

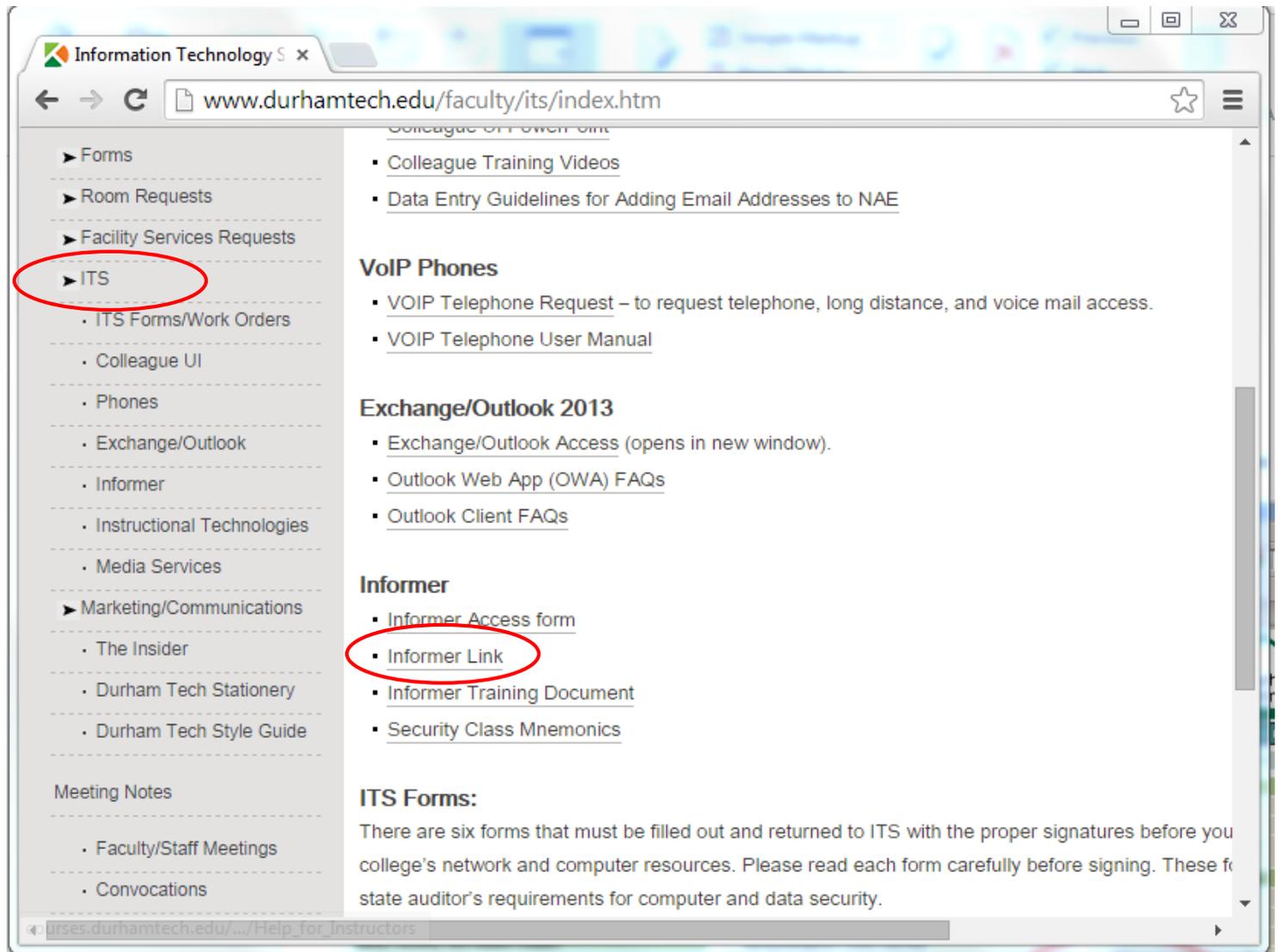
## An Introduction to Informer

Need access to Informer? Fill the Informer Access Form at the link listed below and send in to ITS:

