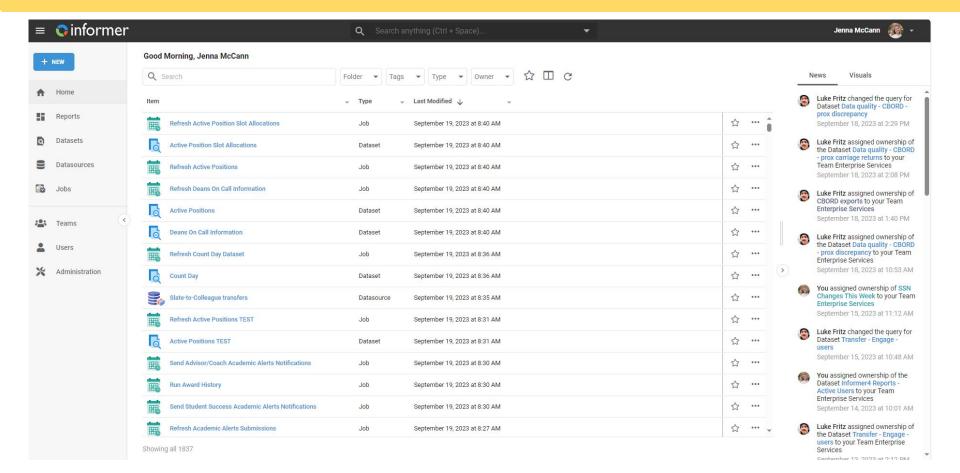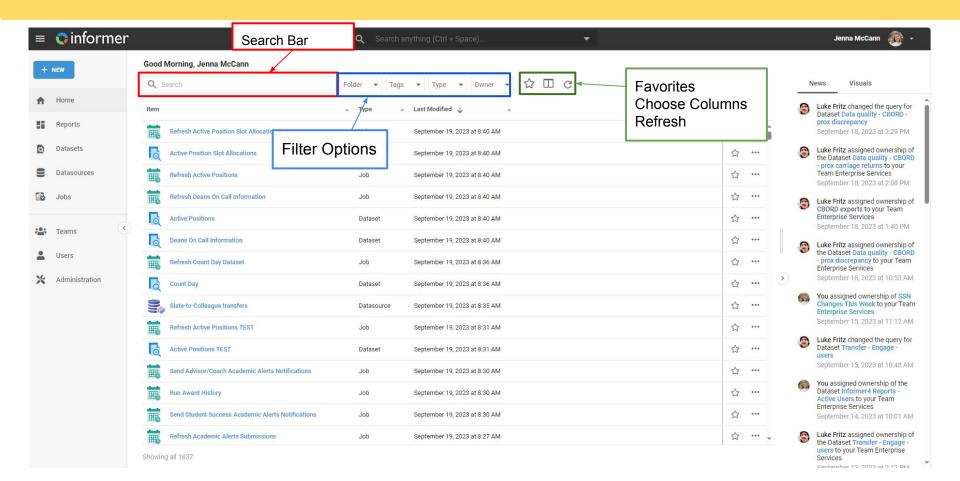# ALLEGHENY COLLEGE

