

ALLEGHENY COLLEGE

Informer5 Training

Basic Usage

informer

Search anything (Ctrl + Space)...

Jenna McCann

+ NEW

Home

Reports

Datasets

Datasources

Jobs

Teams

Users

Administration

Good Morning, Jenna McCann

Search

Folder

Tags

Type

Owner

☆

□

↻

Item	Type	Last Modified		
Refresh Active Position Slot Allocations	Job	September 19, 2023 at 8:40 AM	☆	⋮
Active Position Slot Allocations	Dataset	September 19, 2023 at 8:40 AM	☆	⋮
Refresh Active Positions	Job	September 19, 2023 at 8:40 AM	☆	⋮
Refresh Deans On Call Information	Job	September 19, 2023 at 8:40 AM	☆	⋮
Active Positions	Dataset	September 19, 2023 at 8:40 AM	☆	⋮
Deans On Call Information	Dataset	September 19, 2023 at 8:40 AM	☆	⋮
Refresh Count Day Dataset	Job	September 19, 2023 at 8:36 AM	☆	⋮
Count Day	Dataset	September 19, 2023 at 8:36 AM	☆	⋮
Slate-to-Colleague transfers	Datasource	September 19, 2023 at 8:35 AM	☆	⋮
Refresh Active Positions TEST	Job	September 19, 2023 at 8:31 AM	☆	⋮
Active Positions TEST	Dataset	September 19, 2023 at 8:31 AM	☆	⋮
Send Advisor/Coach Academic Alerts Notifications	Job	September 19, 2023 at 8:30 AM	☆	⋮
Run Award History	Job	September 19, 2023 at 8:30 AM	☆	⋮
Send Student Success Academic Alerts Notifications	Job	September 19, 2023 at 8:30 AM	☆	⋮
Refresh Academic Alerts Submissions	Job	September 19, 2023 at 8:27 AM	☆	⋮

Showing all 1837

News

Visuals

Luke Fritz changed the query for Dataset [Data quality - CBORD - prox discrepancy](#)
September 18, 2023 at 2:29 PM

Luke Fritz assigned ownership of the Dataset [Data quality - CBORD - prox carriage returns](#) to your Team Enterprise Services
September 18, 2023 at 2:08 PM

Luke Fritz assigned ownership of CBORD exports to your Team Enterprise Services
September 18, 2023 at 1:40 PM

Luke Fritz assigned ownership of the Dataset [Data quality - CBORD - prox discrepancy](#) to your Team Enterprise Services
September 18, 2023 at 10:53 AM

You assigned ownership of [SSN Changes This Week](#) to your Team Enterprise Services
September 15, 2023 at 11:12 AM

Luke Fritz changed the query for Dataset [Transfer - Engage - users](#)
September 15, 2023 at 10:48 AM

You assigned ownership of the Dataset [Informer4 Reports - Active Users](#) to your Team Enterprise Services
September 14, 2023 at 10:01 AM

Luke Fritz assigned ownership of the Dataset [Transfer - Engage - users](#) to your Team Enterprise Services
September 13, 2023 at 7:17 PM

Home Page

informer

Search Bar

Search anything (Ctrl + Space)...

Good Morning, Jenna McCann

Search

Folder

Tags

Type

Owner

☆

□

↻

Filter Options

Item	Type	Last Modified	
Refresh Active Position Slot Allocation		September 19, 2023 at 8:40 AM	
Active Position Slot Allocations		September 19, 2023 at 8:40 AM	☆ ...
Refresh Active Positions	Job	September 19, 2023 at 8:40 AM	☆ ...
Refresh Deans On Call Information	Job	September 19, 2023 at 8:40 AM	☆ ...
Active Positions	Dataset	September 19, 2023 at 8:40 AM	☆ ...
Deans On Call Information	Dataset	September 19, 2023 at 8:40 AM	☆ ...
Refresh Count Day Dataset	Job	September 19, 2023 at 8:36 AM	☆ ...
Count Day	Dataset	September 19, 2023 at 8:36 AM	☆ ...
Slate-to-Colleague transfers	Datasource	September 19, 2023 at 8:35 AM	☆ ...
Refresh Active Positions TEST	Job	September 19, 2023 at 8:31 AM	☆ ...
Active Positions TEST	Dataset	September 19, 2023 at 8:31 AM	☆ ...
Send Advisor/Coach Academic Alerts Notifications	Job	September 19, 2023 at 8:30 AM	☆ ...
Run Award History	Job	September 19, 2023 at 8:30 AM	☆ ...
Send Student Success Academic Alerts Notifications	Job	September 19, 2023 at 8:30 AM	☆ ...
Refresh Academic Alerts Submissions	Job	September 19, 2023 at 8:27 AM	☆ ...

