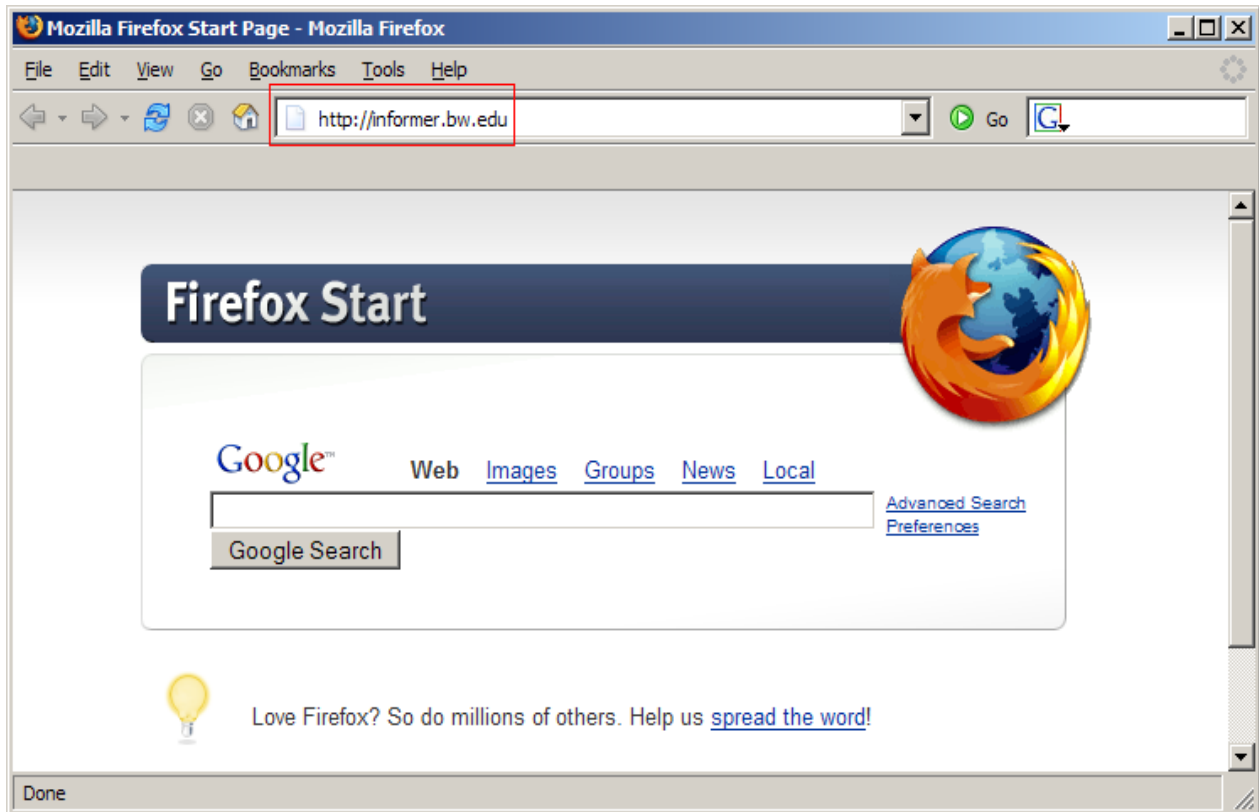


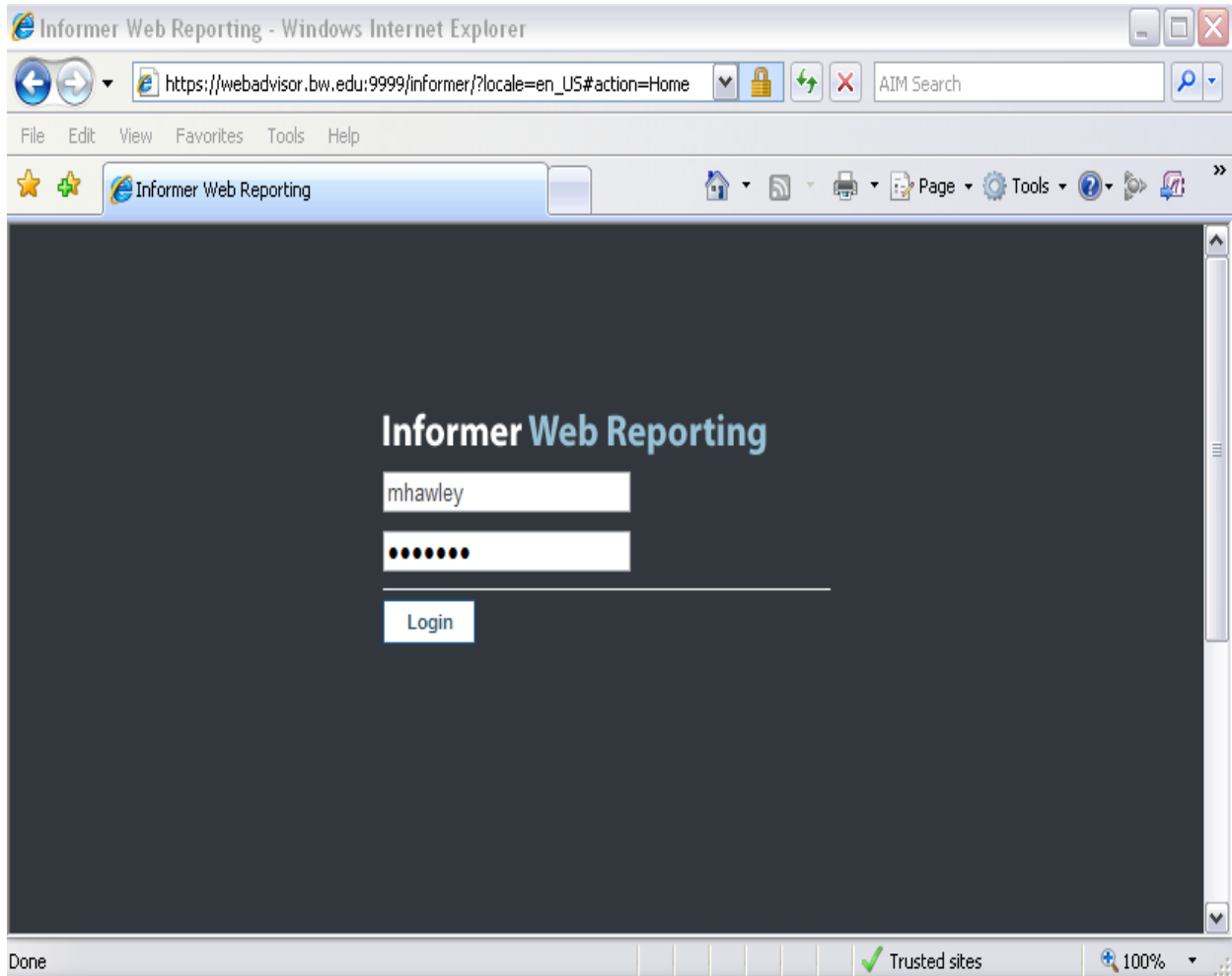
Informer: The Basics

The purpose of this documentation is to show the basics of using Informer to run reports. This is for users that only run reports in Informer, not create them.