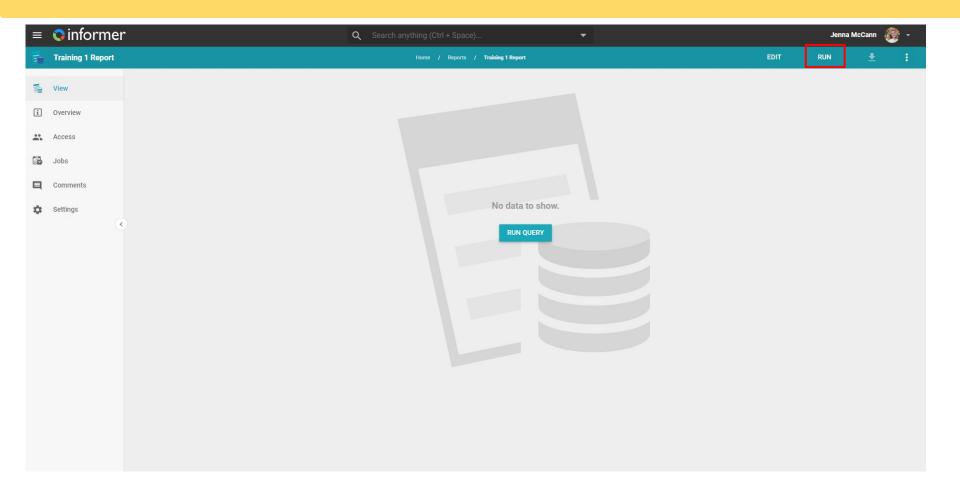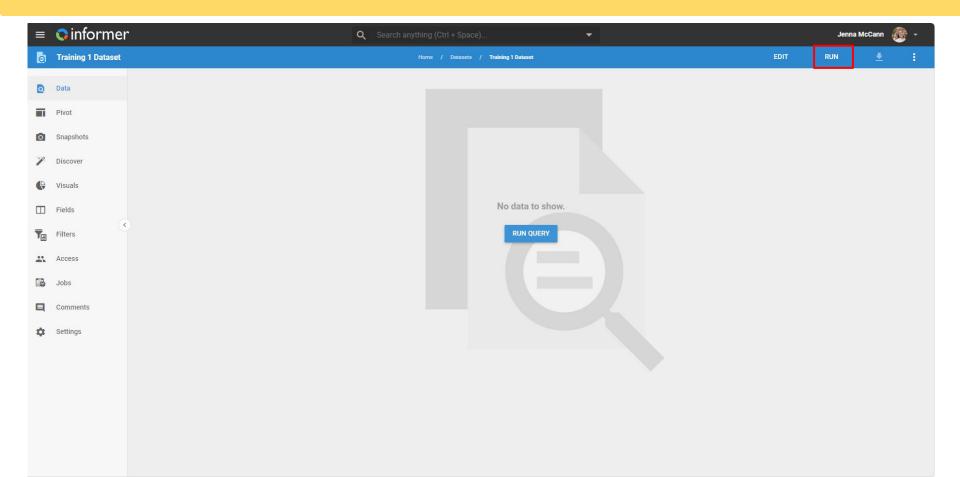# Informer5 Training