<https://www.durhamtech.edu/sites/default/files/media-files/forms/request-Informer-access-form.pdf>

Logging into Informer

Go to the Faculty/Staff website and find the link listed under the Information Technology Services area

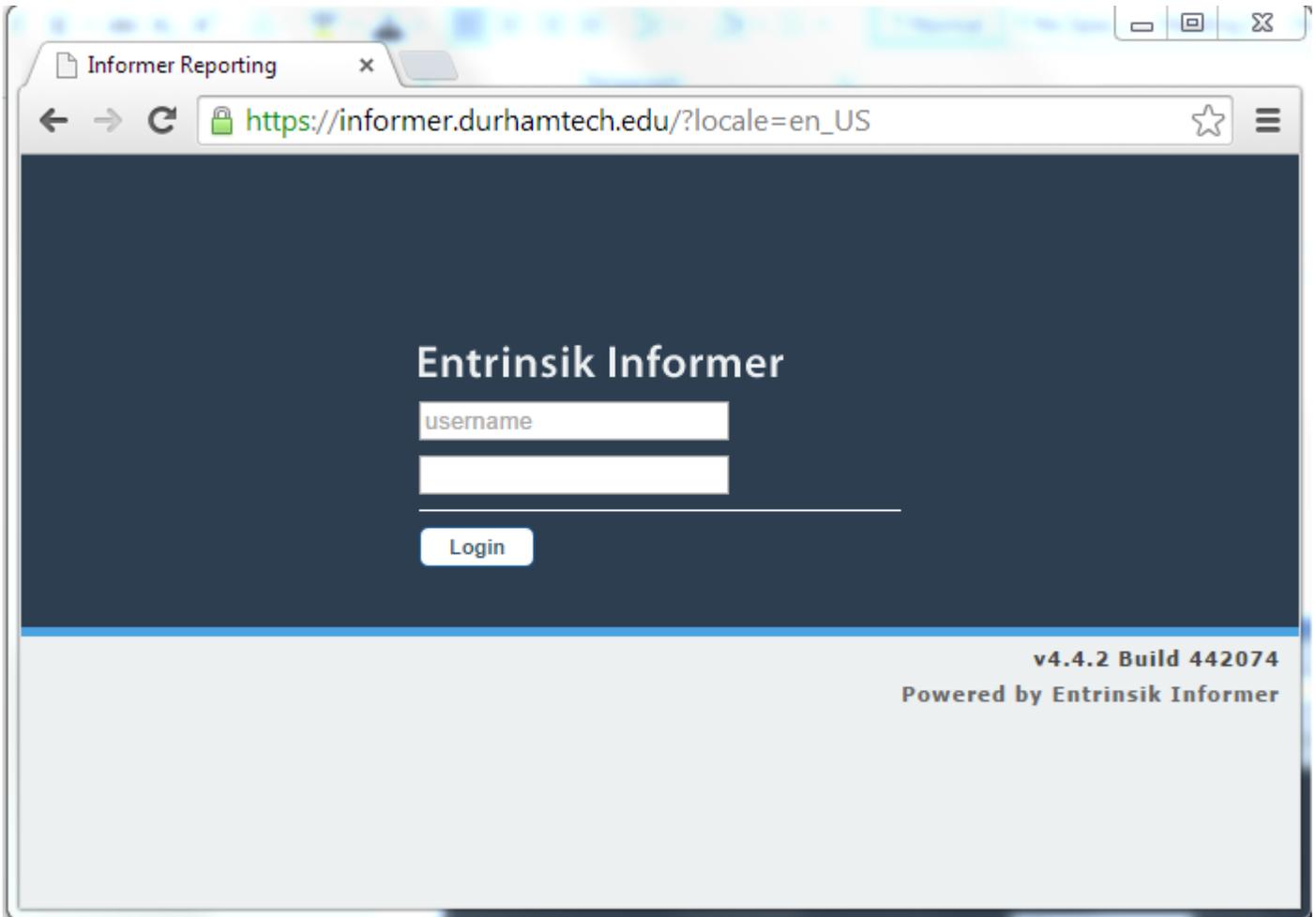


Click on the link noted above or you can use the following link:

<https://informer.durhamtech.edu>

Use your WebAdvisor credentials to login to Informer

Informer Login Screen Example:



When you login, a screen will appear with available reports.