Showing all 1837

Favorites
Choose Columns
Refresh

News

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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

Jenna McCann

Training 1 Report

Home / Reports / Training 1 Report

EDIT

RUN

View

Overview

Access

Jobs

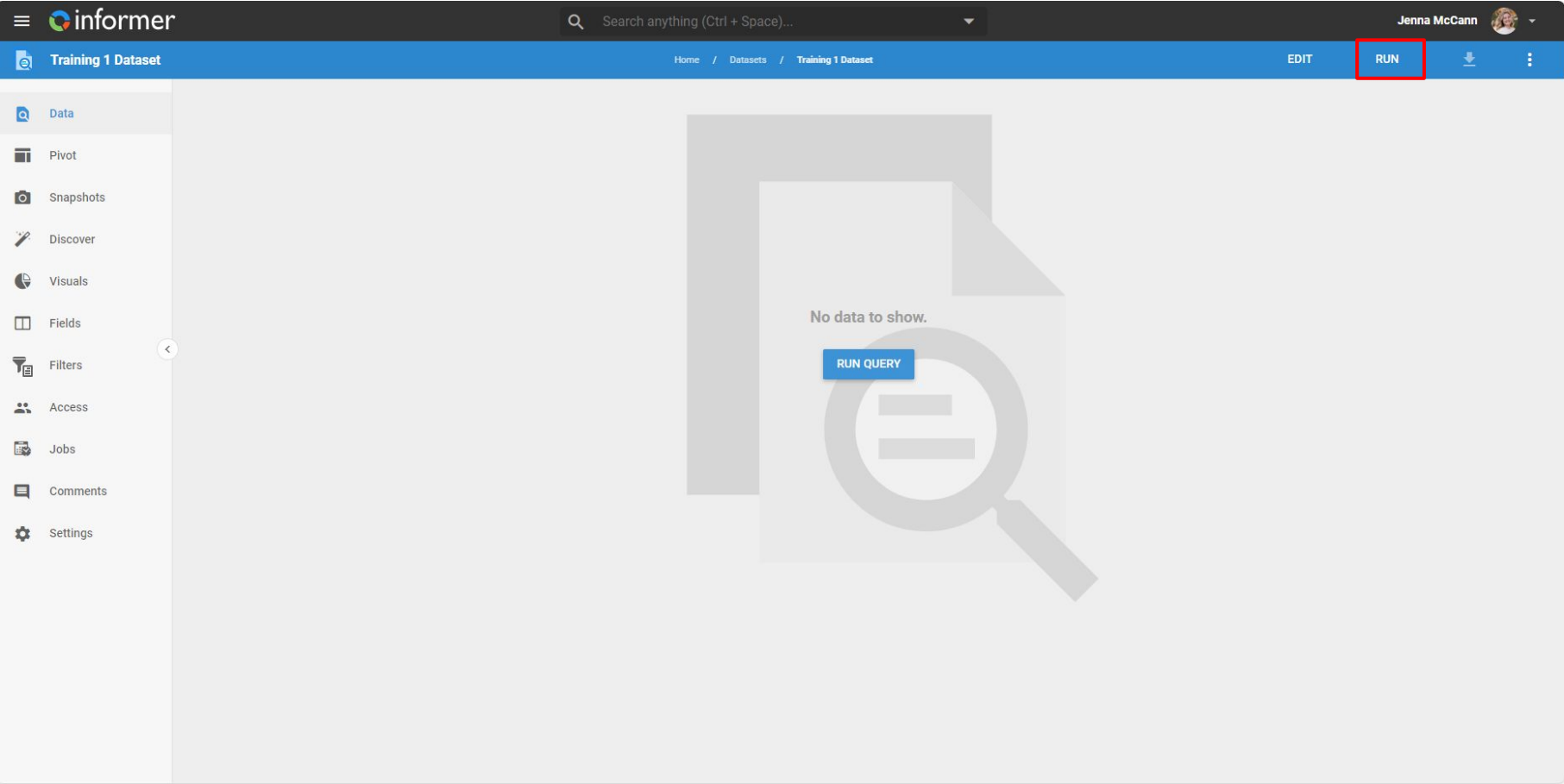
Comments

Settings

No data to show.

RUN QUERY

Running a Dataset



Refreshing a Dataset

informer

Search anything (Ctrl + Space)...

Jenna McCann

Training 1 Dataset

Home / Datasets / Training 1 Dataset Copy

EDIT

REFRESH

Data

Pivot

Snapshots

Discover

Visuals

Fields

Filters

Access

Jobs

Comments

Settings

+ Filter

Add Group

Columns Aggregates Options

Description	Course	Course No	Course Sections	Course Types	Department	Short Title	Subject
	AP*BIO	BIO			BIO	College Elect Adv Placement	AP
	AP*CMP	CMP			CMPSC	College Elect Adv Placement	AP
	AP*ENG	ENG			ENGL	College Elect Adv Placement	AP
	AP*ENV	ENV		NS	ENVSC	College Elect Adv Placement	AP
	AP*FS	FS			FS	College Elect Adv Placement	AP
	AP*LS	LS			LS	College Elect Adv Placement	AP
	AP*PHY	PHY			PHYS	College Elect Adv Placement	AP
	APL*102	102	00/FA_APL_102_01 00/SP_APL_102_01 00/SP_APL_102_02 00/SP_APL_102_03 00/SP_APL_102_04 00/SP_APL_102_05 00/SP_APL_102_06 00/SP_APL_102_07 00/SP_APL_102_08 00/SP_APL_102_09 00/SP_APL_102_10 00/SP_APL_102_11 00/SP_APL_102_12 00/SP_APL_102_13 00/SP_APL_102_14 00/SP_APL_102_15 00/SP_APL_102_16 00/SP_APL_102_17 00/SP_APL_102_18 00/SP_APL_102_19 00/SP_APL_102_20 00/SP_APL_102_21 00/SP_APL_102_22 00/SP_APL_102_23		ART BIO CHEM COMRT CMPSC ECON ENGL ENVSC GEO HIST MATH MUSIC PHIL PHYS POLSC PSYCH RELST SOCAN NEURO MODLG FRNCH GERMN CRILG SPAN	Academic Planning I	APL