Basic Usage

Home Page

Home Page

Ad Hoc Queries (Reports) vs Datasets

- Datasets have permanent data storage whereas ad hoc queries/reports have temporary data storage.
  - This means datasources will always show data but it may not be the most up to date depending on when it was last run.
  - Ad hoc queries do cache data for a short amount of time but will need to be run everytime you want to see the data after the cache.
- If a dataset needs refreshed, click the refresh button within the dataset.
- If a report needs run, click run within the report.
- Run time depends on the amount of data within the dataset or report.
- Datasets and reports can be automatically run via Jobs. (need specific access to create Jobs). These can be scheduled on a recurring schedule.
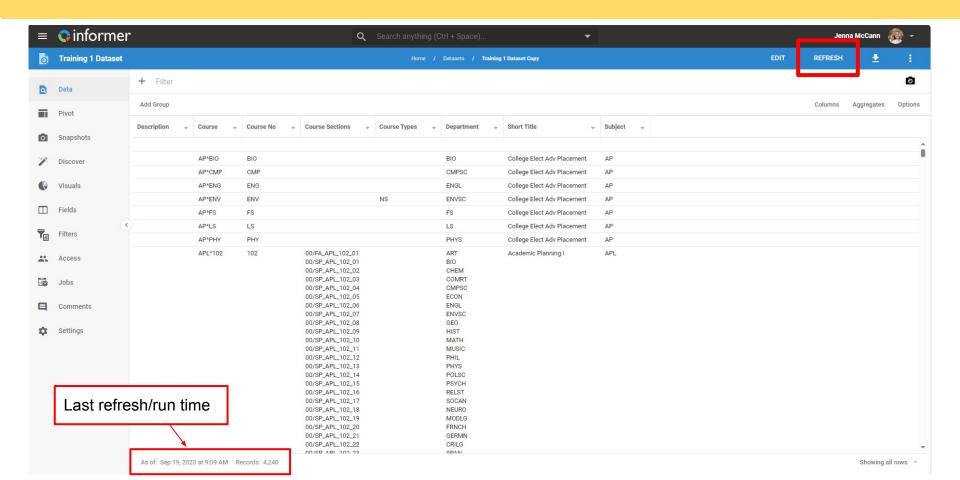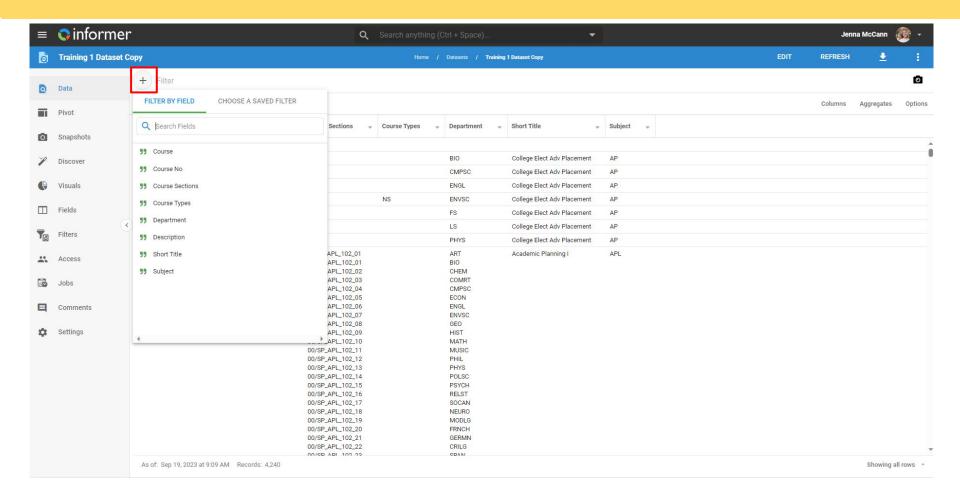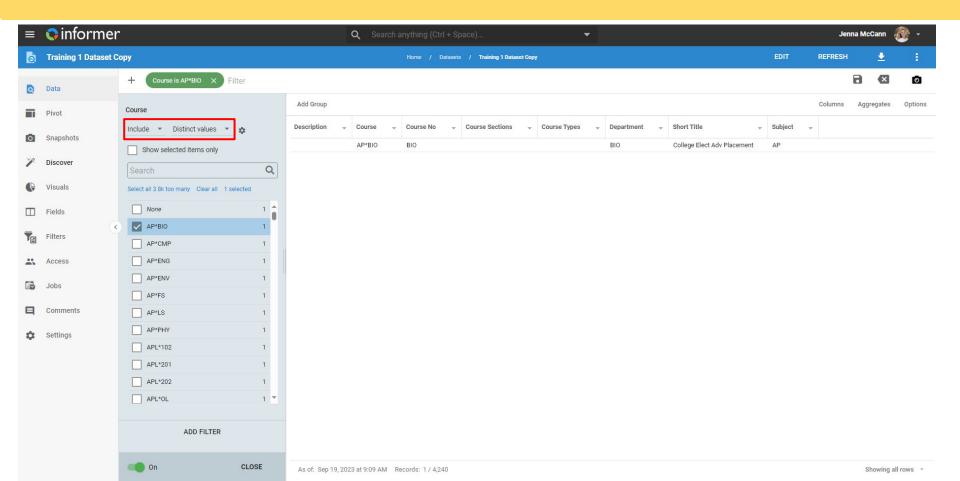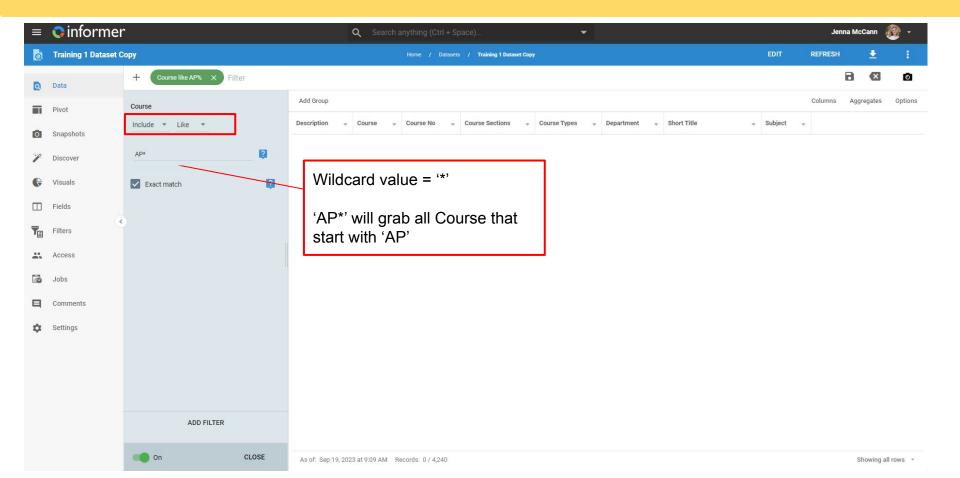
Running an Ad Hoc Query

