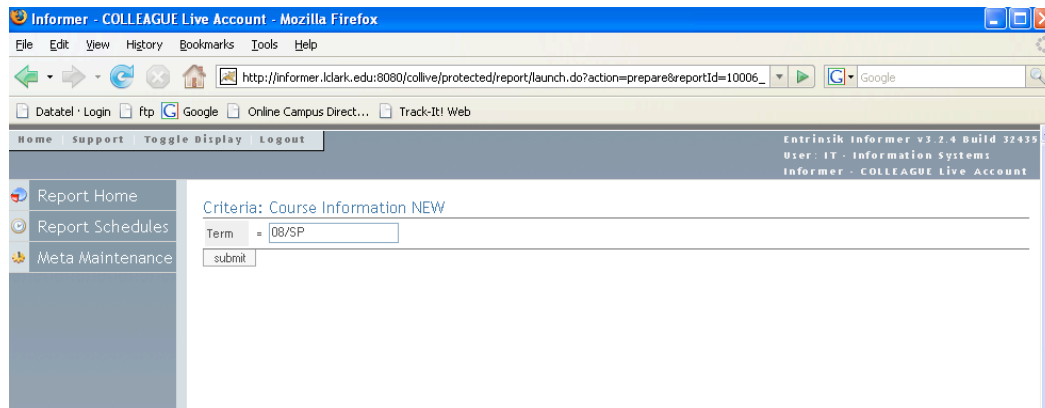
Export Options: Choose Export Format Below

COURSE SECTIONS	Instructor	Instructor Email	Course Dept / Course Number / Section Number	Course Title
34416	Dr. Gregory J. Hermann	hermann@lclark.edu	ADWN 100 AU	Auto Billing
34417	Woodrich, Wendy	woodrich@lclark.edu	ADWN 100 CI	Auto Billing
34418	Dr. Keith R. Dede	dede@lclark.edu	ADWN 100 CH	Auto Billing
34419	Meyers, Larry	meyersl@lclark.edu	ADWN 100 HK	Auto Billing
34420	Woodrich, Wendy	woodrich@lclark.edu	ADWN 100 DR	Auto Billing
34421	Hart-Landsberg, M	marty@lclark.edu	ADWN 100 EC	Auto Billing
34423	McBerry, Sue	mcberry@lclark.edu	ADWN 100 LO	Auto Billing
34424	Aas-Rouxparis, Nicole	nicole@lclark.edu	ADWN 100 FR	Auto Billing
34425	Davis, Susan	davis@lclark.edu	ADWN 100 IT	Auto Billing
34427	Dr. Bruce R. Suttmeier	bruces@lclark.edu	ADWN 100 JP	Auto Billing
34428	Ospovich, Tatiana	tatiana@lclark.edu	ADWN 100 RU	Auto Billing
34429	Aas-Rouxparis, Nicole	nicole@lclark.edu	ADWN 100 SL	Auto Billing
34430	Geddes, Joann	geddes@lclark.edu	ADWN 100 VN	Auto Billing
34431	Dodds, Dinah	dodds@lclark.edu	ADWN 100 MU	Auto Billing
34701	Staff		ADWN 100 01	Auto Billing
35389			ADWN 100 WA	Auto Billing
32785			ADWN 244 01	Practicum Practicum
31707	Dr. Modhurima DasGupta	dasgupta@lclark.edu	ADWN 400 01	Ethnic Studies Colloquium
31692	Ms. Julie K. Vorholt-Alcorn	juliev@lclark.edu	AES 110 01	High Intm Rd-Non Native Spk Eng
31693	Ms. Christine L. Wallin	wallin@lclark.edu	AES 120 01	High Intm Write-Non Native Spk
31256	Yoshida, Norm	yoshida@lclark.edu	AES 130 01	High Intm Comm Skl-Non Nat Spk
31695	Mr. Nathan M. Johnson	njohnson@lclark.edu	AES 150 01	High Intm Cont-Bse Top N Nat Spk
31696	Yoshida, Norm	yoshida@lclark.edu	AES 151 01	High Interm Content Base Topic
31697	Staff		AES 210 01	Adv Reading-Non Native Speakers

2. Export Report To PDF

To run a report to PDF in the foreground, click on the  icon to the right of the report title.

To run a report to PDF in the background, click on the  icon to the right of the report title. Informer will prompt for the necessary information.




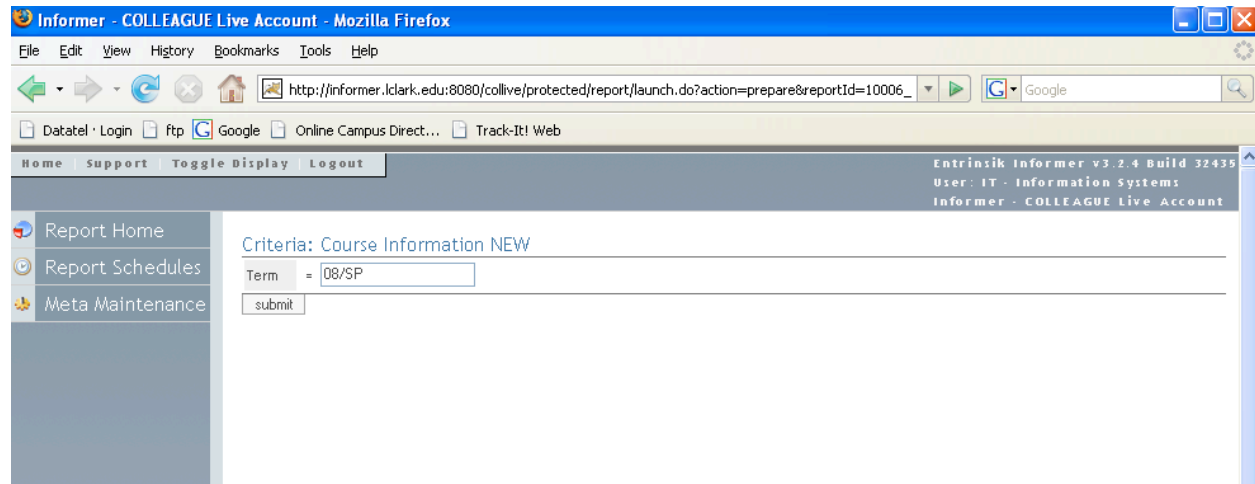
After entering the required information, the report will run, the output will display as a PDF document. (If running the report in background mode the PDF document will be emailed to you.)