Before you begin, if you have never used Informer, you will need to contact IT about getting access. You should be able to log in, but you won't have access to anything useful until you are setup by IT. Users must have signed the FERPA agreement that gives you access to Colleague information before using Informer. Informer is a web based program, so you need to run a web browser program to use it. Microsoft Internet Explorer and Firefox are two good web browsers to use with Informer. Launch a web browser program and in the address bar, type the address of the informer site at B-W and hit enter: <http://informer.bw.edu> (Please note that the Informer is only available while on the campus network, you cannot access it from your home internet connection, unless you are connected to B-W's VPN. To access the SSL VPN you can go to <https://remoteaccess.bw.edu>)



1. Using the address entered above, you will be forwarded to the Informer Login page. Your username will be the same as the front part of your B-W email address, so if your email address is informer@bw.edu, your username would be informer. Your password will be the same password that you use to login to your workstation. After entering both of these items, hit the login button below the entry fields:



2. Your Main Menu will look something like this.

Logged in as: Mardele Hawley | Documentation | Sign out

Informer Web Reporting

Reports | Mappings | Security | Admin

Informer Home > Reports > Reports Home

REPORTS | ARCHIVES

Reports Home
Reporting Dashboard
Manage your Informer Reports [New Report](#)

Filter Reports

By Set

- All Sets 2015
- My Favorites 0

By Datasource

- All Datasources 2015
- Colleague R18 2009
- EMAS 4
- Informer Account 2

By Tag

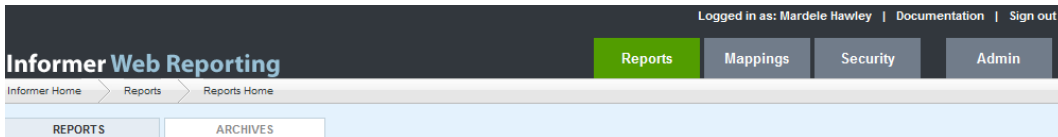
- All Tags 2015
- (empty) 103
- AICUO 1
- Academic & Cultural Event... 1
- Academic Advising 52
- Academic Affairs Analyst 42
- Academic Dean's Office 57

Reports Listing

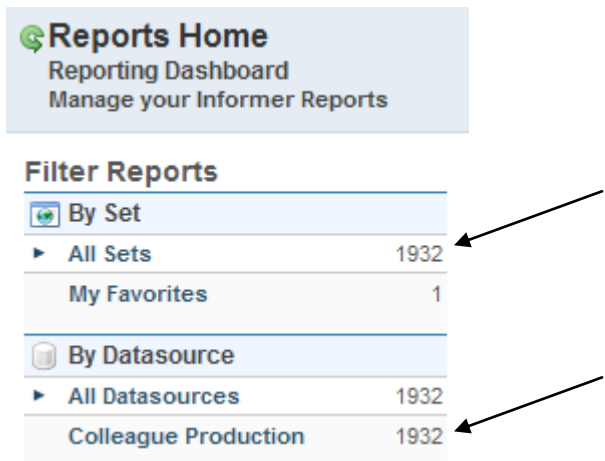
Search Reports x On selected reports... ▾

Report Title ▲	Options	Favorite	Created By	Last Executed
B-W East Classes no description provided	Launch Details	☆	Ann Conrad	Never
Evening/Weekend New Prospects - Avery no description provided	Launch Details	☆	Lydia Avery	Never
Evening/weekend prospects=Mary Ann no description provided	Launch Details	☆	Lydia Avery	Never
Prospects THAT RECEIVED T-SHIRTS Includes Ruffalo Cody rating, ethnicity, and academic program for fall visit program mailings	Launch Details	☆	Susan Dileno	Never
W9 Blanket Vendors no description provided	Launch Details	☆	Rick Wilhelm	Never
Withdrawals and Denials Previous Inst Attended by All Institutions Produces a list of applicants who have withdrawn.	Launch Details	☆	Nyla Bright	Never
XADT ~ Summer/Fall Transfer Reports no description provided	Launch Details	☆	Nyla Bright	Never

3. The Top Section of the Screen consists of
 - a. “Logged in as:” Your name
 - b. “Documentation” – which is INFORMER’s Support
 - c. “Sign Off” – Click on this to log out of INFORMER.
 - d. “Reports” – Brings you back to this Main Menu.
 - e. “Mappings” – Shows the Datasource Listings (i.e. Colleague Production, EMAS, ImageNow, and ODS)
 - f. “Security” – Add new Users, Give Users access to specific Tags and Files.
 - g. “Informer Home” – takes you to this Main Menu.
 - h. “Reports” – takes you back to the list of Reports.
 - i. “Reports Home” – takes you to this Main Menu.
 - j. “Reports” – takes you to this Main Menu
 - k. “Archives” – takes you to the report results that you have archived.



4. Under “Reports Home” is “Filter Reports”.
 - a. “By Set” shows the breakdown of your reports. All reports are under “All Sets”. I have saved one report under “My Favorites”.
 - b. “By Datasource” lists all the Datasources you have access to, such as “Colleague Production”.



5. Tags will be listed along the left side of the screen. The “Tags” includes the categories as well as all the sub-categories from the previous 3.x versions.
(i.e. Academic Department Reports/Biology will now appear as Biology.)

Academic & Cultural Event...	1
Academic Advising	52
Academic Affairs Analyst	36
Academic Dean's Office	60
Academic Departmental Rep...	43
Achievement Award Program	3
Address Changes	1
Admission	42
Admission Staff Reports	1
Admitted Students	11
Adult and Continuing Educ...	44
Alpha Lambda Delta	4
Alumni	3
Alumni - Development	2
Alumni / Development	25
Analysis and Reports	6
Appointment Times	7
Assessment	16
Athletics	4
Athletics/HPE	17
B-W East	9
Biology	2

6. Report Listings: Reports available to you will be listed alphabetically by title. Once you find a report title that you wish to run, all you have to do is click on the word “Launch”.. If you would like to know more about what a specific report is doing and what information is on the report before you run it, click the “Details” link that is located to the right of “Launch”.

Reports Listing

Report Title ▲	Options	Favorite	Created By	Last Executed	
2007FA Sections with no midterm grades no description provided	Launch	Details	☆	Randall Lingenfelter	Never
2008SP FR RMAS Missing in 2008FA For returning the list of freshmen who are here one semester, but not signed up for another. For Karen S.	Launch	Details	☆	Randall Lingenfelter	Never
Active Full-Time Day Students - Home Labels (Public) Created for Louise Scott in Alumni to run labels and downloads.	Launch	Details	☆	Mardele Hawley	Never
Active Student Report no description provided	Launch	Details	☆	Carol Ross	Never
Active Students Report (Public) Created for all campus use.	Launch	Details	☆	Randall Lingenfelter	10/28/09

7. Report Details: The report details page will give you a complete breakdown of what comprises a report. Everything from title, to what selections are made and how the report is grouped and sorted are displayed here. At the bottom of this page is a report sample that shows you how the information will be displayed after the report is run. This gives you a good idea of what information is on the report, and how it is sorted or grouped. The records shown for the report sample do not meet the exact selection criteria of the report, so those records that appear on the sample may or may not be listed when the report is run. If you wish to go back to the report listing, just use the “Back” button on your web browser.

