

How to Email a Report

1. Please open your preferred web browser and go to the following URL: <u>https://laguardia.xendirect.com/login</u>

LaGuardia CC	
XenDirect Enterprise	
Sign In	
Username	
Password	
Remember me Nat recommended on shared computers	
SIGN IN	
Esropt my password Esropt my username	

- a. If you do not have credentials please contact your program manager as they will provide credentials for you to login via e-mail.
- 2. Once logged select Insight on the left side menu

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XenDirect Enterprise	⊒ LaGuardia Community College ACE		٠	N
Nome	Home			
Clients				
Companies	Notices			^
Services 🗸				
Financial				
Staff				
InSight 👆				
Selects				

3. The left side will display a list of available reports according to your program.

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Reports V Templates >	All - Search	Q		Sort by Report Name - 1	
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enDirect Reserves	ACTION				
Action	Courses About to End	List of the Course Sections that end within the filter parameters. Includes numerous highlights to quickly identify importan	Created By: Dov1 Xenegrade Last Edited: 06/18/2019		>
Attendance > Clients > b	Courses About to Start	List of the Course Sections that start within the value of the filter parameters. Includes numerous highlights to quickly ide	Created By: Dev1 Xenegrade Last Edited: 06/17/2019		>
Companies >	ATTENDANCE - ATTENDANCE AUD	115			
Enrollments >	Attendance Code Audit	List of Client Daily Attendance records missing an Attendance Code or using an Attendance Code that has been disabled.	Created By: Dev1 Xenegrade Last Edited: 08/04/2021		>
Financial > Outcomes >	Attendance Missing	List of Client Daily Attendance records missing based on dates.	Created By: Dev1 Xenegrade Last Edited: 07/01/2019		>
Staff > System >	Extra Attendance	List of Client Daily Attendance records on dates not scheduled, Grouped by Client.	Created By: Dev1 Xenegrade Last Edited: 08/04/2021		>
Visualizations >	No Attendance	List of Clients with no Daily Attendance records.	Created By: Dev1 Xenegrade Last Edited: 06/18/2019		>
ABS	ATTENDANCE - ATTENDANCE LIST	\$\$			
ACE Enrollment	Average Daily Attendance	List of Client Daily Attendance records. Grouped by Client. # Days and # Clients columns are distinct counts. Numeric valu	Created By: Dev1 Xenegrade Last Edited: 12/02/2021	Activate Windows	>
CAPP	Contact Hours by Course	List of Cliant contact hours in appravate form for both Assignments and daily attendance her Course Code	Created By: Day1 Xanarrada		- Contraction

a. If you do not have access to a report please contact your program manager or director for access.

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Reports ~ Templates >	All - Search	Q		Sort by Report Name	- 12
Visualizations >	ACTION				
Local Reports 🧹	Courses About to End	List of the Course Sections that end within the filter parameters, includes numerous Nightights to quickly identify importan	Greated By: Dev1 Xenograde Last Edited: 06/18/2019		
ACE Enrollment	Courses About to Start	List of the Course Sections that start within the value of the filter parameters. Includes numerous highlights to quickly ide	Created By: Dev1 Xenograde Last Edited: 06/17/2019		
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CIET	Attendance Code Audit	List of Client Daily Attendance records missing an Attendance Code or using an Attendance Code that has been disabled.	Greated By: Dev1 Xenegrade		

4. Select the report.

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X Reports V System Visualizations	All - Search LOCAL REPORTS ABS	Q		Sort by Report Name	~ I <u>*</u>);
Local Reports 🗸	ABS Case Notes	List of the Client Case Note records. Grouped by Client.	Greated By: Holya Kartal Last Edited: 01/04/2022			>	1
ACE Enrollment Bursar and Busin	ABS Courses About to Start	List of the Course Sections that start within the value of the filter parameters. Includes numerous highlights to quickly ide .	Created By: Hulya Kartal Last Edited: 01/04/2022			>	Ī
CAPP	ABS Discount Line Items	List of the invoice line items tagged as Discount. Grouped by Discount Name.	Created By: Hulya Kartal Last Edited: 01/04/2022			>	
Course Lists	ABS Enrollment for Program Groups	List of the Courses with enrollment counts. Grouped by Program Group.	Created By: Hulya Kartal Last Edited: 01/04/2022			>	H

5. Once the report is opens the top right side will display available features for the report.

	an room					Hide Header & Footer Subscr	be) Print Email Export+ Edit+ Save+ (Cancel Clos
ase Notes 🖉 Filters							Preview Records 100	ly Filter Clear Filter
nt Name (s→)	}			StaffName		Date	CourseCode	
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6. From the options select Email.

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ABS Case Notes	1								Preview Records	100		*
~ Filters											D D 4	ply Filter Clear Filter
Client Name (r)			StaffName			Date			CourseCode		
ABS Case N	otes											
Report Generate	d:		User:		Organiza	ation:						
05/11/2022 11:	20:49 AM		Nishal Kayharee		LaGuard	dia CC						
InSight Menu >> List of the Client Report Filter Infi 1 Client Name (r 2 StaffName = 3 Date Between 4 CourseCode =	Clients >> Cli Case Note re a: a:) Begins Wit (Date)	lent Lists >> C ecords. Groupe th	use Notes d by Client									
Student N	ermer.											
Data	7924	Method	Course Code	Staff	Police Up Date	Note Content						
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7. The Email option will display for you to enter the recipients emails by pressing the (+) on the right side and select from the list of staff and if you like you can edit the email body.

Imail		×
То	Select	+
cc	Select	+
Email Subject	(reportName)).
Delivery Method	Embedded HTML	-
Email Body	Dear (currentUserName), Prease see the following report (embedReportHTML) Regards,	
	1 Client Name (==) Banine With	
		Send Cancel

8. The Delivery Method option will embed the report into the body of the emails in an HTML format. The Attachment option simply attaches the report as a file and you will need to select the format.

Email		×
То	Rkighanni@lagoc.com/efile_X	•
cc	Select	+
Email Subject	(reportName)	
Delivery Method	Embedded HTML	
Email Body	Embedded HTML	
	Attachment	
	(embedReportHTML)	1
	Filter Value Selection 1 Client Name (e) Renine With	
		Send Cancel

9. The attachment option will have the option to send the report in Word, Excel, PDF or CSV format.

Email		
То	nkayhäene@lagcc.comy.edu ×	+
CC	Select	+
Email Subject	(reportName)	
Delivery Method	Attachment	
Attachment Type	PDF	
Email Body	Word	
	Excel Word	
	CSV	
		Send Cancel

For further info, please visit the Xendirect Knowledge Base page:

https://xenegrade.kayako.com/article/551-email-schedule-and-subscribe-to-reports