COURSE SECTIONS	Instructor	Instructor Email	Course Dept	Course Number	Section Number	Course Title
34416	Dr. Gregory J. Hermann	hermann@lclark.edu	ADMN	100	AU	Auto Billing
34417	Woodrich, Wendy	woodrich@lclark.edu	ADMN	100	CI	Auto Billing
34418	Dr. Keith R. Dede	dede@lclark.edu	ADMN	100	CH	Auto Billing
34419	Meyers, Larry	meyers@lclark.edu	ADMN	100	HK	Auto Billing
34420	Woodrich, Wendy	woodrich@lclark.edu	ADMN	100	DR	Auto Billing
34421	Hart-Landsberg, M	marty@lclark.edu	ADMN	100	EC	Auto Billing
34423	McBerry, Sue	mcberry@lclark.edu	ADMN	100	LO	Auto Billing
34424	Aas-Rosiparis, Nicole	nicole@lclark.edu	ADMN	100	FR	Auto Billing
34425	Davis, Susan	davis@lclark.edu	ADMN	100	IT	Auto Billing
34427	Dr. Bruce R. Suttmeier	bruce@lclark.edu	ADMN	100	JP	Auto Billing
34428	Ospovich, Tatiana	tatiana@lclark.edu	ADMN	100	RU	Auto Billing
34429	Aas-Rosiparis, Nicole	nicole@lclark.edu	ADMN	100	SL	Auto Billing
34430	Geddes, Joann	geddes@lclark.edu	ADMN	100	VN	Auto Billing
34431	Dodds, Dinah	dodds@lclark.edu	ADMN	100	AU	Auto Billing
34701	Staff		ADMN	100	01	Auto Billing
35389			ADMN	100	WA	Auto Billing
32785			ADMN	244	01	Practicum Practicum
31707	Dr. Modhurima Dasgupta	dasgupta@lclark.edu	ADMN	400	01	Ethnic Studies Colloquium
31692	Ms. Julie K. Vorholt-Alcorn	juliev@lclark.edu	AES	110	01	High Intm Rd-Hon Native Spk Eng
31693	Ms. Christine L. Wallin	wallin@lclark.edu	AES	120	01	High Intm Write-Non Native Spk
31256	Yoshida, Norm	yoshida@lclark.edu	AES	130	01	High Intm Comm Skl-Hon Hlat Spk
31695	Mr. Nathan M. Johnson	njohnson@lclark.edu	AES	150	01	High Intm Cont-Ese Top H Nat Spk
31696	Yoshida, Norm	yoshida@lclark.edu	AES	151	01	High Interm Content Base Topic
31697	Staff		AES	210	01	Adv Reading-Non Hative Speakers
31166	Ms. Julie K. Vorholt-Alcorn	juliev@lclark.edu	AES	220	02	Adv Writing-Non-Hative Speakers
31698	Yoshida, Norm	yoshida@lclark.edu	AES	220	01	Adv Writing-Non-Hative Speakers
31257	Ms. Christine L. Wallin	wallin@lclark.edu	AES	240	01	Seminar-Non-Native Speakers
37550	Anholt, Debbie	anholt@lclark.edu	AES	244	01	Practicum
31699	Ms. Julie K. Vorholt-Alcorn	juliev@lclark.edu	AES	250	01	Advanced Content-Based Topics
31700	Mr. Nathan M. Johnson	njohnson@lclark.edu	AES	251	01	Advanced Content-Based Topic
31711	Mr. Nathan M. Johnson	njohnson@lclark.edu	AES	260	01	Intro to Modes of Inquiry
31360	Matthew H. Johnston	mjh@lclark.edu	ART	101	01	Hist West Art-Ancient-Medieval
31557	Ms. Heather Watkins	hwatkins@lclark.edu	ART	102	01	Two-Dimensional Foundations

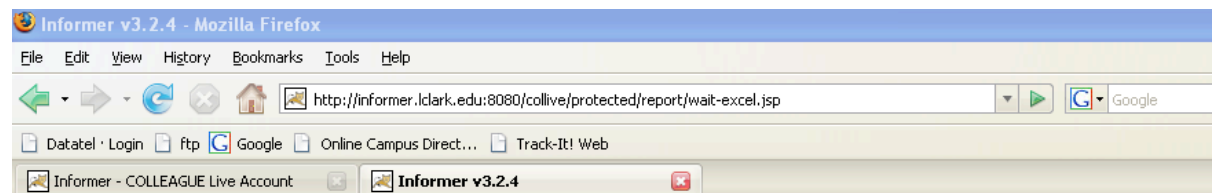
3. Export Report To Excel

To run a report to Excel in the foreground, click on the  icon to the right of the report title.

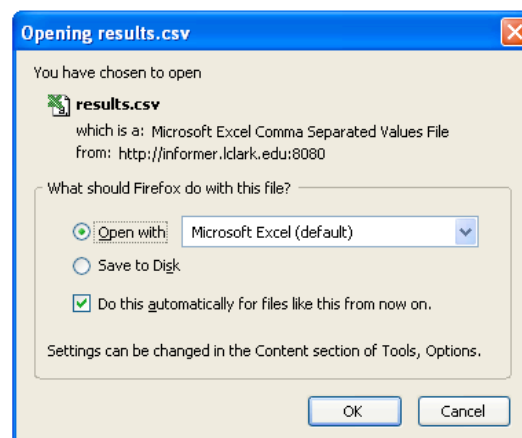
To run a report to Excel in the background, click on the  icon to the right of the report title. Informer will prompt for the necessary information.