Reports Listing

Search Reports x On selected reports... ▾

Report Title ▲	Options	Favorite	Created By	Last Executed	
2007FA Sections with no midterm grades no description provided	Launch	Details	☆	Randall Lingenfelter	Never
2008SP FR RMAS Missing in 2008FA For returning the list of freshmen who are here one semester, but not signed up for another. For Karen S.	Launch	Details	☆	Randall Lingenfelter	Never
Active Full-Time Day Students - Home Labels (Public) Created for Louise Scott in Alumni to run labels and downloads.	Launch	Details	☆	Mardele Hawley	Never
Active Student Report no description provided	Launch	Details	☆	Carol Ross	Never
Active Students Report (Public) Created for all campus use.	Launch	Details	☆	Randall Lingenfelter	10/28/09

Overview

Title	Active Students Report (Public)
Description	Created for all campus use.
Datasource	Colleague Production
Mapping	STUDENT_S_PUBLIC
Select Filter	Select Any Current Status is not empty and Any Current Status does not match 'W' and Any Current Status does not match 'X' and Term exactly matches ? from STUDENT.TERMS_PUBLIC returning Student Colleague ID and Active Class (SR JR SO FR) exactly matches ? and Any Current Student Type Code & Desc exactly matches ? and Any Academic Levels exactly matches ? and Any Active Majors (Code & Desc) exactly matches ? and Any Active Minors (Code & Desc) exactly matches ? and On Campus Residents? exactly matches ?
Columns	ID, Name, Class, Student Type, Student Sort Name, Active Majors, B-W Email Address
Sorts	Student Sort Name
Groups	none
Normalize	none
PDF Template	System default
Tags	none
Sharing	Protected

Formatting Sample

ID	Name	Class	Student Type	Active Majors	B-W Email Address
0335095	Waltz, James				
0068652	Hollinger, Eileen	UN	Post Secondary Option		
0074321	Candow, Nicole	JR	Undergraduate Day	SCBR	
0079990	Pierce, Michael	SO	Adult and Continuing Education	BUSA	
0210377	Gannon, Kathryn	SR	Undergraduate Day	HIST	kgannon@mail.bw.edu

8. Report Criteria: Once you launch a report, you may be prompted to enter information needed to complete its run. If this is the case, you will be presented with a Criteria entry form that is specific to that report. The fields listed will help in selecting Colleague records for the report, so the more information you fill in, the more precise the report will be. Fill in the text boxes with as much detail as you wish and hit submit. If you need to enter multiple items in one field, such as more than one code or term, you must separate each entry with a comma. **It is important to note that if you place a comma and a space between each entry, then the selection will fail, so be sure to just use a comma.** An entry field that is a date should have a calendar button next to it. If you click this button, a popup window should appear that will allow you to choose the exact date you would to use in the field. Click the date you desire and the field will be filled in automatically. You may also manually fill in a date if you wish. Some reports will give you a listing of all the available options or codes. Just click on the “show codes” link to display them all. This will be displayed as a list of check boxes. Just click on the check box to add that code to the report selection process.

Active Students Report (Public)
Informer Report Results
Created for all campus use.


Report Results Analytics Charting

▼ **Runtime Parameters**

Term exactly matches	<input type="text" value="2009FA"/>	<input type="checkbox"/> Ignore case
Active Class (SR JR SO FR) exactly matches	<input type="text" value="SR, JR"/>	<input type="checkbox"/> Ignore case
Current Student Type Code & Desc exactly matches	<input type="text"/>	<input type="checkbox"/> Ignore case
Academic Levels exactly matches	<input type="text"/>	<input type="checkbox"/> Ignore case
Active Majors (Code & Desc) exactly matches	<input type="text" value="ENG"/>	<input type="checkbox"/> Ignore case
Active Minors (Code & Desc) exactly matches	<input type="text" value="ENGL (English)"/>	<input type="checkbox"/> Ignore case
On Campus Residents? exactly matches	<input type="text"/>	<input type="checkbox"/> Ignore case

9. Report Results: After you submit the criteria for the report, the report will start to generate. It will go out to Colleague to gather the records it needs, and then display them on the page. It may take a few minutes for results to start to display. The criteria you submitted for these results will be displayed at the top, followed by the actual contents of the report.

Report Results

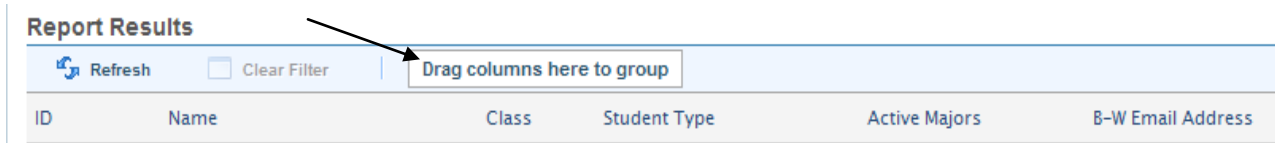
 Refresh <input type="checkbox"/> Clear Filter Drag columns here to group					
ID	Name	Class	Student Type	Active Majors ▲	B-W Email Address
0287306	Hoisington, Alicia	SR	Undergraduate Day	CCST ENGC	ahoising@mail.bw.edu
0324915	Peterson, Joshua	SR	Undergraduate Day	CTHE ENGL DA1 DA2	jpeterso@mail.bw.edu
0264551	Susak, Christopher	SR	Undergraduate Day	CTHE ENGL	csusak@mail.bw.edu
0272827	Castrigano, Nicole	SR	Undergraduate Day	EDMC ENGL	ncastrig@mail.bw.edu
0290341	Castrigano, Noelle	SR	Undergraduate Day	EDMC ENGL	nmcastri@mail.bw.edu
0193802	Frank, Elliott	SR	Undergraduate Day	ENGC	efrank@mail.bw.edu

Scrolling to the bottom of the report results page, you will see the total number of records and the number of pages you may view for the report. You may click on a page number to go to that specific page, or click next to go to the next page in sequence.

0331651	Lovell, Michael	SR	Undergraduate Day	ENGL	mlovell@mail.bw.edu
0312121	Meloro, Nicholas	SR	Undergraduate Day	ENGL	njmeloro@mail.bw.edu
0317922	O'Donnell, Matthew	SR	Undergraduate Day	ENGL	mfodonne@mail.bw.edu

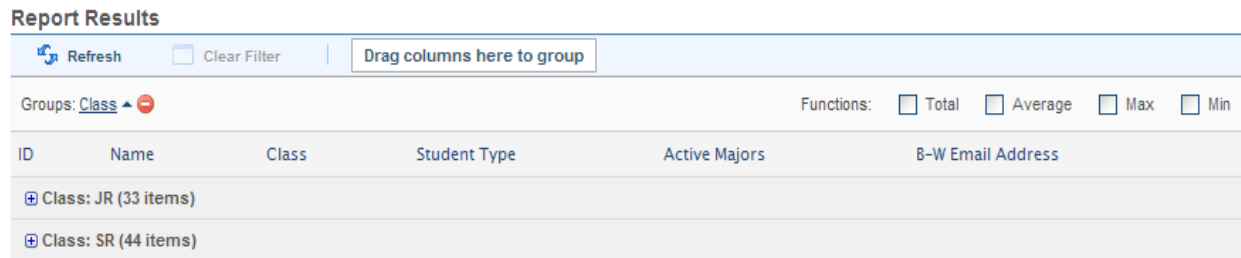
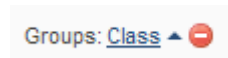
Refresh Records 1 through 25 of 44 Display Paged First Previous Page 1 of 2 Next Last Display All

10. To Group Fields go to the top of the page and drag the field you want to group to that area.



Here's an example of grouping the results by Class.