To run a particular report, click on **Launch**

The screenshot displays the 'Entrinsik Informer' Reports Home interface. The browser address bar shows the URL: [https://informer.durhamtech.edu/?locale=en\\_US#action=ReportsHome&tagId=1231](https://informer.durhamtech.edu/?locale=en_US#action=ReportsHome&tagId=1231). The user is logged in as Patrick Hines. The main navigation includes 'Reports', 'Mappings', 'Security', and 'Admin'. The 'Reports' section is active, showing a 'Reports Home' dashboard with options for 'New Report' and 'Import Package'.

The 'Filter Reports' sidebar on the left includes a 'Clear Filter' button and a count of 9. It lists 'My Favorites' (114), 'My Reports' (276), and 'Recently Added' (6). Under 'Datasources', there are 'Development' (2), 'Informer' (14), 'production' (1697), and 'Test' (7). Under 'Tags', there are '(All Tags) (empty)' (276), 'ABE' (2), 'ABS Study' (5), 'ACA' (1), 'Admissions' (86), 'Advising' (41), 'Associate Degree Nursing' (3), 'ASUT' (33), 'AtD' (2), 'Auditors' (22), 'Backups' (2), 'Basic Skills' (89), and 'Bookstore' (1).

The 'Reports Listing' table has a search bar and a table with the following data:

Report Title	Options	Favorite	Created by	Last Executed
<input type="checkbox"/> Department Listing by Colleague Division This produces a list of active colleague departments group by colleague division. At DTCC, Colleague divisions are referred to as departments and Colleague departments are sometimes referred to as programs. If the Division is blank, there's a change ...	<a href="#">Launch</a> <a href="#">Details</a>	★	Patrick Hines	10/8/12
<input type="checkbox"/> DWS SAMPLE - Section Listing Sorenson This report lists sections for a selected term and without canceled classes.	<a href="#">Launch</a> <a href="#">Details</a>	☆	David Sorenson	Never
<input type="checkbox"/> Program Student Listing by Term This report will produce a list of contact information, advisors and academic information for students who were enrolled in classes at DTCC in a selected term and selected program or programs. For a complete listing be sure to include all possible progra...	<a href="#">Launch</a> <a href="#">Details</a>	★	Patrick Hines	3/27/14
<input type="checkbox"/> SAMPLE - Academic Credentials Listing This will list the academic credentials for selected individuals.	<a href="#">Launch</a> <a href="#">Details</a>	★	Patrick Hines	3/27/14
<input type="checkbox"/> Sample - External Transcripts From Students This reports lists external transcript data from students	<a href="#">Launch</a> <a href="#">Details</a>	☆	Patrick Hines	Never
<input type="checkbox"/> SAMPLE - Informer Reports Master Listing This report lists Informer reports, the report creator, creation date, report modifier, and more.	<a href="#">Launch</a> <a href="#">Details</a>	★	Patrick Hines	Never
<input type="checkbox"/> SAMPLE - Person Listing This is a sample report that will list data from the PERSON file based on an ID number.	<a href="#">Launch</a> <a href="#">Details</a>	☆	Patrick Hines	Never
<input type="checkbox"/> SAMPLE - Section Listing This report lists sections for a selected term and without canceled classes.	<a href="#">Launch</a> <a href="#">Details</a>	★	Patrick Hines	3/27/14
<input type="checkbox"/> SAMPLE - Section Listing Hines Copy This report lists sections for a selected term and without canceled classes.	<a href="#">Launch</a> <a href="#">Details</a>	☆	Patrick Hines	Never

The Tags in the left column are folders for different type of reports. We are using department names as classifications. Click on the tags and there will be different reports. Users can only view reports that they have been given permission to view.

