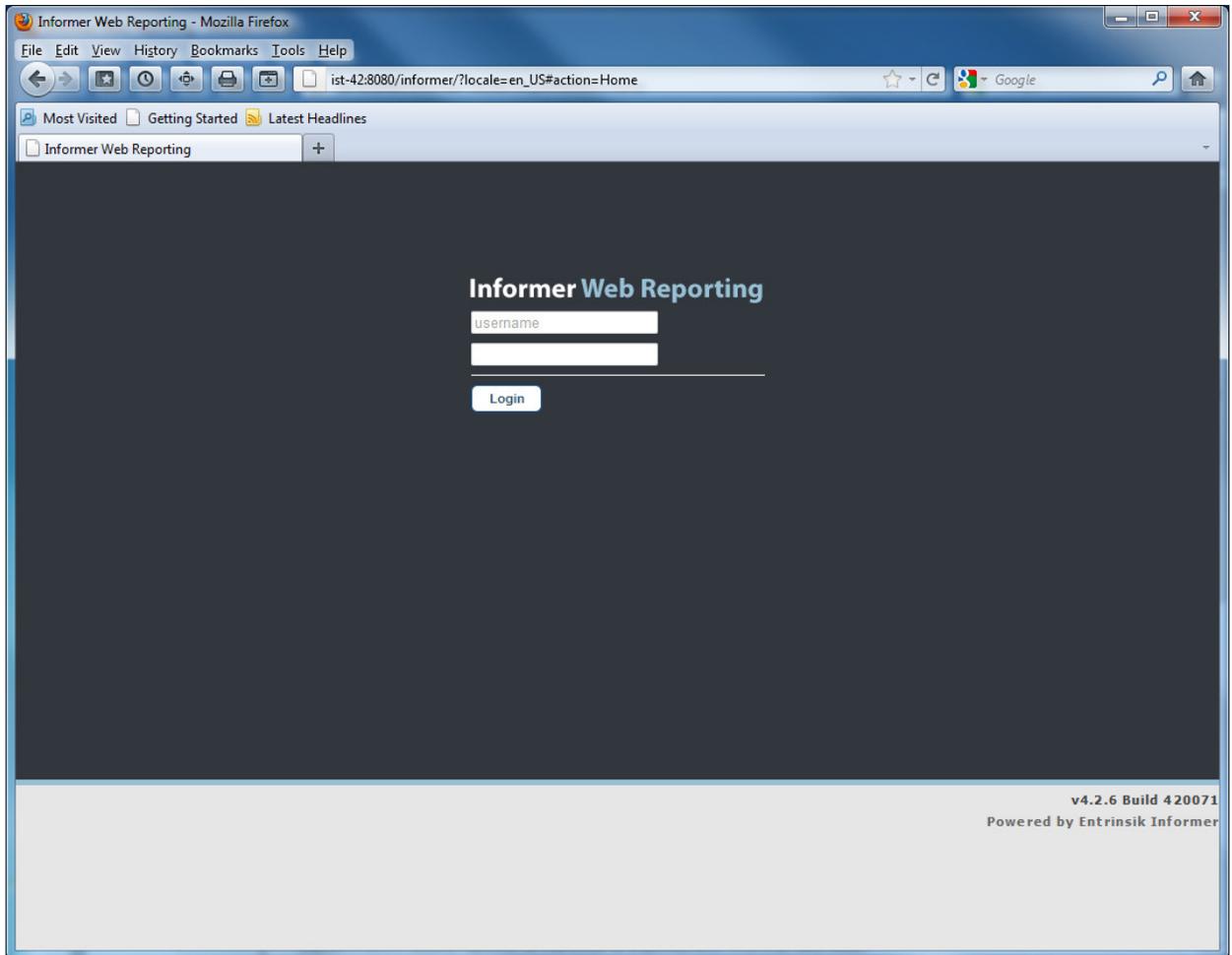


Looking Up Security Classes in Informer

- 1) Click on Informer link under the Faculty Staff website or use the link below:
http://ist-42:8080/informer/?locale=en_US#action=Home
- 2) Login to Informer:
Login: last name, first initial (ex. lambr)
Password: 3 initials (lower case) and 6-digit birth date