As of: Sep 19, 2023 at 9:09 AM Records: 4,240

Showing all rows

Filtering

informer

Search anything (Ctrl + Space)...

Jenna McCann

Training 1 Dataset Copy

Home / Datasets / Training 1 Dataset Copy

EDIT REFRESH

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Filter

FILTER BY FIELD

CHOOSE A SAVED FILTER

Search Fields

Course

Course No

Course Sections

Course Types

Department

Description

Short Title

Subject

Sections

Course Types

Department

Short Title

Subject

		BIO	College Elect Adv Placement	AP
		CMPSC	College Elect Adv Placement	AP
		ENGL	College Elect Adv Placement	AP
	NS	ENVSC	College Elect Adv Placement	AP
		FS	College Elect Adv Placement	AP
		LS	College Elect Adv Placement	AP
		PHYS	College Elect Adv Placement	AP
APL_102_01		ART	Academic Planning I	APL
APL_102_01		BIO		
APL_102_02		CHEM		
APL_102_03		COMRT		
APL_102_04		CMPSC		
APL_102_05		ECON		
APL_102_06		ENGL		
APL_102_07		ENVSC		
APL_102_08		GEO		
APL_102_09		HIST		
APL_102_10		MATH		
00/SP_APL_102_11		MUSIC		
00/SP_APL_102_12		PHIL		
00/SP_APL_102_13		PHYS		
00/SP_APL_102_14		POLSC		
00/SP_APL_102_15		PSYCH		
00/SP_APL_102_16		RELST		
00/SP_APL_102_17		SOCAN		
00/SP_APL_102_18		NEURO		
00/SP_APL_102_19		MODLG		
00/SP_APL_102_20		FRNCH		
00/SP_APL_102_21		GERMN		
00/SP_APL_102_22		CRILG		
00/SP_APL_102_23		CDANL		