If running the report in foreground mode, the browser will display a dialogue box that allows you to select whether you want to open the report immediately or **Save To Disk**.

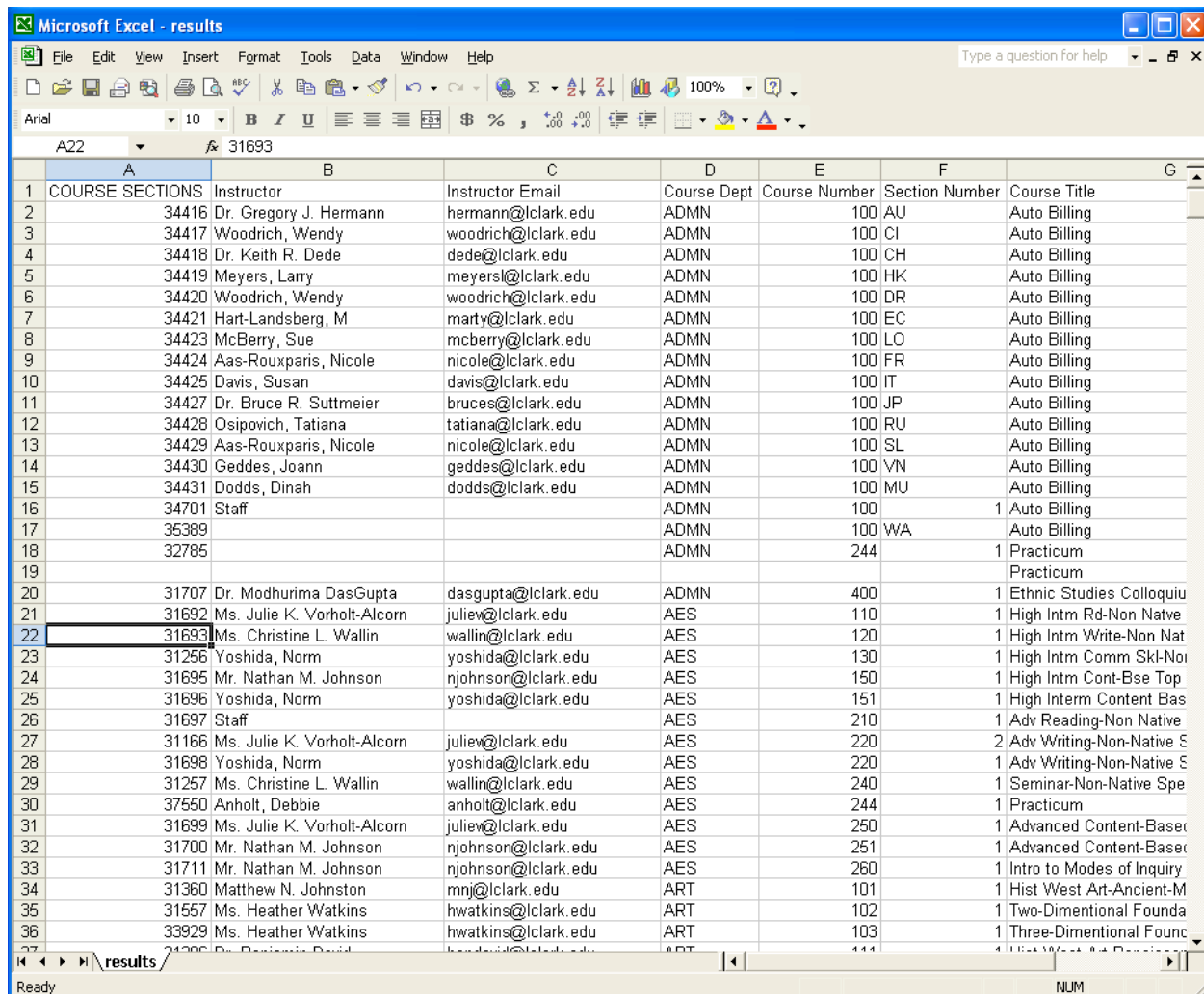


The excel file has been generated.



3. Export Report To Excel cont

By choosing to open it immediately, the report will run and display the output in Excel. (If running the report in background mode the Excel document will be emailed to you.)







The screenshot shows a Microsoft Excel window titled "Microsoft Excel - results". The window contains a table with the following data:

