Advanced Informer  
College Staff Training

**Target Audience:** The target audience for this class includes staff members who are responsible for in-depth reporting via Informer and have an advanced understanding of Colleague data and hierarchy.

**Date:** April 27 – 28, 2016

**Register by Date:** April 25, 2016

**Location:** System Office - Caswell Building, B58  
200 West Jones Street  
Raleigh, North Carolina 27603

**Time:** 9:00 a.m. – 4:00 p.m.

**Facilitator(s):** Thomas Palombo – Developer  
Rosallene Massey – Business Systems Analyst  
Wayne Madry - Business Systems Analyst

**Prerequisites:** Understanding your Data/Basic Informer/Intermediate Informer

**Course Description:** This course provides end users with tools necessary to extract data into complex reports. Training accounts at the System Office will be used.

**Advanced Preparation:** Prior to class, print and bring the class documentation, if available, emailed to you from the instructors or published via the NCLOR at [http://explorethelor.org](http://explorethelor.org).

**Course Objectives:** After completing this session, participants will understand:

- Associated Informer and UI Terminology.
- Research Refresher.
- Appropriate Use Of Linked Files.
- Advanced Criteria using Select/Returning and GETLIST.
- Reports Layouts, logic.
- Enhanced Reporting Methods using Java scripting.
• Report Scheduling, Packaging and Share/Export Options.
• Understanding Mapping and Security Connections.

Course Evaluation:

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.