Running a Dataset

Refreshing a Dataset

Last refresh/run time

Filtering

Filtering

Filtering

Wildcard value = '*'

'AP*' will grab all Course that start with 'AP'

Filtering

Filtering

Other Options - Grouping

Other Options - Select Columns

Other Options - Aggregates

Other Options - Show Field Aliases

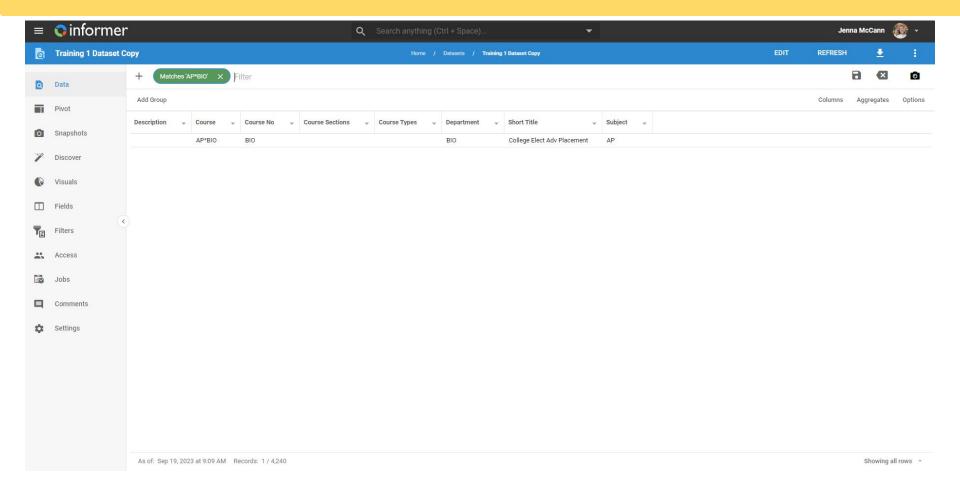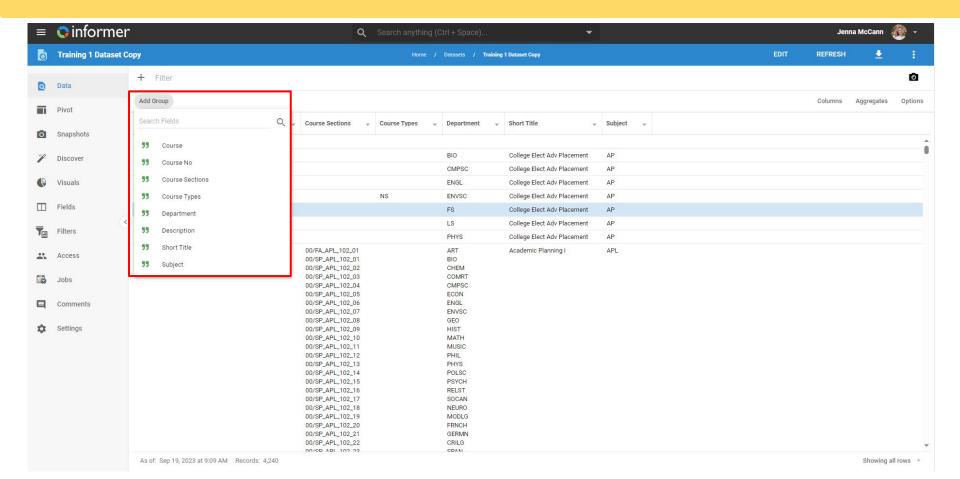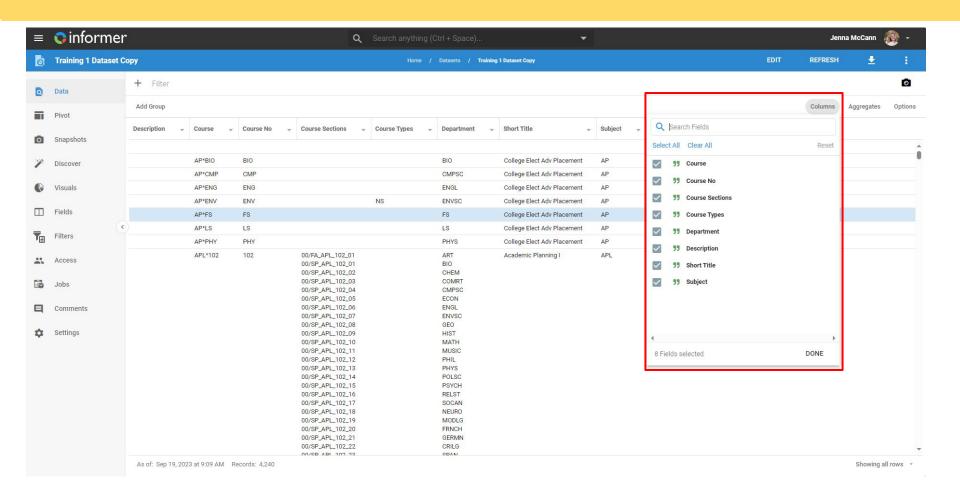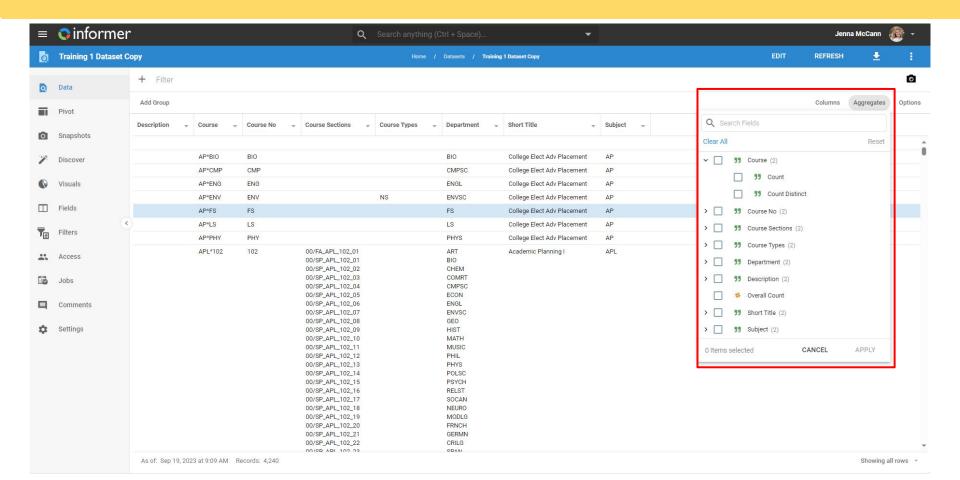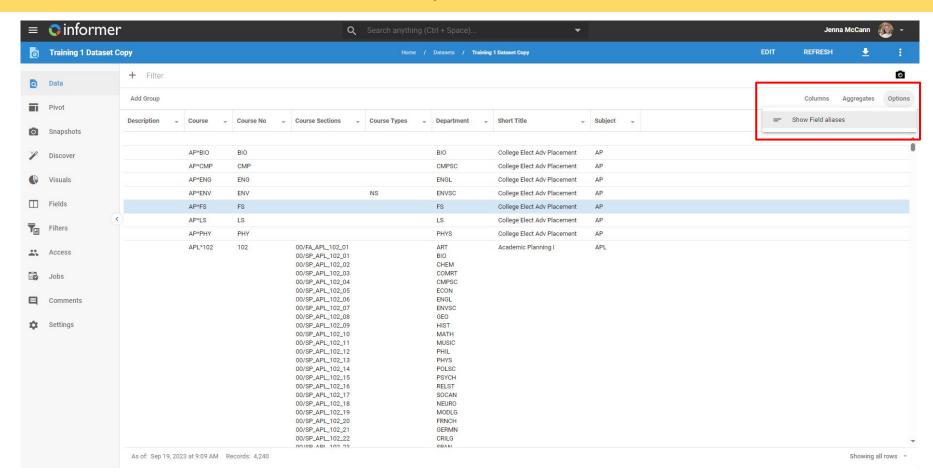Shows the alias used from the datasource (Colleague)

Left Menu

Menu Item	Description
Pivot	Create pivot table based on data from report. Add the columns, rows and values.
Discover	Add visuals such as bar graphs, pie charts etc
Fields	Shows all the fields and information used in the report.
Overview	Shows the mapping, criteria, inputs and flow steps used in report.
Access	Shows the owner and sharing options.
Jobs	Shows if there are Jobs attached to the report.
Comments	Comments can be added within the report.
Settings	Shows the name and description of the report.