The screenshot shows the Informer Web Reporting application interface. At the top, there is a navigation bar with 'Reports' and 'Mappings' buttons. Below this is a breadcrumb trail: Home > Reports > Reports Home. The main content area is divided into two sections: 'Filter Reports' on the left and 'Reports Listing' on the right.

**Filter Reports** section includes:

- By Set:** All Sets (39), My Favorites (0)
- By Datasource:** All Datasources (39), production (39)
- By Tag:** All Tags (39), ASUT (3), Admissions (8), Advising (1), Associate Degree Nursing (1), BPST (2), CGL (2), CRPFA Missing Data (1), Developmental (1), Distance Learning (1), Enrollment (1), Enrollment Management (2), Financial Aid (1), Graduates (1), Health Technologies (1), Help Desk (2), IST (2), ITSD (4), Instructional Computing (1), REAP (9), Registration (8), Scheduler (6), Security/Mnemonics (2)

**Reports Listing** section includes a search bar and a table of reports:

Report Title	Options	Favorite	Created By	Last Executed
<b>Advises Listed By Advisor</b> This gives a list of students by Advisor. It is only necessary to enter the last name of the advisor. If you enter the first, it needs to be the name that is in Colleague (ex. Tom may be Thomas)	<a href="#">Launch</a> <a href="#">Details</a>	☆	Robin Lamb	Never
<b>List of Classes by Department</b> List of Sections by Division By Term	<a href="#">Launch</a> <a href="#">Details</a>	☆	Robin Lamb	Never
<b>List of Classes by Division</b> List of Sections by Division By Term	<a href="#">Launch</a> <a href="#">Details</a>	☆	Robin Lamb	Never
<b>Pre-Requisite Report</b> This report lists the students that have taken a consecutive course and lists the grades they received in the pre-requisite course.	<a href="#">Launch</a> <a href="#">Details</a>	☆	Robin Lamb	Never
<b>Seat Capacity by Section</b> This report pulls the total number of students currently registered in each section of all courses in a specific term by course alpha order.	<a href="#">Launch</a> <a href="#">Details</a>	☆	Tom Jaynes	Never
<b>Seat Capacity, Filled and Available by Term</b> This report pulls the total number of students currently registered in each section along with capacity and the seats left.	<a href="#">Launch</a> <a href="#">Details</a>	☆	Robin Lamb	Never
<b>Stud By Prog And Completed Credits</b> Students by Program and Completed Credits Enrolled in a certain term or terms. If you want to enter multiple programs or multiple terms, just enter each item with commas between them. Example: 2010SU, 2010FA, 2011SP	<a href="#">Launch</a> <a href="#">Details</a>	☆	Robin Lamb	Never
<b>Students By Course By Term by Reg Status</b> A list of students taking a particular course by term and by registration status.	<a href="#">Launch</a> <a href="#">Details</a>	☆	Robin Lamb	Never
<b>Waitlist Students By Section &amp; Term</b> This gives you a list of waitlisted students by Section and gives you the waitlist status. For past semesters, the status L means that they were on the waitlist when it closed.	<a href="#">Launch</a> <a href="#">Details</a>	☆	Robin Lamb	Never

At the bottom of the reports listing, there is a 'Refresh' button and a pagination control showing 'Page 1 of 1'.

To mark a report as a favorite, click on the star in the Favorite column

The screenshot shows the Informer Web Reporting interface. On the left, there is a 'Filter Reports' sidebar with categories like 'By Set', 'By Datasource', and 'By Tag'. The 'By Set' category is circled in red. The main area displays a 'Reports Listing' table with columns for Report Title, Options, Favorite, Created By, and Last Executed. The 'Favorite' column contains star icons, with the star for 'Advisees Listed By Advisor' circled in red. The table lists various reports such as 'List of Classes by Department', 'List of Classes by Division', 'Pre-Requisite Report', 'Seat Capacity by Section', 'Seat Capacity, Filled and Available by Term', 'Stud By Prog And Completed Credits', 'Students By Course By Term by Reg Status', and 'Waitlist Students By Section & Term'.