	A	B	C	D	E	F	G
	COURSE SECTIONS	Instructor	Instructor Email	Course Dept	Course Number	Section Number	Course Title
1							
2	34416	Dr. Gregory J. Hermann	hermann@lclark.edu	ADMN	100	AU	Auto Billing
3	34417	Woodrich, Wendy	woodrich@lclark.edu	ADMN	100	CI	Auto Billing
4	34418	Dr. Keith R. Dede	dede@lclark.edu	ADMN	100	CH	Auto Billing
5	34419	Meyers, Larry	meyersl@lclark.edu	ADMN	100	HK	Auto Billing
6	34420	Woodrich, Wendy	woodrich@lclark.edu	ADMN	100	DR	Auto Billing
7	34421	Hart-Landsberg, M	marty@lclark.edu	ADMN	100	EC	Auto Billing
8	34423	McBerry, Sue	mcberry@lclark.edu	ADMN	100	LO	Auto Billing
9	34424	Aas-Rouxparis, Nicole	nicole@lclark.edu	ADMN	100	FR	Auto Billing
10	34425	Davis, Susan	davis@lclark.edu	ADMN	100	IT	Auto Billing
11	34427	Dr. Bruce R. Suttmeier	bruces@lclark.edu	ADMN	100	JP	Auto Billing
12	34428	Osipovich, Tatiana	tatiana@lclark.edu	ADMN	100	RU	Auto Billing
13	34429	Aas-Rouxparis, Nicole	nicole@lclark.edu	ADMN	100	SL	Auto Billing
14	34430	Geddes, Joann	geddes@lclark.edu	ADMN	100	VN	Auto Billing
15	34431	Dodds, Dinah	dodds@lclark.edu	ADMN	100	MU	Auto Billing
16	34701	Staff		ADMN	100		1 Auto Billing
17	35389			ADMN	100	WA	Auto Billing
18	32785			ADMN	244		1 Practicum
19							Practicum
20	31707	Dr. Modhurima DasGupta	dasgupta@lclark.edu	ADMN	400		1 Ethnic Studies Colloquiu
21	31692	Ms. Julie K. Vorholt-Alcorn	juliev@lclark.edu	AES	110		1 High Intm Rd-Non Native
22	31693	Ms. Christine L. Wallin	wallin@lclark.edu	AES	120		1 High Intm Write-Non Nat
23	31256	Yoshida, Norm	yoshida@lclark.edu	AES	130		1 High Intm Comm Skl-Non
24	31695	Mr. Nathan M. Johnson	njohnson@lclark.edu	AES	150		1 High Intm Cont-Bse Top
25	31696	Yoshida, Norm	yoshida@lclark.edu	AES	151		1 High Interm Content Bas
26	31697	Staff		AES	210		1 Adv Reading-Non Native
27	31166	Ms. Julie K. Vorholt-Alcorn	juliev@lclark.edu	AES	220		2 Adv Writing-Non-Native S
28	31698	Yoshida, Norm	yoshida@lclark.edu	AES	220		1 Adv Writing-Non-Native S
29	31257	Ms. Christine L. Wallin	wallin@lclark.edu	AES	240		1 Seminar-Non-Native Spe
30	37550	Anholt, Debbie	anholt@lclark.edu	AES	244		1 Practicum
31	31699	Ms. Julie K. Vorholt-Alcorn	juliev@lclark.edu	AES	250		1 Advanced Content-Based
32	31700	Mr. Nathan M. Johnson	njohnson@lclark.edu	AES	251		1 Advanced Content-Based
33	31711	Mr. Nathan M. Johnson	njohnson@lclark.edu	AES	260		1 Intro to Modes of Inquiry
34	31360	Matthew N. Johnston	mnmj@lclark.edu	ART	101		1 Hist West Art-Ancient-M
35	31557	Ms. Heather Watkins	hwatkins@lclark.edu	ART	102		1 Two-Dimentional Founda
36	33929	Ms. Heather Watkins	hwatkins@lclark.edu	ART	103		1 Three-Dimentional Founc
37	34206	Dr. Benjamin David	benjamin@lclark.edu	ART	444		1 USA 1876-1914: A Revisi

4. Export Report To Tab-Delimited or XML

For either of the above report options, simply click on their respective icons:

- Tab-delimited  or 
- XML  or 

Then prompts are virtually the same as those for exporting to Excel (see previous instructions).

Customizations

The easiest way to create your own report customizations is to start by running the report to the SCREEN (see previous instructions).

Once the report is displayed on the screen, the **Report Option** drop-down menu allows you to customize fields, column headings, and sorts.*

SCREEN output with Report Options

Criteria: Course Information NEW

Term = 08/SP

submit

Report: Course Information NEW

Report Options: Choose Report Option Below

Export Options: Choose Export Format Below

COURSE SECTIONS	Instructor	Instructor Email	Section Number	Course Title
34416	Dr. Gregory J. Hermann	hermann@lclark.edu	AJ	Auto Billing
34417	Woodrich, Wendy	woodrich@lclark.edu	CI	Auto Billing
34418	Dr. Keith R. Dede	dede@lclark.edu	CH	Auto Billing
34419	Meyers, Larry	meyersl@lclark.edu	HK	Auto Billing
34420	Woodrich, Wendy	woodrich@lclark.edu	DR	Auto Billing
34421	Hart-Landsberg, M	marty@lclark.edu	EC	Auto Billing
34423	McBerry, Sue	mcberry@lclark.edu	LO	Auto Billing
34424	Aas-Rouxparis, Nicole	nicole@lclark.edu	FR	Auto Billing
34425	Davis, Susan	davis@lclark.edu	IT	Auto Billing
34427	Dr. Bruce R. Suttmeier	bruces@lclark.edu	JP	Auto Billing
34428	Ospovich, Tatiana	tatiana@lclark.edu	RU	Auto Billing
34429	Aas-Rouxparis, Nicole	nicole@lclark.edu	SL	Auto Billing
34430	Geddes, Joann	geddes@lclark.edu	VN	Auto Billing
34431	Dodds, Dinah	dodds@lclark.edu	MU	Auto Billing
34701	Staff		01	Auto Billing
35389			WA	Auto Billing

* **Note:** The Report Details and Normalize options will not be discussed in this documentation.

1. Customize Fields

Select **Customize Fields** from the **Report Option** drop-down menu.

Customize Fields page

Report Sample

	COURSE SECTIONS	Instructor	Instructor Email	Course Dept	Course Number	Section Number	Course Title
	15504	Lycan, Deborah	lycan@lclark.edu	BIO	200L	01	Laboratory Laboratory
	98/FA_CPSY_504_01	Pederson,		CPSYG	504	01	Family Therapy: Theory and

This page allows you to customize which fields are displayed in your report. To show/hide fields on a report, simply click/un-click the check boxes to the left of the field names in the **Display Fields** area (circled).

Note: If you have been granted access to fields that are not contained in the report but show as available on this page, you may add those fields to the report. This is done in the upper portion of the page, by selecting a field from the **Available Fields** column and clicking on the **Add** button. It will then show in the **Selected Fields** column and will display on the report. These changes will only apply to YOUR version of the report and will be applied to all formats (PDF, Excel, etc.) of the report. A sample of the report displays in the lower part of the screen to show what your changes will look like.

Click the **Submit** button to save any changes you have made.

2. Customize Column Headings

Select **Customize Column Headings** from the **Report Option** drop-down menu.

