Introduction to Informer

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
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Filter Reports

Click here to show only reports of Colleague data

"Tags" are an optional way to categorize reports

Click a tag to see only the reports with that tag

Reports Listing

Click here for more information about the report

Name of person who created this report

Date you last ran this report

Title and description

Click here to run the report

March 12, 2014
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Running a Report

This means you only see term codes for the two years before and after today's date.

Enter one or more major codes, separated by commas, here.

Click here for a list of valid values with check boxes.

Click here to run the report.

Report Results

Click a column heading to sort on that column.

Use the slider to move between pages.

Number of records in your report.

Click these to move between pages.

Click here to show all records on one page.
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Export Results to Excel

Export Options

Output filename defaults to name of report
Use default options for most reports
Click here when done
Click here to export
Close
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User Settings

Column Display Editor

Don't forget to apply your changes

Change the column header

Change display for a field which is a code

Click here to leave the column in the report but not display it

Click here to change alignment within the column

Click here to change the column width

Click here to change the column header

Click here to change the column display

Don't forget to apply your changes

Change alignment within the column

Click here to leave the column in the report but not display it

Click here to change the column display

Click here to change the column header

Change display for a field which is a code

Click here to leave the column in the report but not display it
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Creating a Basic Report

Report Definition

Enter a short, meaningful name for your report

Use COLLIVE for datasource

Choose the Colleague data file to report from
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More Report Definition

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.

Click here to continue building your report.

Report Template

Click here to add selection criteria.
Click here to specify sort order.
Click here to add columns.
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.