To View Favorites, click on **My Favorites** in the left hand column

This will list only the reports that have been tagged as a Favorite

To get back to all reports, click **All Sets**

The screenshot shows the Informer Web Reporting interface in a Mozilla Firefox browser. The page title is "Informer Web Reporting" and the user is logged in as "Test User". The main navigation bar includes "Reports" and "Mappings". The "Reports Home" section is active, displaying a "Reporting Dashboard" and "Manage your Reports".

**Filter Reports**

- By Set**
  - All Sets: 39
  - My Favorites: 1
- By Datasource**
  - All Datasources: 1
  - production: 1
- By Tag**
  - All Tags: 1
  - Advising: 1
  - Health Technologies: 1
  - Student Learning: 1

**Reports Listing**

Search Reports: [input] x On selected reports... ▾

Report Title	Options	Favorite	Created By	Last Executed
Advisees Listed By Advisor	<a href="#">Launch</a> <a href="#">Details</a>	★	Robin Lamb	Never

This gives a list of students by Advisor. It is only necessary to enter the last name of the advisor. If you enter the first, it needs to be the name that is in Colleague (ex. Tom may be Thomas)

Refresh Display Paged First Previous Page 1 of 1 Next Last Display All

http://ist-42:8080/informer/?locale=en\_US#action=ReportsHome

Fill in the Selection Criteria (Red \* means it is required), click **Launch Report**

The screenshot displays the Informer Web Reporting application interface. At the top, the browser window shows the URL `http://ist-42:8080/informer/?locale=en_US#action=ReportRun&reportId=1146910`. The application header includes navigation links like "Home", "Reports", "List of Classes by Department", and "Report Results". A green "Reports" button is located in the top right corner. The main content area is titled "List of Classes by Department" and includes sub-sections for "Report Results", "Analytics", and "Charting".

The "Runtime Parameters" section is highlighted with a red circle and contains the following fields:

- Term \***: Input field containing "2010FA" with a checked "Ignore case" checkbox.
- Dept Code**: Input field containing "DENO" with a checked "Ignore case" checkbox.
- Launch Report**: A button to execute the report.

Below the parameters is the "Report Results" section, which includes a "Refresh" button, a "Clear Filter" checkbox, and a "Drag columns here to group" instruction. The table below has the following columns: "Section Name & Number", "Faculty Last Name", "Faculty First Name", "Start Date", and "End Date". The table is currently empty, displaying "No items listed".

At the bottom of the page, there is a "Refresh" link and a pagination control showing "Page 0 of 0" with "First", "Previous", "Next", and "Last" navigation options.

Export Results to a Specific Format by clicking on Export Results

Done

Export Results Archive

Section Name & Number	Faculty Last Name	Faculty First Name	Start Date	End Date
COM-231-101	Moldoff	Jason	Aug 16, 2010	Dec 15, 2010
COM-231-102	Moldoff	Jason	Aug 16, 2010	Dec 15, 2010
COM-231-103	Moldoff	Jason	Aug 16, 2010	Dec 15, 2010
COM-231-104	Moldoff	Jason	Aug 16, 2010	Dec 15, 2010
COM-231-105	Gambill	William	Aug 16, 2010	Dec 15, 2010
COM-231-106	Moldoff	Jason	Aug 16, 2010	Dec 15, 2010
COM-231-130	Sargent	David	Aug 16, 2010	Dec 15, 2010
COM-231-170	Gambill	William	Aug 16, 2010	Dec 15, 2010
DRA-111-101	Francis	Danny	Aug 16, 2010	Dec 15, 2010
ENG-111-101	Christianson	Christine	Aug 16, 2010	Dec 15, 2010
ENG-111-102	Dewitt	Anna	Aug 16, 2010	Dec 15, 2010
ENG-111-103	Cumbie	Perry	Aug 16, 2010	Dec 15, 2010
ENG-111-104	Christianson	Christine	Aug 16, 2010	Dec 15, 2010
ENG-111-105	Dewitt	Anna	Aug 16, 2010	Dec 15, 2010
ENG-111-106	Saunders	Christopher	Aug 16, 2010	Dec 15, 2010
ENG-111-107	Cash	Jonathan	Aug 16, 2010	Dec 15, 2010