Customize Header page

The screenshot shows the 'Edit Column Headers: Course Information NEW' page. The page has a sidebar on the left with links: Report Home, Report Schedules, and Meta Maintenance. The main content area has a table with the following columns: Column, Field Name, and Custom Header. The Custom Header column is circled in red. Below the table is a 'Report Sample' section showing a preview of the report data.

Column	Field Name	Custom Header
COURSE SECTIONS	@ID	<input type="text"/>
Instructor	XSEC.FAC.NAME	<input type="text"/>
Xsec Faculty Email	XSEC.FACULTY.EMAIL	<input type="text" value="Instructor Email"/>
Depts	SEC.DEPTS	<input type="text" value="Course Dept"/>
Course Number	SEC.COURSE.NO	<input type="text" value="Course Number"/>
Section	SEC.NO	<input type="text" value="Section Number"/>
Long Title	SEC.CRS.TITLE	<input type="text" value="Course Title"/>

Report Sample

	COURSE SECTIONS	Instructor	Instructor Email	Course Dept	Course Number	Section Number	Course Title
	15504	Lycan, Deborah	lycan@lclark.edu	BIO	200L	01	Laboratory Laboratory
	98/FA_CPSY_504_01	Pederson, Connie		CPSYG	504	01	Family Therapy: Theory and Practice
	92/WI_HPE_101_17	Fix, David	fix@lclark.edu	GATH	101	17	Activities
	389	Staley, Ann	staley@lclark.edu	GRAD	648	07	Experimental-Degree Applicable
	26938	Broide, Michael	broide@lclark.edu	PHYS	151	01	Physics I: Motion

This page allows you to customize the headers for the columns in your report.

The pre-defined Colleague headers are displayed on the left side of the page, under the **Column** header. The customizations are displayed on the right side (circled). As you can see, this report already contains header customizations, but you may still implement your own headers. Simply type your customized header in the box to the right of the field you want customized (in the area circled).

These changes will only apply to YOUR version of the report and will be applied to all formats of the report. A sample of the report displays in the lower part of the screen to show what your changes will look like.

Click the **Submit** button to save any changes you have made.

3. Customize Sorts

Select **Customize Sorts** from the **Report Option** drop-down menu.

Customize Sorts page

Entrinsic Informer v3.2.4 Build 32435
User: IT - Information Systems
Informer - COLLEAGUE Live Account

Report Home
Report Schedules
Meta Maintenance

Edit Sorts: Course Information NEW

Sort Items By: SEC.DEPTS ☒ Ascending ☐ Descending

Then By: SEC.COURSE.NO ☒ Ascending ☐ Descending

Then By: none ☒ Ascending ☐ Descending

submit

Report Sample

COURSE SECTIONS	Instructor	Instructor Email	Course Dept /	Course Number /	Section Number	Course Title
15504	Lycan, Deborah	lycan@lclark.edu	BIO	200L	01	Laboratory Laboratory
98/FA_CPSY_504_01	Pederson, Connie		CPSYG	504	01	Family Therapy: Theory and Practice
92/WI_HPE_101_17	Fix, David	fix@lclark.edu	GATH	101	17	Activities
389	Staley, Ann	staley@lclark.edu	GRAD	648	07	Experimental-Degree Applicable
26938	Broide, Michael	broide@lclark.edu	PHYS	151	01	Physics I: Motion

This page allows you to customize which field(s) you want your report sorted by.

All fields in the report are available to sort by. To select which field you want to sort by, simply click on the first drop-down box and select the field. You may sort in ascending or descending order. You may also select additional fields that you would like as your 2nd, 3rd, etc. sort criteria.

These changes will only apply to YOUR version of the report and will apply to the report in all formats. A sample of the report displays in the lower part of the screen to show what your changes will look like.

Click the **Submit** button to save any changes you have made.

4. Customize Groups

Select **Customize Groups** from the **Report Option** drop-down menu.

Customize Groups page

Entrinsic Informer v3.2.4 Build 32435
User: IT - Information Systems
Informer - COLLEAGUE Live Account

Report Home
Report Schedules
Meta Maintenance

Edit Groups: Course Information NEW

Group Items By: none
Ascending
Descending

submit

Report Sample

COURSE SECTIONS	Instructor	Instructor Email	Course Dept	Course Number	Section Number	Course Title
15504	Lycan, Deborah	lycan@lclark.edu	BIO	200L	01	Laboratory Laboratory
98/FA_CPSY_504_01	Pederson, Connie		CPSYG	504	01	Family Therapy: Theory and Practice
92/WI_HPE_101_17	Fix, David	fix@lclark.edu	GATH	101	17	Activities
389	Staley, Ann	staley@lclark.edu	GRAD	648	07	Experimental-Degree Applicable
26938	Broide, Michael	broide@lclark.edu	PHYS	151	01	Physics I: Motion

This page allows you to select which fields you would like to group your report by. Informer allows you to group by field, then displays the report in groups of that field. Each field value may be expanded within the report to show the data under each grouping (see the following example).

These changes will only apply to YOUR version of the report and will apply to the report in all formats. A sample of the report displays in the lower part of the screen to show what your changes will look like.

Click the **Submit** button to save any changes you have made.

4. Customize Groups cont

Course Information New report example, grouped by the Course Number field

The screenshot displays the Informer - COLLEAGUE Live Account interface in a Mozilla Firefox browser. The browser's address bar shows the URL: http://informer.lclark.edu:8080/collive/protected/report.do?action=launch&reportId=10006_v. The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The browser's toolbar includes buttons for back, forward, home, search, and a search bar with the text "Google". The browser's status bar shows "Datatel - Login", "ftp", "Google", "Online Campus Direct...", and "Track-It! Web".