Click on the ITSD Tab in the left column

The screenshot shows the Informer Web Reporting application interface. At the top, there is a navigation bar with the title "Informer Web Reporting" and a "Reports" button. 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. The "Filter Reports" section has three tabs: "By Set", "By Datasource", and "By Tag". Under "By Tag", the "ITSD" tab is highlighted with a red arrow. The "Reports Listing" section contains a table of reports with columns for Report Title, Options, Favorite, Created By, and Last Executed. The table lists several reports related to security classes and mnemonics.

Filter Reports

- By Set
 - All Sets: 50
 - My Favorites: 0
- By Datasource
 - All Datasources: 50
 - production: 50
- By Tag
 - All Tags: 50
 - ASUT: 3
 - Admissions: 13
 - Advising: 2
 - BPST: 2
 - Business Office: 1
 - CRPFA Missing Data: 6
 - Developmental: 1
 - Distance Learning: 1
 - Enrollment: 1
 - Enrollment Management: 2
 - Financial Aid: 1
 - Graduates: 1
 - HR: 6
 - Health Technologies: 1
 - Help Desk: 2
 - IST: 2
 - ITSD: 6**
 - Instructional Computing: 1
 - REAP: 9
 - Registration: 8
 - Scheduler: 6
 - Security/Mnemonics: 3

Reports Listing

Report Title	Options	Favorite	Created By	Last Executed
IT - Security Classes for Individuals by User ID or Colleague ID <small>This report lists the security classes each user has in Colleague.</small>	Launch Details	☆	Robin Lamb	Never
IT - Security Classes for Individuals by User ID, Colleague ID, or Name <small>This report lists the security classes each user has in Colleague.</small>	Launch Details	☆	Robert Jones	Never
IT - ST Mnemonics in Security Classes <small>This report lists the mnemonics contained within a specific security class.</small>	Launch Details	☆	Robin Lamb	Never
IT - Users by Security Classes <small>This report tells us everyone that has a specific security class</small>	Launch Details	☆	Robin Lamb	Never
IT - HR Mnemonics contained in a Security Class <small>This report list HR Mnemonics in a specific security class.</small>	Launch Details	☆	Robin Lamb	Never
IT - HR Security Class Containing Specific Mnemonic <small>Lists of HR security classes by mnemonic in HR application</small>	Launch Details	☆	Robin Lamb	Never

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

To List Mnemonics in a Security Class, use the report called **IT-HR Mnemonics Contained in Security Class** (If it is for ST, use the report for ST, or CF use the report for CF)

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 "System Administrator (impersonating Wanda Maggart)". The interface includes a navigation menu with "Home", "Reports", and "Reports Home". The main content area is titled "Reports Home" and contains a "Reports Listing" table. The table has columns for "Report Title", "Options", "Favorite", "Created By", and "Last Executed". A red arrow points to the report titled "IT- HR Mnemonics contained in a Security Class".

Report Title	Options	Favorite	Created By	Last Executed
IT - Security Classes for Individuals by User ID or Colleague ID This report lists the security classes each user has in Colleague.	Launch Details	☆	Robin Lamb	Never
IT - Security Classes for Individuals by User ID, Colleague ID, or Name This report lists the security classes each user has in Colleague.	Launch Details	☆	Robert Jones	Never
IT - ST Mnemonics in Security Classes This report lists the mnemonics contained within a specific security class.	Launch Details	☆	Robin Lamb	Never
IT - Users by Security Classes This report tells us everyone that has a specific security class	Launch Details	☆	Robin Lamb	Never
IT- HR Mnemonics contained in a Security Class This report list HR Mnemonics in a specific security class.	Launch Details	☆	Robin Lamb	Never
IT- HR Security Class Containing Specific Mnemonic Lists of HR security classes by mnemonic in HR application	Launch Details	☆	Robin Lamb	Never

At the bottom of the table, there is a "Refresh" link and pagination controls: "Display Paged First Previous Page 1 of 1 Next Last Display All".