To remove the grouping, just click on the minus in the red circle.



11. Customize Your Report

- a. You can Add a Field
 - i. Once you run your report Click on “USER SETTINGS”
 - ii. Then Click on “Columns”
 - iii. Click on “Add Fields”

Logged in as: Mardele Hawley | Documentation | Sign o

Informer Web Reporting Reports Mappings Security Admin

Informer Home > Reports > Active Students Report (Public)

REPORT TEMPLATE DATA **USER SETTINGS** SCHEDULES

Active Students Report (Public)
Customize Report Output
Created for all campus use.

Clear Settings Copy as New Report

Overview **Columns** Sorts Groups Normalize

Customize Columns

Save and Close Cancel Reset **Add Fields** Add Calculations Add Functions Clear Refresh Sample

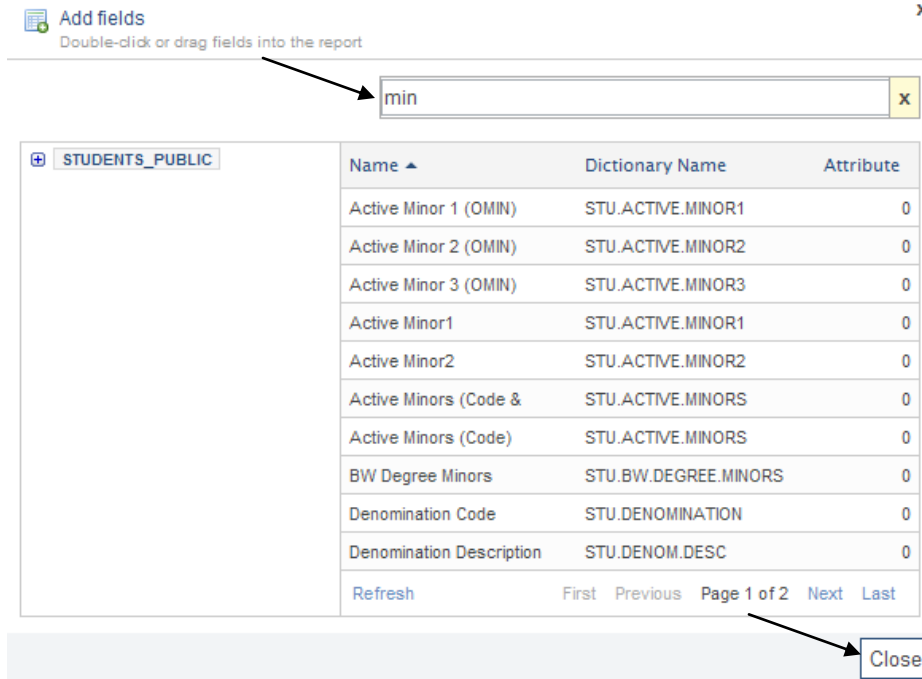
ID	Name	Cis	Student Type	Mjr1	Mjr2	B-W Email Address	Student Sort Name
0335095	Waltz, James						WALTZJAMESB
0068652	Hollinger, Eileen	UN	Post Secondary				HOLLINGEREILEEN
0074321	Candow, Nicole	JR	Undergraduate Day	SCBR			CANDOWNICOLEAPRIL
0079990	Pierce, Michael	SO	Adult and Continuing	BUSA			PIERCEMICHAELA
0210377	Gannon, Kathryn	SR	Undergraduate Day	HIST		kgannon@mail.bw.edu	GANNONKATHRYNJEANNE

Drop columns here to remove

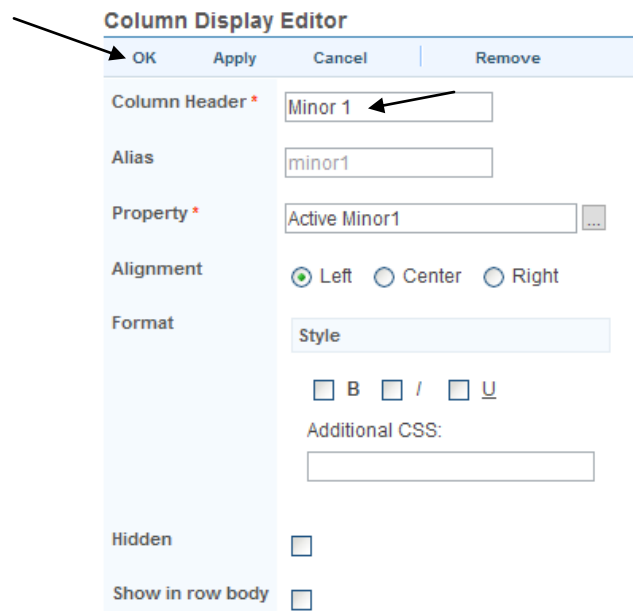
Column Display Editor

OK Apply Cancel Remove

- iv. Now the “Add Fields” Screen will appear
- v. Type part or all of the field name that you want to add.
This sample I want to bring in the Minors field, so I typed “min”
- vi. Double Click on the field you want and then Close this screen.



- vii. At the bottom left, the “Column Display Editor” will appear
- viii. Change the Header name if you would like. I changed it to Minor 1
- ix. Click “OK”



- x. Notice that the field that you have added appears at the right of the fields
- xi. If you want to move it, just left Click on the heading of the field and Drag it to where you want it to appear.
- xii. If you decide to return the report back to its' original settings, just Click on "Clear Settings".

Logged in as: Mardele Hawley | Documentation | Sign o

Informer Web Reporting Reports Mappings Security Admin

Informer Home > Reports > Active Students Report (Public)

REPORT TEMPLATE DATA **USER SETTINGS** SCHEDULES

Active Students Report (Public)
Customize Report Output
Created for all campus use.

Clear Settings Copy as New Report

Overview Columns Sorts Groups Normalize

Customize Columns

Save and Close Cancel Reset Add Fields Add Calculations Add Functions Clear Refresh Sample

ID	Name	Clis	Student Type	Mjr1	Mjr2	B-W Email Address	Student Sort Name	Active Minor 1
0335095	Waltz, James						WALTZJAMESB	
0068652	Hollinger, Eileen	UN	Post Secondary				HOLLINGEREILEEN	
0074321	Candow, Nicole	JR	Undergraduate	SCBR			CANDOWNICOLEAPRIL	
0079990	Pierce, Michael	SO	Adult and	BUSA			PIERCEMICHAELA	
0210377	Gannon, Kathryn	SR	Undergraduate	HIST		kgannon@mail.bw.edu	GANNONKATHRYNJEANNE	LYAM

Drop columns here to remove

b. You can Sort your report differently than it was designed.