The Informer - COLLEAGUE Live Account interface has a blue header bar with the text "Informer - COLLEAGUE Live Account - Mozilla Firefox". Below the header bar is a navigation bar with links: Home, Support, Toggle Display, and Logout. The right side of the navigation bar displays "Entrinsic Informer v3.2.4 Build 32435", "User: IT - Information Systems", and "Informer - COLLEAGUE Live Account".

The main content area is divided into a left sidebar and a main panel. The left sidebar contains links: Report Home, Report Schedules, and Meta Maintenance. The main panel displays the "Criteria: Course Information NEW" report. The report is grouped by the Course Number field. The report options are "Choose Report Option Below" and the export options are "Choose Export Format Below".

The report data is as follows:

COURSE SECTIONS	Instructor	Instructor Email	Course Dept /	Course Number /	Section Number	Course Title
- Course Number : 055 (4 items)						
31357	Benowicz, Suanne	benowicz@lclark.edu	MATH	055	LEC	Review of Algebra
31382	Benowicz, Suanne	benowicz@lclark.edu	MATH	055	SPC1	Review of Algebra
31416	Benowicz, Suanne	benowicz@lclark.edu	MATH	055	SPC2	Review of Algebra
31437	Benowicz, Suanne	benowicz@lclark.edu	MATH	055	SPC3	Review of Algebra
+ Course Number : 100 (30 items)						
+ Course Number : 100L (5 items)						
+ Course Number : 101 (45 items)						
+ Course Number : 102 (31 items)						
+ Course Number : 103 (6 items)						
+ Course Number : 104 (3 items)						
+ Course Number : 105 (8 items)						

5. Removing Customizations

To remove any customized settings you added, simply select **Restore Original Settings** from the **Report Option** drop-down menu.

The screenshot shows the Informer - COLLEAGUE Live Account interface in Mozilla Firefox. The browser address bar shows the URL: http://informer.lclark.edu:8080/collive/protected/report.do?action=launch&reportId=10006_V. The page title is "Informer - COLLEAGUE Live Account". The user is logged in as "User: IT - Information Systems".

The main content area displays the "Report: Course Information NEW" page. The "Criteria: Course Information NEW" section shows a "Term" of "08/SP" and a "submit" button. Below this, the "Report Options" dropdown menu is open, showing the following options:

- Choose Report Option Below
- Report Details
- Restore Original Settings** (highlighted with a red circle)
- Customize Fields
- Customize Column Headings
- Customize Sorts
- Customize Groups
- Normalize Data

The "Export Options" dropdown menu is also open, showing "Choose Export Format Below".

The table below displays the report data:

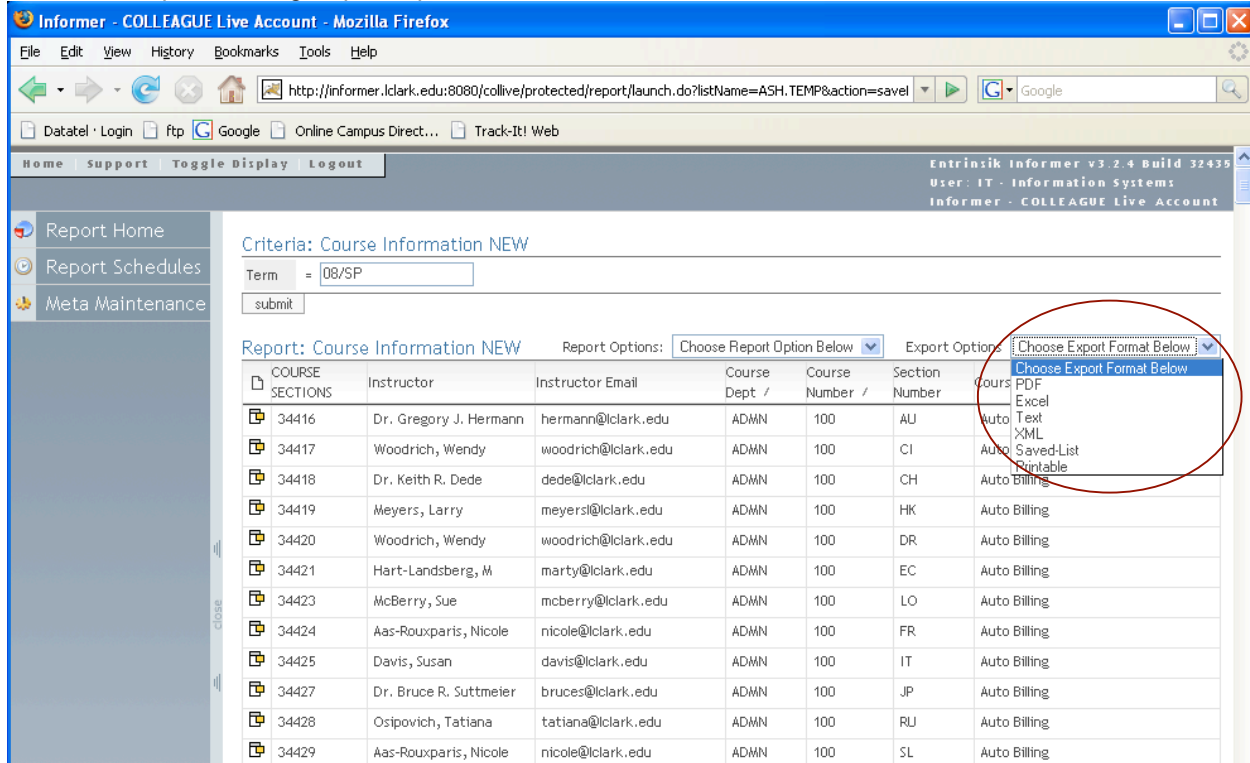
TEST1	Instructor	Instructor Email	Action	Number	Course Title	
34416	Dr. Gregory J. Hermann	hermann@lclark.edu			Auto Billing	
34417	Woodrich, Wendy	woodrich@lclark.edu			Auto Billing	
34418	Dr. Keith R. Dede	dede@lclark.edu			Auto Billing	
34419	Meyers, Larry	meyers@lclark.edu	ADMN	100	HK	Auto Billing
34420	Woodrich, Wendy	woodrich@lclark.edu	ADMN	100	DR	Auto Billing
34421	Hart-Landsberg, M	marty@lclark.edu	ADMN	100	EC	Auto Billing
34423	McBerry, Sue	mcberry@lclark.edu	ADMN	100	LO	Auto Billing
34424	Aas-Rouxparis, Nicole	nicole@lclark.edu	ADMN	100	FR	Auto Billing
34425	Davis, Susan	davis@lclark.edu	ADMN	100	IT	Auto Billing
34427	Dr. Bruce R. Suttmeier	bruces@lclark.edu	ADMN	100	JP	Auto Billing
34428	Osipovich, Tatiana	tatiana@lclark.edu	ADMN	100	RU	Auto Billing
34429	Aas-Rouxparis, Nicole	nicole@lclark.edu	ADMN	100	SL	Auto Billing
34430	Geddes, Joann	geddes@lclark.edu	ADMN	100	VN	Auto Billing
34431	Dodds, Dinah	dodds@lclark.edu	ADMN	100	MU	Auto Billing
34701	Staff		ADMN	100	01	Auto Billing
35389			ADMN	100	WA	Auto Billing
32785			ADMN	244	01	Practicum