As of: Sep 19, 2023 at 9:09 AM

Records: 4,240

Showing all rows

Filtering

informer

Search anything (Ctrl + Space)...

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Training 1 Dataset Copy

Home / Datasets / Training 1 Dataset Copy

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Jobs

Comments

Settings

+ Course is AP***BIO** x Filter

Course

Include

Distinct values

☐ Show selected items only

Search

Select all 3.8k too many

Clear all

1 selected

☐ None1

☒ AP*BIO1

☐ AP***CMP**1

☐ AP***ENG**1

☐ AP***ENV**1

☐ AP***FS**1

☐ AP***LS**1

☐ AP***PHY**1

☐ APL*1021

☐ APL*2011

☐ APL*2021

☐ APL*OL1

ADD FILTER

On

CLOSE

Add Group

ColumnsAggregatesOptions

Description	Course	Course No	Course Sections	Course Types	Department	Short Title	Subject
	AP*BIO	BIO			BIO	College Elect Adv Placement	AP

As of: Sep 19, 2023 at 9:09 AM

Records: 1 / 4,240

Showing all rows

Filtering

informer

Search anything (Ctrl + Space)...

Training 1 Dataset Copy

Home / Datasets / Training 1 Dataset Copy

EDIT REFRESH

Course like AP%

Filter

Data

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Comments

Settings

Course

Include Like

AP*

Exact match

ADD FILTER

On CLOSE

Add Group

Columns Aggregates Options

Description	Course	Course No	Course Sections	Course Types	Department	Short Title	Subject	
-------------	--------	-----------	-----------------	--------------	------------	-------------	---------	--

Wildcard value = '*'

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

As of: Sep 19, 2023 at 9:09 AM Records: 0 / 4,240

Showing all rows

Filtering

informer

Search anything (Ctrl + Space)...

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Training 1 Dataset Copy

Home / Datasets / Training 1 Dataset Copy

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Settings

AP*BIO

Add

Search for value: "AP*BIO"

Columns

Aggregates

Options

Description	Course	Course No	Course Sections	Course Types	Department	Short Title	Subject
	AP*BIO	BIO			BIO	College Elect Adv Placement	AP
	AP*CMP	CMP			CMPSC	College Elect Adv Placement	AP
	AP*ENG	ENG			ENGL	College Elect Adv Placement	AP
	AP*ENV	ENV		NS	ENVSC	College Elect Adv Placement	AP
	AP*FS	FS			FS	College Elect Adv Placement	AP
	AP*LS	LS			LS	College Elect Adv Placement	AP
	AP*PHY	PHY			PHYS	College Elect Adv Placement	AP
	APL*102	102	00/FA_APL_102_01 00/SP_APL_102_01 00/SP_APL_102_02 00/SP_APL_102_03 00/SP_APL_102_04 00/SP_APL_102_05 00/SP_APL_102_06 00/SP_APL_102_07 00/SP_APL_102_08 00/SP_APL_102_09 00/SP_APL_102_10 00/SP_APL_102_11 00/SP_APL_102_12 00/SP_APL_102_13 00/SP_APL_102_14 00/SP_APL_102_15 00/SP_APL_102_16 00/SP_APL_102_17 00/SP_APL_102_18 00/SP_APL_102_19 00/SP_APL_102_20 00/SP_APL_102_21 00/SP_APL_102_22 00/SP_APL_102_23		ART BIO CHEM COMRT CMPSC ECON ENGL ENVSC GEO HIST MATH MUSIC PHIL PHYS POLSC PSYCH RELST SOCAN NEURO MODLG FRNCH GERMN CRILG SPAN	Academic Planning I	APL

As of: Sep 19, 2023 at 9:09 AM Records: 4,240

Showing all rows

Filtering

informer

Search anything (Ctrl + Space)...