- i. Once you run your report Click on "USER SETTINGS"
- ii. Then Click on "SORTS"

Logged in as: Mardele Hawley | Documentation | Sign out

Informer Web Reporting Reports Mappings Security Admin

Informer Home > Reports > Active Students Report (Public)

REPORT TEMPLATE DATA **USER SETTINGS** SCHEDULES

Active Students Report (Public)
Customize Report Output
Created for all campus use.

Clear Settings Copy as New Report

Overview Columns **Sorts** Groups Normalize

Customize Sorts

Save and Close Cancel Reset Refresh Sample

Sorting Order Sort by Student Sort Name Ascending Descending
then by None Ascending Descending

ID	Name	Clis	Student Type	Mjr1	Mjr2	B-W Email Address
0074321	Candow, Nicole	JR	Undergraduate Day	SCBR		
0210377	Gannon, Kathryn	SR	Undergraduate Day	HIST		kgannon@mail.bw.edu
0068652	Hollinger, Eileen	UN	Post Secondary Option			
0079990	Pierce, Michael	SO	Adult and Continuing Education	BUSA		
0335095	Waltz, James					

- iii. Click on the Drop Down Arrow to the Right of the field and select the field you now would like to Sort by. This example selects “Mjr1”
- iv. If you decide to return the report back to its’ original settings, just Click on “Clear Settings”.

Logged in as: Mardale Hawley | Documentation | Sign out

Informer Web Reporting

Reports
Mappings
Security
Admin

Informer Home > Reports > Active Students Report (Public)

REPORT TEMPLATE
DATA
USER SETTINGS
SCHEDULES

Active Students Report (Public)
 Customize Report Output
 Created for all campus use.

Clear Settings
 Copy as New Report

Overview
Columns
Sorts
Groups
Normalize

Customize Sorts

Save and Close
Cancel
Reset
Refresh Sample

Sorting Order: Sort by Student Sort Name

 Ascending
 Descending

then by Mjr1

 Ascending
 Descending

then by None

 Ascending
 Descending

B-W Email Address
 Cts
 ID
Mjr1

ID	N Mjr2	is	Student Type	Mjr1	Mjr2	B-W Email Address
0074321	C Name	R	Undergraduate Day	SCBR		
0210377	G Student Sort Name	R	Undergraduate Day	HIST		lgannon@mail.bw.edu
0068652	Holinger, Eileen	UN	Post Secondary Option			
0079990	Pierce, Michael	SO	Adult and Continuing Education	BUSA		
0335095	Waltz, James					

12. Export Options-PDF: You have the option of exporting a report to a PDF document. These are read only files that are viewable with Adobe's Reader program. If you wish to create PDF files, please make sure you have the Adobe Reader program installed first. Also make sure your Reader program is updated, as this document explains using version 7. To create a PDF file from the contents of your report, just select the "PDF" option from the Export Options drop down box. A new window should open, and the report will actually run again and then create the document. The PDF document should then open up within the browser window. You can save the document by clicking the disk icon in the upper left hand corner of the PDF document. After you have saved the document, you can close the browser window and return to Informer.

Active Students Report (Public)
Informer Report Results
Created for all campus use.

Export Results Archive

Report Results Analytics Charting

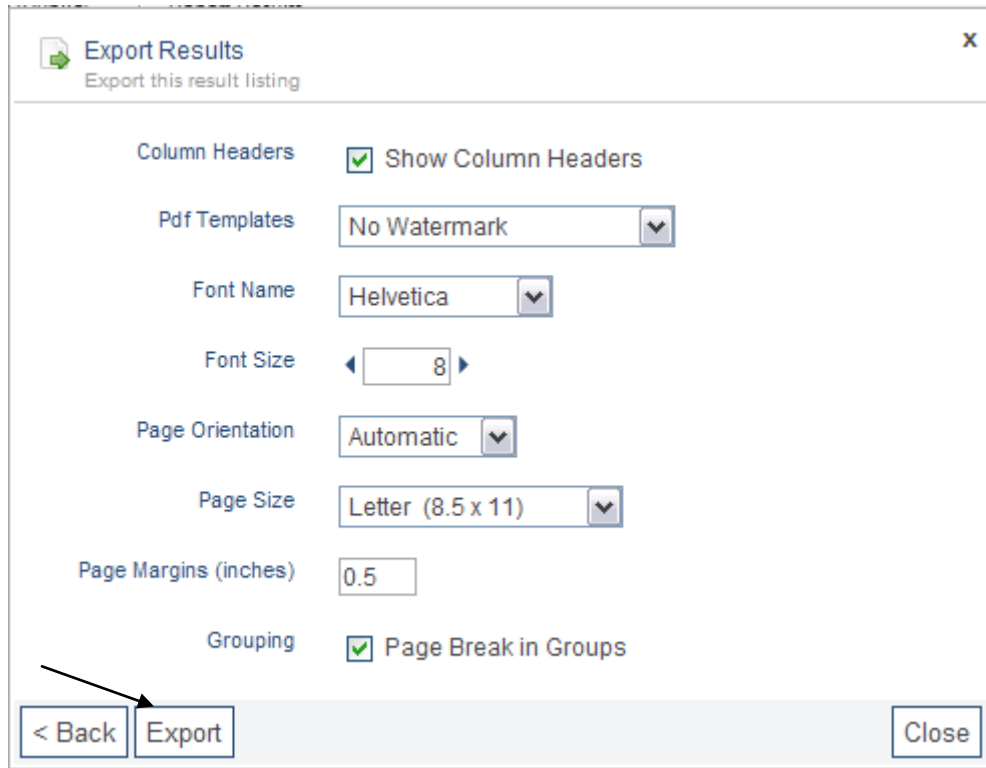
Runtime Parameters

Term exactly matches	<input type="text" value="2009FA"/>	<input type="checkbox"/> Ignore case
Active Class (SR JR SO FR) exactly matches	<input type="text" value="SR, JR"/>	<input type="checkbox"/> Ignore case
Current Student Type Code & Desc exactly matches	<input type="text"/>	<input type="checkbox"/> Ignore case
Academic Levels exactly matches	<input type="text"/>	<input type="checkbox"/> Ignore case
Active Majors (Code & Desc) exactly matches	<input type="text" value="ENG"/>	<input type="checkbox"/> Ignore case
Active Minors (Code & Desc) exactly matches	<input type="text"/>	<input type="checkbox"/> Ignore case
On Campus Residents? exactly matches	<input type="text"/>	<input type="checkbox"/> Ignore case

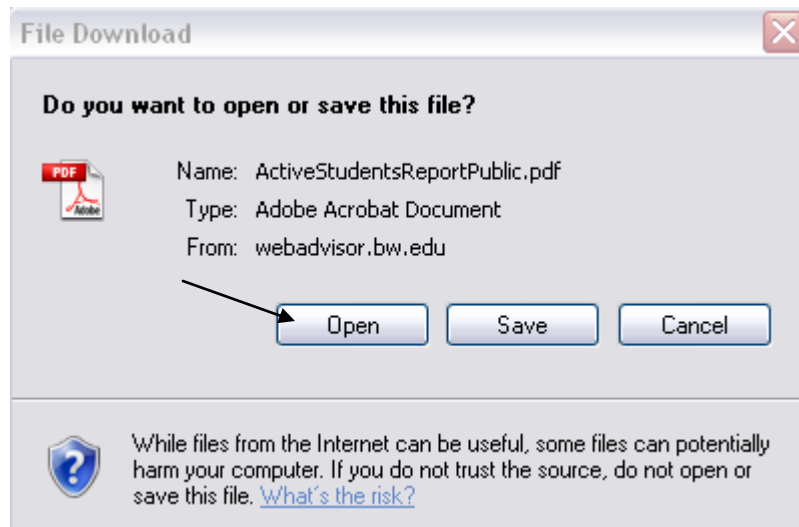
Launch Report



- a. Click “Export” to continue.