# Choose Format for Export

The screenshot shows the Informer Web Reporting application in a Mozilla Firefox browser. The main page displays a report titled "List of Classes by Department" with runtime parameters for Term (2010FA) and Dept Code (DENG). An "Export Results" dialog box is open, offering the following export formats:

- Excel Comma-Separated Values (.csv)
- Adobe PDF (.pdf)
- Webpage (.html)
- Customized Delimiter (.txt)
- Tab-Delimited (.txt)
- XML (.xml)
- Fixed Length Columns (.txt)
- Live Excel Spreadsheet
- Saved-List

The background report table includes the following data:

Section Name & Number	Start Date	End Date
COM-231-101	Aug 16, 2010	Dec 15, 2010
COM-231-102	Aug 16, 2010	Dec 15, 2010
COM-231-103	Aug 16, 2010	Dec 15, 2010
COM-231-104	Aug 16, 2010	Dec 15, 2010
COM-231-105	Aug 16, 2010	Dec 15, 2010
COM-231-106	Aug 16, 2010	Dec 15, 2010
COM-231-130	Aug 16, 2010	Dec 15, 2010
COM-231-170	Aug 16, 2010	Dec 15, 2010
DRA-111-101	Aug 16, 2010	Dec 15, 2010
ENG-111-101	Aug 16, 2010	Dec 15, 2010
ENG-111-102	Aug 16, 2010	Dec 15, 2010
ENG-111-103	Aug 16, 2010	Dec 15, 2010
ENG-111-104	Aug 16, 2010	Dec 15, 2010
ENG-111-105	Aug 16, 2010	Dec 15, 2010
ENG-111-106	Aug 16, 2010	Dec 15, 2010

Choose format options and click Export

The screenshot shows the Informer Web Reporting application in a Mozilla Firefox browser. The main page displays a report titled "List of Classes by Department" with a table of sections. An "Export Results" dialog box is open, allowing the user to configure the export format. The dialog includes options for column headers, PDF templates, font name, font size, page orientation, page size, page margins, and grouping. The "DTCC Template" is selected in the PDF Templates dropdown.

**Export Results**  
Export this result listing

Column Headers  Show Column Headers

Pdf Templates **DTCC Template**

Font Name Colleague User Access Yearly Review Form

Font Size 8

Page Orientation Automatic

Page Size Letter (8.5 x 11)

Page Margins (Inches) 0.5

Grouping  Page Break in Groups

< Back Export Close

Section Name & Number	Start Date	End Date
COM-231-101	Aug 16, 2010	Dec 15, 2010
COM-231-102	Aug 16, 2010	Dec 15, 2010
COM-231-103	Aug 16, 2010	Dec 15, 2010
COM-231-104	Aug 16, 2010	Dec 15, 2010
COM-231-105	Aug 16, 2010	Dec 15, 2010
COM-231-106	Aug 16, 2010	Dec 15, 2010
COM-231-130	Aug 16, 2010	Dec 15, 2010
COM-231-170	Aug 16, 2010	Dec 15, 2010
DRA-111-101	Aug 16, 2010	Dec 15, 2010
ENG-111-101	Aug 16, 2010	Dec 15, 2010
ENG-111-102	Aug 16, 2010	Dec 15, 2010
ENG-111-103	Aug 16, 2010	Dec 15, 2010
ENG-111-104	Aug 16, 2010	Dec 15, 2010
ENG-111-105	Aug 16, 2010	Dec 15, 2010
ENG-111-106	Aug 16, 2010	Dec 15, 2010