Exporting A Report From SCREEN Output

After you have run a report to the SCREEN, you have the additional option of exporting the report into these formats: PDF, Excel, Text, XML, Saved-List, and Printable.

Any of these options may be selected from the **Export Options** drop-down menu from the report output page.

SCREEN output showing Export Options



The screenshot shows the Informer - COLLEAGUE Live Account interface in Mozilla Firefox. The browser address bar shows the URL: <http://informer.lclark.edu:8080/collive/protected/report/launch.do?listName=ASH.TEMP&action=savel>. The page title is "Informer - COLLEAGUE Live Account". The user is logged in as "User: IT - Information Systems".

The main content area displays the "Report: Course Information NEW" page. The "Criteria: Course Information NEW" is shown. The "Term" is set to "08/SP". The "Report Options" dropdown menu is set to "Choose Report Option Below". The "Export Options" dropdown menu is open, showing the following options: PDF, Excel, Text, XML, Saved-List, and Printable. A red circle highlights the "Export Options" dropdown menu.

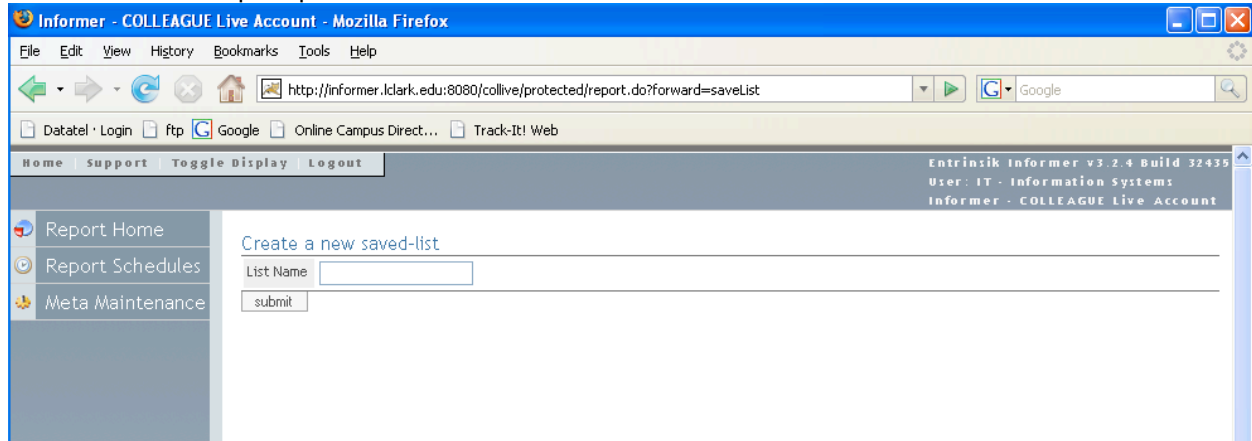
COURSE SECTIONS	Instructor	Instructor Email	Course Dept /	Course Number /	Section Number	Cours
34416	Dr. Gregory J. Hermann	hermann@lclark.edu	ADWN	100	AU	Auto
34417	Woodrich, Wendy	woodrich@lclark.edu	ADWN	100	CI	Auto
34418	Dr. Keith R. Dede	dede@lclark.edu	ADWN	100	CH	Auto
34419	Meyers, Larry	meyers@lclark.edu	ADWN	100	HK	Auto
34420	Woodrich, Wendy	woodrich@lclark.edu	ADWN	100	DR	Auto
34421	Hart-Landsberg, M	marty@lclark.edu	ADWN	100	EC	Auto
34423	McBerry, Sue	mcberry@lclark.edu	ADWN	100	LO	Auto
34424	Aas-Rouxparis, Nicole	nicole@lclark.edu	ADWN	100	FR	Auto
34425	Davis, Susan	davis@lclark.edu	ADWN	100	IT	Auto
34427	Dr. Bruce R. Suttmeier	bruces@lclark.edu	ADWN	100	JP	Auto
34428	Ospovich, Tatiana	tatiana@lclark.edu	ADWN	100	RJ	Auto
34429	Aas-Rouxparis, Nicole	nicole@lclark.edu	ADWN	100	SL	Auto

To export to PDF, Excel, Text, or XML, simply select that option from the drop-down menu and the report will pop up in the requested format (no additional prompting will be displayed—Informer assumes that you want the same report that has already been run to the screen, just in a different format).

1. Saved-List Option

To create a Colleague saved list from your Informer report, select the **Saved-List** option from the **Export Options** menu. Informer will prompt you to enter a saved list name (the name must use the same naming convention that you would use in Colleague, i.e. the saved-list name cannot contain spaces). After submitting the name, the list will be available for use in Colleague.