- b. Click on “Open”



- c. Here's an example of what the PDF report would look like.
- d. The Title of the report is at the top left of the report.

Title: Active Students Report (Public)

Printed on: Dec 21, 2009 at 11:29 AM

Informer Web Reporting

ID	Name	Class	Student Type	Active Majors	B-W Email Address
0391790	Angulians, Melissa	JR	Undergraduate Day	HIST ENGL DA1 DA2	manguls00@mail.bw.edu
0351550	Battistell, Albert	JR	Undergraduate Day	ENGL CFLM	abattist@mail.bw.edu
0251575	Becker, Kimberly	SR	Undergraduate Day	ENGL	kbecker@mail.bw.edu
0297874	Belasco, Michelle	SR	Undergraduate Day	ENGL	mbelasco@mail.bw.edu
0350296	Benedict, Rachael	JR	Undergraduate Day	ENGL PHLY	rbenedic@mail.bw.edu
0345793	Bickel, Jonathan	JR	Undergraduate Day	ENGL	jbickel@mail.bw.edu
0278887	Bockmiller, Meredith	JR	Undergraduate Day	ENGL	mbockmi@mail.bw.edu
0329466	Bowens, Shannon	JR	Undergraduate Day	ENGL CFLM	sbowens@mail.bw.edu
0402906	Cahlik, Joshua	JR	Undergraduate Day	CFLM ENGL	jcahlik@mail.bw.edu
0299552	Campbell, Margaret	SR	Undergraduate Day	ENGL	mcampbe@mail.bw.edu
0349557	Caputo, John	JR	Undergraduate Day	ENGL	jcaputo@mail.bw.edu
0272827	Castigano, Nicole	SR	Undergraduate Day	EDMC ENGL	ncastig@mail.bw.edu
0290341	Castigano, Noelle	SR	Undergraduate Day	EDMC ENGL	nncasti@mail.bw.edu
0330469	Christensen, Marguerite	SR	Undergraduate Day	ENGL	mchrist@mail.bw.edu
0317916	Daniel, Matt	SR	Undergraduate Day	ENGL	mdaniel@mail.bw.edu
0279889	Daum, Joshua	JR	Undergraduate Day	ENGL	jdaum@mail.bw.edu
0293545	Dawson, Margaret	SR	Undergraduate Day	ENGL	mdawson@mail.bw.edu
0271698	DeCigna, Jenna	SR	Undergraduate Day	ENGL	jdecign@mail.bw.edu
0316380	DiCinni, Kristin	SR	Undergraduate Day	ENGL	kdicinn@mail.bw.edu
0395789	Elk, Angela	JR	Undergraduate Day	ENGL	aek@mail.bw.edu
0327157	Federle, Jessica	SR	Undergraduate Day	ENGL	jfederle@mail.bw.edu
0341480	Fisher, Kristen	JR	Undergraduate Day	CTHE ENGL DA1 DA2	kdfisher@mail.bw.edu
0355240	Frantzek, Heather	JR	Undergraduate Day	ARTH ENGL DA1 DA2	hfrantz09@mail.bw.edu
0394986	Gasper, Philip	SR	Undergraduate Day	ENGL	pgasper@mail.bw.edu
0351612	Gingo, Maria	JR	Undergraduate Day	ENGL	mgingo@mail.bw.edu
0251447	Grimes, Jessica	SR	Undergraduate Day	ENGL	jgrimes@mail.bw.edu
0247875	Gulliford, Katherine	SR	Undergraduate Day	ENGL	kgullif@mail.bw.edu
0326628	Hand, Ashley	SR	Undergraduate Day	ENGL	ahand@mail.bw.edu
0294180	Hart, Rachel	SR	Undergraduate Day	ENGL	rhart@mail.bw.edu
0324449	Henry, Aaron	SR	Undergraduate Day	ENGL	ahenry@mail.bw.edu
0295139	Hensley, Nicole	SR	Undergraduate Day	ENGL	nhensley@mail.bw.edu
0336448	Horansky, Eileen	JR	Undergraduate Day	ENGL	ehoransk@mail.bw.edu
0377171	Hummel, Claudine	JR	Undergraduate Day	ENGL	chummel@mail.bw.edu
0319484	Imes, Anthony	SR	Undergraduate Day	ENGL	aimes@mail.bw.edu
0304697	Johnson, Michael	SR	Undergraduate Day	ENGL PSYS	mjohnso@mail.bw.edu
0279226	Jozwiak, Theresa	JR	Adult and Continuing Education	ENGL HIST	tjozwiak@mail.bw.edu
0286008	Kibane, Elizabeth	JR	Undergraduate Day	ENGL	ekibane@mail.bw.edu