ListofClassesbyDepartment-1.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 130% Find

Title: List of Classes by Department Printed on: Dec 6, 2010 at 12:31 PM

## DTCC Web Reporting

Section Name & Number	Faculty Last Name	Faculty First Name	Start Date	End Date
COM-231-101	Moldoff	Jason	Aug 16, 2010	Dec 15, 2010
COM-231-102	Moldoff	Jason	Aug 16, 2010	Dec 15, 2010
COM-231-103	Moldoff	Jason	Aug 16, 2010	Dec 15, 2010
COM-231-104	Moldoff	Jason	Aug 16, 2010	Dec 15, 2010
COM-231-105	Gambill	William	Aug 16, 2010	Dec 15, 2010
COM-231-106	Moldoff	Jason	Aug 16, 2010	Dec 15, 2010
COM-231-130	Sargent	David	Aug 16, 2010	Dec 15, 2010
COM-231-170	Gambill	William	Aug 16, 2010	Dec 15, 2010
DRA-111-101	Francis	Danny	Aug 16, 2010	Dec 15, 2010
ENG-111-101	Christianson	Christine	Aug 16, 2010	Dec 15, 2010
ENG-111-102	Dewitt	Anna	Aug 16, 2010	Dec 15, 2010
ENG-111-103	Cumbie	Perry	Aug 16, 2010	Dec 15, 2010
ENG-111-104	Christianson	Christine	Aug 16, 2010	Dec 15, 2010
ENG-111-105	Dewitt	Anna	Aug 16, 2010	Dec 15, 2010
ENG-111-106	Saunders	Christopher	Aug 16, 2010	Dec 15, 2010
ENG-111-107	Cook	Jonathan	Aug 16, 2010	Dec 15, 2010
ENG-111-108	Cumbie	Perry	Aug 16, 2010	Dec 15, 2010
ENG-111-109	Saunders	Christopher	Aug 16, 2010	Dec 15, 2010
ENG-111-110	Dewitt	Anna	Aug 16, 2010	Dec 15, 2010
ENG-111-111	Cook	Jonathan	Aug 16, 2010	Dec 15, 2010
ENG-111-112	Christianson	Christine	Aug 16, 2010	Dec 15, 2010
ENG-111-113	Distler	Alexandra	Aug 16, 2010	Dec 15, 2010
ENG-111-114	Dewitt	Anna	Aug 16, 2010	Dec 15, 2010
ENG-111-115	Thompson	Kimberly	Aug 16, 2010	Dec 15, 2010
ENG-111-116	Fine-Pawsey	Theresa	Aug 16, 2010	Dec 15, 2010
ENG-111-117	Williams	Lark	Aug 16, 2010	Dec 15, 2010
ENG-111-118	Heishman	Amy	Aug 16, 2010	Dec 15, 2010
ENG-111-119	Saunders	Christopher	Aug 16, 2010	Dec 15, 2010
ENG-111-120	Williams	Lark	Aug 16, 2010	Dec 15, 2010
ENG-111-121	Heishman	Amy	Oct 18, 2010	Dec 15, 2010
ENG-111-122	Thompson	Kimberly	Aug 16, 2010	Dec 15, 2010

To view the details of the report, Click on Details

The screenshot shows the Informer Web Reporting application running in a Mozilla Firefox browser. The browser's address bar displays the URL: `http://ist-42:8080/informer/?locale=en_US#action=ReportsHome`. The application header includes navigation links for Home, Reports, and Reports Home, along with a 'Reports' button. The main content area is divided into a 'Filter Reports' sidebar and a 'Reports Listing' table.