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Training 1 Dataset Copy

Home / Datasets / Training 1 Dataset Copy

EDITREFRESH

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Settings

Matches 'AP***BIO**'

Filter

Add Group

ColumnsAggregatesOptions

Description	Course	Course No	Course Sections	Course Types	Department	Short Title	Subject	
	AP*BIO	BIO			BIO	College Elect Adv Placement	AP	

As of: Sep 19, 2023 at 9:09 AM

Records: 1 / 4,240

Showing all rows

Other Options - Grouping

informer

Search anything (Ctrl + Space)...

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+ Filter

Add Group

Search Fields

Course

Course No

Course Sections

Course Types

Department

Description

Short Title

Subject

ColumnsAggregatesOptions

Course Sections	Course Types	Department	Short Title	Subject
		BIO	College Elect Adv Placement	AP
		CMPSC	College Elect Adv Placement	AP
		ENGL	College Elect Adv Placement	AP
	NS	ENVSC	College Elect Adv Placement	AP
		FS	College Elect Adv Placement	AP
		LS	College Elect Adv Placement	AP
		PHYS	College Elect Adv Placement	AP
00/FA_APL_102_01		ART	Academic Planning I	APL
00/SP_APL_102_01		BIO		
00/SP_APL_102_02		CHEM		
00/SP_APL_102_03		COMRT		
00/SP_APL_102_04		CMPSC		
00/SP_APL_102_05		ECON		
00/SP_APL_102_06		ENGL		
00/SP_APL_102_07		ENVSC		
00/SP_APL_102_08		GEO		
00/SP_APL_102_09		HIST		
00/SP_APL_102_10		MATH		
00/SP_APL_102_11		MUSIC		
00/SP_APL_102_12		PHIL		
00/SP_APL_102_13		PHYS		
00/SP_APL_102_14		POLSC		
00/SP_APL_102_15		PSYCH		
00/SP_APL_102_16		RELST		
00/SP_APL_102_17		SOCAN		
00/SP_APL_102_18		NEURO		
00/SP_APL_102_19		MODLG		
00/SP_APL_102_20		FRNCH		
00/SP_APL_102_21		GERMN		
00/SP_APL_102_22		CRILG		
00/SP_APL_102_23		SPAN		

As of: Sep 19, 2023 at 9:09 AM Records: 4,240

Showing all rows

Other Options - Select Columns

informer

Search anything (Ctrl + Space)...

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Training 1 Dataset Copy

Home / Datasets / Training 1 Dataset Copy

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Snapshots

Discover

Visuals

Fields

Filters

Access

Jobs

Comments

Settings

+ Filter

Add Group

Description	Course	Course No	Course Sections	Course Types	Department	Short Title	Subject
	AP*BIO	BIO			BIO	College Elect Adv Placement	AP
	AP*CMP	CMP			CMPSC	College Elect Adv Placement	AP
	AP*ENG	ENG			ENGL	College Elect Adv Placement	AP
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	AP*LS	LS			LS	College Elect Adv Placement	AP
	AP*PHY	PHY			PHYS	College Elect Adv Placement	AP
	APL*102	102	00/FA_APL_102_01 00/SP_APL_102_01 00/SP_APL_102_02 00/SP_APL_102_03 00/SP_APL_102_04 00/SP_APL_102_05 00/SP_APL_102_06 00/SP_APL_102_07 00/SP_APL_102_08 00/SP_APL_102_09 00/SP_APL_102_10 00/SP_APL_102_11 00/SP_APL_102_12 00/SP_APL_102_13 00/SP_APL_102_14 00/SP_APL_102_15 00/SP_APL_102_16 00/SP_APL_102_17 00/SP_APL_102_18 00/SP_APL_102_19 00/SP_APL_102_20 00/SP_APL_102_21 00/SP_APL_102_22 00/SP_APL_102_23		ART BIO CHEM COMRT CMPSC ECON ENGL ENVSC GEO HIST MATH MUSIC PHIL PHYS POLSC PSYCH RELST SOCAN NEURO MODLG FRNCH GERMN CRILG CPAN	Academic Planning I	APL