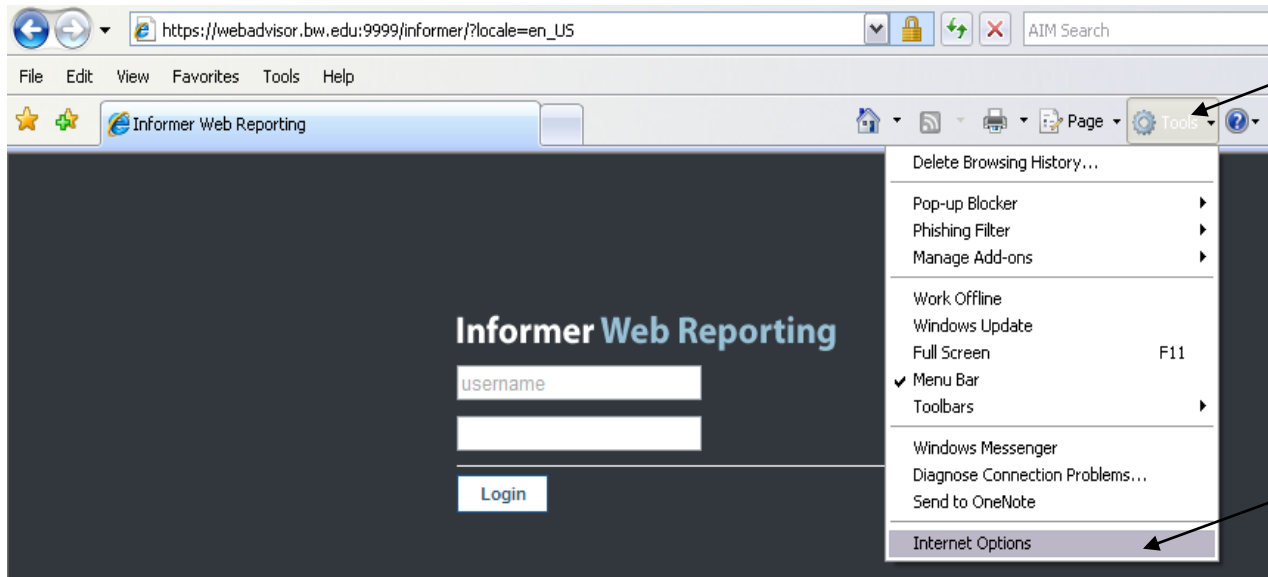
Number of Records: 74

Launched by: Mardale Hawley

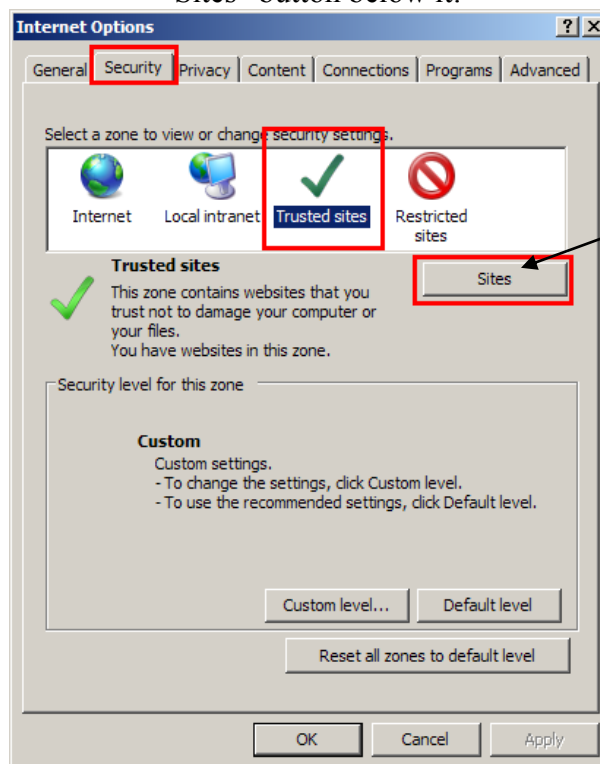
13. Trusted Sites

PLEASE NOTE: Before you can download Excel and Text files when using Internet Explorer with Informer version 4.0, you MUST add some new sites to your “Trusted Sites” list:

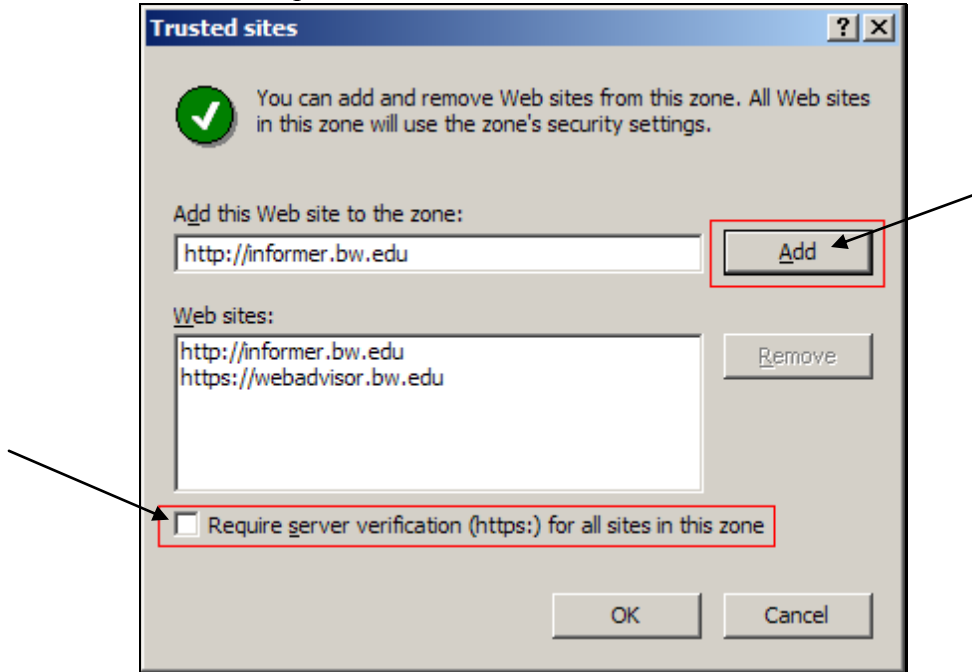
To do this, first go to the “Internet Options” from “Tools” in Internet Explorer:



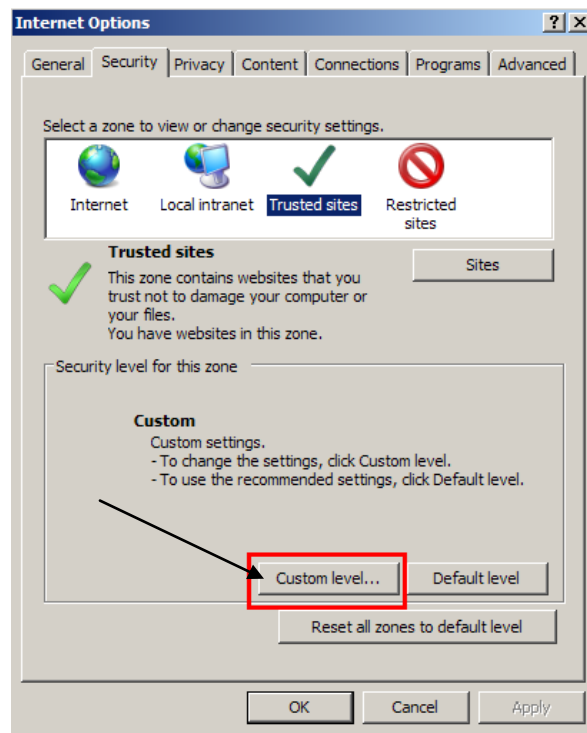
Next, Click on the Security tab and select the Green, “Trusted Sites” icon, and then hit the “Sites” button below it:



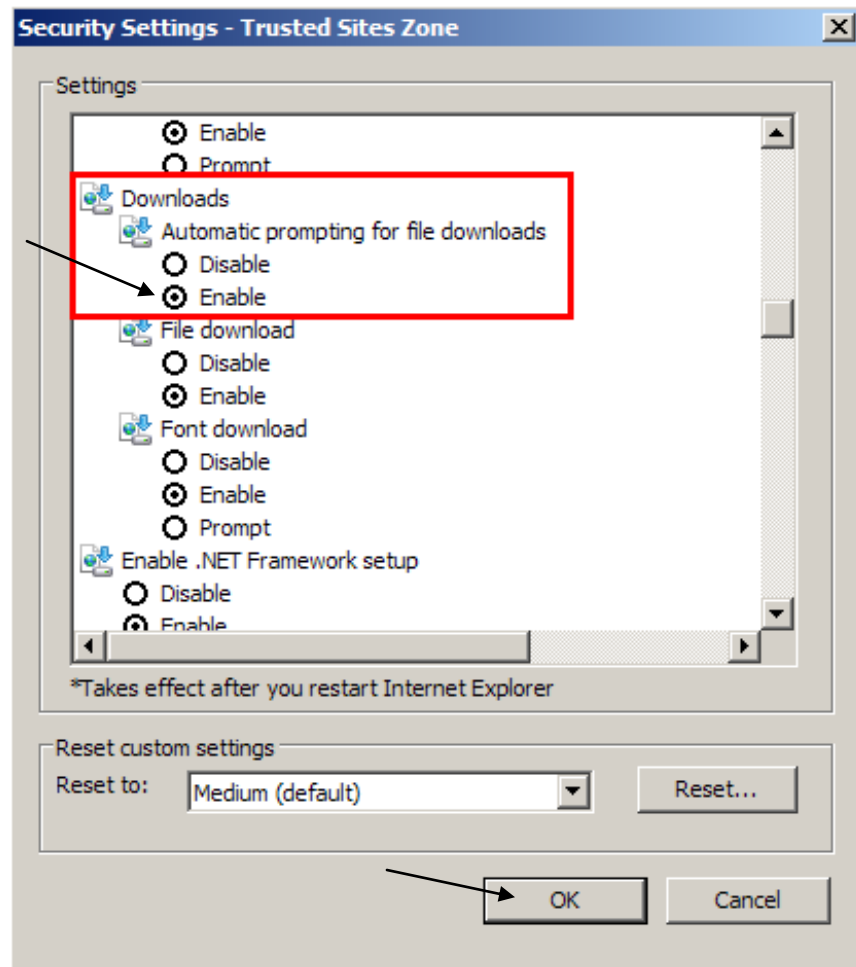
Finally, if the lower “Require server verification...” box is checked, uncheck it first, and then enter the two sites listed below, then recheck the “Require server verification...” box and hit the “Add” button:



Now you will be back at the Security Screen. Click on the “Custom Level” button.



Scroll down until you reach the “Downloads” heading. Make sure the first radio button has the “Automatic prompting for file downloads” set to Enable and not Disable:

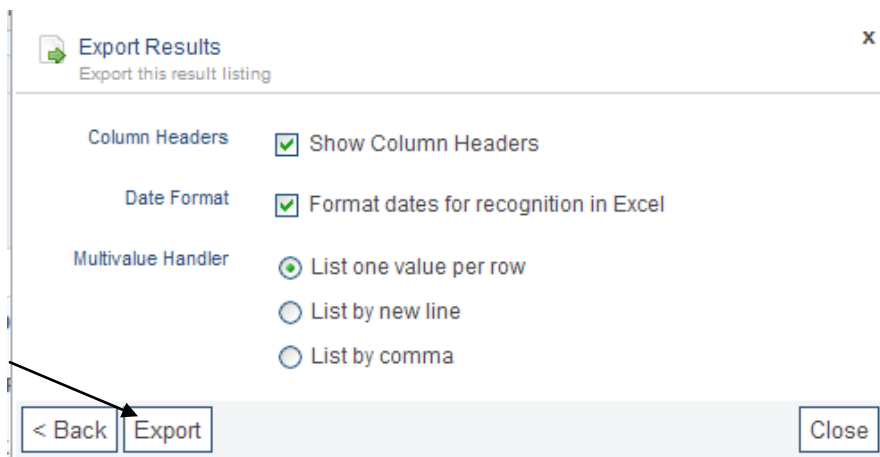


Click OK to return to the previous box, and then click OK once more. You should now be out of the Internet Options area, when you can start using Informer again and be able to successfully download files to your computer.

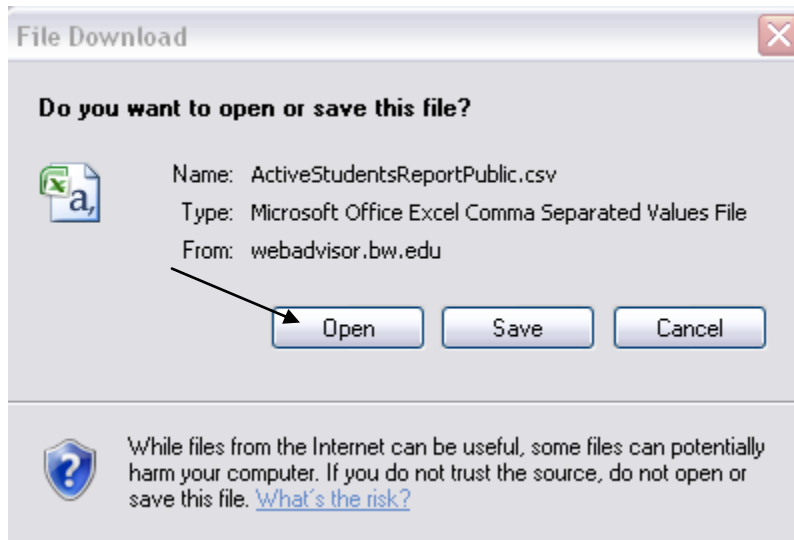
14. Export Options-Excel: If you would like to view the contents of the report in an Excel spreadsheet, you may select the “Excel Comma-Separated Values (.csv)” option from the Export Results Options drop down box. A small window should pop up, stating that the Excel file is being generated. For users of Internet Explorer, you may get a warning about the window trying to send you a file. Since it is trying to send the Excel file, you can be sure that it is safe to download. Just click on the upper beige colored box and the option to download the file will appear. Choose to download and it will run the report and save the contents to an Excel file, it should now ask you to open or save the file. The file that Informer creates is a “csv” file. (Comma Separated Values) This type of file can be viewed within Microsoft Excel, but it is not the default Excel workbook file type, so you may have to save it as another excel format once you have it open in Excel.



- a. Click on “Export”.



- b. Click on “Open”.



- c. Here is the downloaded csv file. Now you can save this file on your Shared drive or where ever you want.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ID	Name	Cls	Student T	Mjr1	Mjr2	B-W Email Address							
2	391790	Anguilanc	JR	Undergrac	HIST	ENGL	manguila09@mail.bw.edu							
3	351590	Battistelli	JR	Undergrac	ENGL	CFLM	abattist@mail.bw.edu							
4	251575	Becker, Ki	SR	Undergrac	ENGL		kbecker@mail.bw.edu							
5	297674	Belasco, N	SR	Undergrac	ENGL		mbelasco@mail.bw.edu							

15. Export Options-Text: If you would like the report to output to a tab delimited file format, choose the “Text” option from the Export Options drop down box. A new window should open and the report will run again, placing the output into a file. Your web browser should ask you to save the resulting file to a drive on your computer. For users of Internet Explorer, you again will get a warning about the window trying to send you the file. See the above Excel file documentation on how to save the file when using Internet Explorer.

16. Sign Out: When you are done working with informer, be sure to use the “Sign Out” link on the top menu at the right. If you have problems logging back in, close your current browser window and open a new browser window and try logging in again.