3) Enter Security Class in Runtime Parameters, and Click Launch Report

The screenshot shows the Informer Web Reporting application interface. The browser window title is "Informer Web Reporting - Mozilla Firefox". The address bar shows the URL: "ist-42-8080/informer/?locale=en_US#action=ReportRun&reportId=1900591&launch=false". The user is logged in as "System Administrator (impersonating Wanda Maggart)".

The main heading is "Informer Web Reporting" with a "Reports" button. The breadcrumb trail is: Home > Reports > IT- HR Mnemonics contained in a Security Class > Report Results.

The report title is "IT- HR Mnemonics contained in a Security Class". Below the title, there are tabs for "REPORT TEMPLATE", "DATA", "USER SETTINGS", and "SCHEDULES". The "DATA" tab is selected.

The report description is: "Report Results. This report list HR Mnemonics in a specific security class." There are "Export Results" and "Archive" buttons.

The "Runtime Parameters" section is expanded, showing a form with the following fields:

- "Enter Security Class": A text input field containing "X828.HR.XDHR".
- "Ignore case": A checked checkbox.

A "Launch Report" button is located below the form. A large red arrow points to this button.

Below the form, there is a table with the following columns:

Class	Limited To Process List	Mnemonic Desc	Inquiry Only Process List	Prohibited Process List	Class Characteristics	Sys Class Description
Items listed						

At the bottom of the table, there is a "Refresh" button and a pagination control showing "Page 0 of 0".

Informer Web Reporting

Reports

Home > Reports > IT-HR Mnemonics contained in a Security Class > Report Results

REPORT TEMPLATE DATA USER SETTINGS SCHEDULES

IT-HR Mnemonics contained in a Security Class

Report Results
 This report list HR Mnemonics in a specific security class.

Export Results Archive

Report Results Analytics Charting

Runtime Parameters

Enter Security Class Ignore case

Launch Report

Report Results

Refresh Clear Filter Drag columns here to group

Security Class	Limited To Process List	Mnemonic Desc	Inquiry Only Process List	Prohibited Process List	Class Characteristics	Sys Class Description
X828.HR.XDHR	HR	Human Resources				DTCC custom menu
	XDHR	DTCC Custom HR/PR				
	XDBN	DTCC Benefits reports				
	XDLV	DTCC Leave Reports				
	XDBL	Bureau of Labor Statistics				
	XDBD	Benefits by Ben-precac				
	XDLE	Leave Bal by Employee-precac				
	XDLX	Leave Xmittal				
	XDLT	Leave Transactions-Precac				
	XDCP	Leave Trans Calc and Post cal				
	XDPB	Benefits by Ben calc and post				
	XDMS	DTCC Misc Payroll /hr Report				
	XDWS	DTCC Payroll Work Sheet				
	XDAL	DTCC Anniversary/Longevity				
	XDFD	DTCC Federal Reports				
	XDAF	DTCC Annual Fed Emp Rpt				
	XDWK	DTCC Student List(calc)				
	XDPE	DTCC Exempt List(calc)				
	XDFX	DTCC Fix ESC dnd file				
	XDGR	DTCC Gross Pay report				
	XDBT	Colonial file create				
	XDTT	DTCC tax and taxable report				
	XDIA	DTCC Insurance Age report				
	XDQR	DTCC Qtrly Balancing Report				
	XDOT	DTCC Quarterly Reports				
	XDAC	DTCC Academic Credentials				
	XSFR	DTCC FT Salary Report				
	XCSC	Colonial Safeco Census				
	XDI	Occ Illness/Injury Report				
	XDTR	Not Employed Report				
	XDWD	What Date				
	XDCL	DTCC Calendar Yr Reports				
	XDAG	AIG Non State Salary Rpt				

Refresh