Create a saved-list prompt

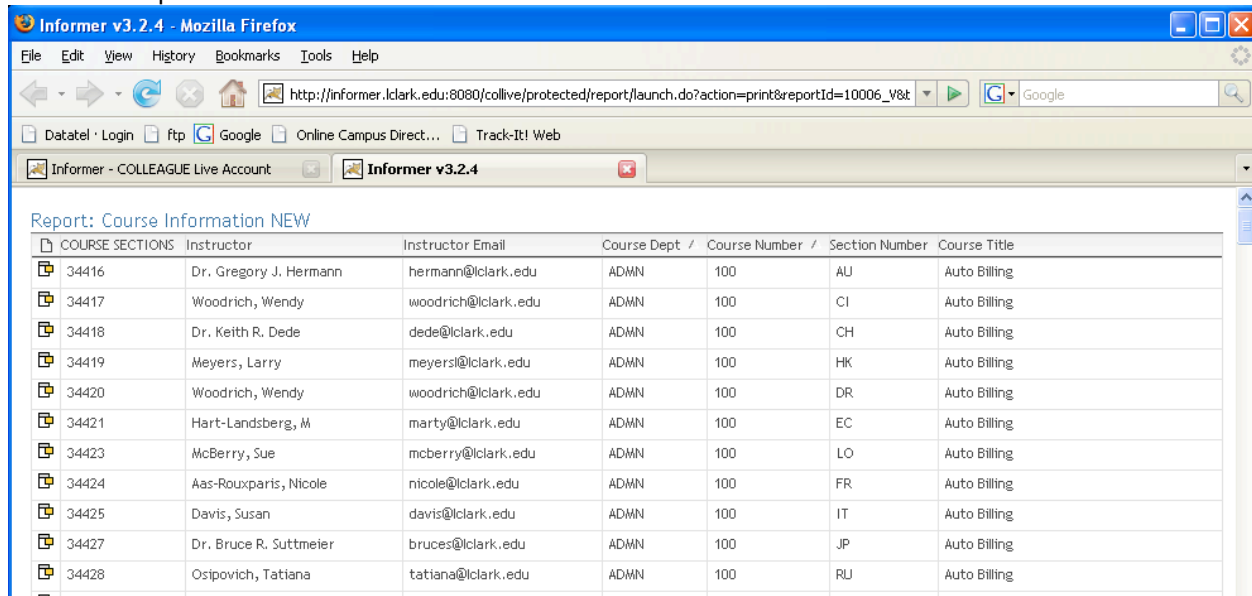


The screenshot shows a web browser window titled "Informer - COLLEAGUE Live Account - Mozilla Firefox". The address bar displays the URL: `http://informer.lclark.edu:8080/collive/protected/report.do?forward=savedList`. The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page content features a sidebar with links: Report Home, Report Schedules, and Meta Maintenance. The main area is titled "Create a new saved-list" and contains a form with a "List Name" input field and a "submit" button. In the top right corner, the text reads: "Entrinsik Informer v3.2.4 Build 32435", "User: IT - Information Systems", and "Informer - COLLEAGUE Live Account".

2. Printable Option

To display the SCREEN output in a more printer-friendly format, select the **Printable** option. The report will be displayed on the browser screen without the usual Informer toolbars.

Printable output



The screenshot shows a web browser window titled "Informer v3.2.4 - Mozilla Firefox". The address bar displays the URL: `http://informer.lclark.edu:8080/collive/protected/report/launch.do?action=print&reportId=10006_V&t`. The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page content features a sidebar with links: Datatel, Login, ftp, Google, Online Campus Direct..., and Track-It! Web. The main area is titled "Report: Course Information NEW" and displays a table of course information. The table has columns: COURSE SECTIONS, Instructor, Instructor Email, Course Dept, Course Number, Section Number, and Course Title. The table contains 12 rows of data.

COURSE SECTIONS	Instructor	Instructor Email	Course Dept	Course Number	Section Number	Course Title
34416	Dr. Gregory J. Hermann	hermann@lclark.edu	ADMN	100	AJ	Auto Billing
34417	Woodrich, Wendy	woodrich@lclark.edu	ADMN	100	CI	Auto Billing
34418	Dr. Keith R. Dede	dede@lclark.edu	ADMN	100	CH	Auto Billing
34419	Meyers, Larry	meyersl@lclark.edu	ADMN	100	HK	Auto Billing
34420	Woodrich, Wendy	woodrich@lclark.edu	ADMN	100	DR	Auto Billing
34421	Hart-Landsberg, M	marty@lclark.edu	ADMN	100	EC	Auto Billing
34423	McBerry, Sue	mcberry@lclark.edu	ADMN	100	LO	Auto Billing
34424	Aas-Rouxparis, Nicole	nicole@lclark.edu	ADMN	100	FR	Auto Billing
34425	Davis, Susan	davis@lclark.edu	ADMN	100	IT	Auto Billing
34427	Dr. Bruce R. Suttmeier	bruces@lclark.edu	ADMN	100	JP	Auto Billing
34428	Ospovich, Tatiana	tatiana@lclark.edu	ADMN	100	RJ	Auto Billing
34429

Logging Out

When you are done running Informer reports, make sure to log out. Do this by simply clicking the **Logout** link on the top of the page.

Entrinsic Informer v3.2.4 Build 32435
User: IT - Information Systems
Informer - COLLEAGUE Live Account

Report Home
Report Schedules
Meta Maintenance

Home

Category Name	Description
Administration	System Administration for Informer
Admissions	Admissions Reports
Athletics	Athletics Department
CAS Registrar	
Financial Aid	Reports for Student Financial Services
Human Resources	
Human Resources Lists	
Inst Advancement	
NATS Reports	
Residence Life	Residence Life Office
Watzek Library	Watzek Library Downloads

Category Path: [Home](#)

Reports

Report Title	Foreground	Background	Details
Graduates by Term			details