**Filter Reports**

- By Set**
  - All Sets: 13
  - My Favorites: 0
- By Datasource**
  - All Datasources: 13
  - production: 13
- By Tag**
  - All Tags: 13
  - Admissions: 3
  - BPST: 1
  - Enrollment Management: 1
  - ITSD: 2
  - REAP: 1
  - Registration: 1
  - Scheduler: 3
  - Security/Mnemonics: 1
  - Student Development and S...: 1
  - Student Learning: 3
  - Training Session: 1

**Reports Listing**

Report Title	Options	Favorite	Created By	Last Executed
<b>Applicant Status</b> Application Status Report	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Robin Lamb	11:29 AM
<b>Jaynes: Seat Capacity by Section</b> This report pulls the total number of students currently registered in each section of all courses in a specific term by course alpha order.	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Tom Jaynes	12:06 PM
<b>List of Classes by Department</b> List of Sections by Division By Term	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Robin Lamb	12:30 PM
<b>List of Classes by Division</b> List of Sections by Division By Term	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Robin Lamb	Never
<b>Program Students By Term</b> Report to find out how students are in a program in a particular term	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Robin Lamb	Never
<b>RLambUnderAgeByTerm</b> Reporting Students under 18 by term	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Robin Lamb	Never
<b>Schedule By Sem Ver. 3</b> This will create a report in a format similar to the course schedule that was part of the catalog.	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Patrick Hines	Never
<b>Security Classes by Person ID</b> no description provided	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Robin Lamb	11:22 AM
<b>Stud By Prog And Completed Credits</b> Students by Program and Completed Credits	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Robin Lamb	12:29 PM
<b>Stud Demographics by Term</b> no description provided	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Robin Lamb	Never
<b>student credits by prg</b> students by program and # of credits	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Wayne Durkee	Never
<b>Students by Ethnicity by Program (CClark)</b>	<a href="#">Launch</a> <a href="#">Details</a>	<input type="checkbox"/>	Cedric Clark	Never

Informer Web Reporting - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://ist-42:8080/informer/?locale=en\_US#action=ReportDetails&reportId=491530

Most Visited Getting Started Latest Headlines Free Hotmail Suggested Sites Web Slice Gallery Welcome to CollegeNET

Informer Web Reporting

Logged in as: Test User | Password | Documentation | Contact Support | Toggle Display | Sign out

# Informer Web Reporting

Home > Reports > Applicant Status

REPORT TEMPLATE DATA USER SETTINGS SCHEDULES

## Applicant Status

production Report  
Application Status Report

Live Excel Copy

### Overview

<b>Title</b>	Applicant Status	<b>Owner</b>	Robin Lamb
<b>Description</b>	Application Status Report	<b>Created by</b>	Robin Lamb
<b>Datasource</b>	production		Sep 22, 2010 10:39:33 AM
<b>Mapping</b>	APPLICATIONS	<b>Last modified by</b>	Robin Lamb
<b>Select Filter</b>	Acad Level exactly matches 'CU' (ignore case) and Start Term exactly matches ? 'Enter Term'! and Current Status exactly matches ? 'Status'! and Acad Program exactly matches ? "Enter Program Code"		Dec 6, 2010 11:18:22 AM
<b>Columns</b>	Acad Program, Program Id Title, Appl Applicant, Last Name, First Name, Appl Date, Current Status		
<b>Sorts</b>	Acad Program, Appl Date		
<b>Groups</b>	none		
<b>Normalize</b>	none		
<b>PDF Template</b>	System default		
<b>Tags</b>	Admissions		
<b>Sharing</b>	Public		

### Formatting Sample

Acad Program	Program Id Title	Appl Applicant	Last Name	First Name	Appl Date	Current Status
Acad Program	Program Id Title	Appl Applicant	Last Name	First Name	12/6/10	Current Status
Acad Program	Program Id Title	Appl Applicant	Last Name	First Name	12/6/10	Current Status
Acad Program	Program Id Title	Appl Applicant	Last Name	First Name	12/6/10	Current Status
Acad Program	Program Id Title	Appl Applicant	Last Name	First Name	12/6/10	Current Status
Acad Program	Program Id Title	Appl Applicant	Last Name	First Name	12/6/10	Current Status

Show sample data [Show live data](#)

Done