As of: Sep 19, 2023 at 9:09 AM Records: 4,240

Columns

Search Fields

Select AllClear AllReset

☒

Course

☒

Course No

☒

Course Sections

☒

Course Types

☒

Department

☒

Description☒☒

8 Fields selected

DONE

AggregatesOptions

Other Options - Aggregates

informer

Search anything (Ctrl + Space)...

Jenna McCann

Training 1 Dataset Copy

Home / Datasets / Training 1 Dataset Copy

EDITREFRESH

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Fields

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Comments

Settings

+ Filter

Add Group

Description	Course	Course No	Course Sections	Course Types	Department	Short Title	Subject
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	AP*PHY	PHY			PHYS	College Elect Adv Placement	AP
	APL*102	102	00/FA_APL_102_01 00/SP_APL_102_01 00/SP_APL_102_02 00/SP_APL_102_03 00/SP_APL_102_04 00/SP_APL_102_05 00/SP_APL_102_06 00/SP_APL_102_07 00/SP_APL_102_08 00/SP_APL_102_09 00/SP_APL_102_10 00/SP_APL_102_11 00/SP_APL_102_12 00/SP_APL_102_13 00/SP_APL_102_14 00/SP_APL_102_15 00/SP_APL_102_16 00/SP_APL_102_17 00/SP_APL_102_18 00/SP_APL_102_19 00/SP_APL_102_20 00/SP_APL_102_21 00/SP_APL_102_22 00/SP_APL_102_23		ART BIO CHEM COMRT CMPSC ECON ENGL ENVSC GEO HIST MATH MUSIC PHIL PHYS POLSC PSYCH RELST SOCAN NEURO MODLG FRNCH GERMN CRILG SPAN	Academic Planning I	APL

As of: Sep 19, 2023 at 9:09 AM Records: 4,240

Columns

Aggregates

Options

Search Fields

Clear All

Reset

Course (2)

Count

Count Distinct

Course No (2)

Course Sections (2)

Course Types (2)

Department (2)

Description (2)

Overall Count

Short Title (2)

Subject (2)

0 Items selected

CANCEL

APPLY

Showing all rows

Other Options - Show Field Aliases

Shows the alias used from the datasource (Colleague)

informer

Search anything (Ctrl + Space)...

Jenna McCann

Training 1 Dataset Copy

Home / Datasets / Training 1 Dataset Copy

EDITREFRESH

Data

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Discover

Visuals

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Settings

+ Filter

Add Group

Description	Course	Course No	Course Sections	Course Types	Department	Short Title	Subject
	AP*BIO	BIO			BIO	College Elect Adv Placement	AP
	AP*CMP	CMP			CMPSC	College Elect Adv Placement	AP
	AP*ENG	ENG			ENGL	College Elect Adv Placement	AP
	AP*ENV	ENV		NS	ENVSC	College Elect Adv Placement	AP
	AP*FS	FS			FS	College Elect Adv Placement	AP
	AP*LS	LS			LS	College Elect Adv Placement	AP
	AP*PHY	PHY			PHYS	College Elect Adv Placement	AP
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As of: Sep 19, 2023 at 9:09 AM Records: 4,240


ColumnsAggregatesOptions


Show Field aliases


Showing all rows


Left Menu


 


 **Training 1 Report**


 View


 Pivot


 Discover


 Fields

 Overview

 Access

 Jobs

 Comments

 Settings

Create pivot table based on data from report. Add the columns, rows and values.

Add visuals such as bar graphs, pie charts etc

Shows all the fields and information used in the report.

Shows the mapping, criteria, inputs and flow steps used in report.

Shows the owner and sharing options.

Shows if there are Jobs attached to the report.

Comments can be added within the report.

Shows the name and description of the report.