

## How to Use Insight Reports

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

LaGuardia CC	
LaGuardia CC	
XenDirect Enterprise	
Sign In	
Username	
Password O	
Remember me Not recommended on shared computers	
SIGN IN	
Eargot.my.password Eargot.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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Clients			Notices			^
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InSight	5					
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3. The left side will display a list of available reports according to your program.

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ction	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		
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volimenta	Attendance Code Audit	List of Client Daily Attendance records reliasing an Attendance Code or using an Attendance Code that has been disabled.	Created By: Dev1 Xenegrade Last Edited: 08/04/2021		
nancial > utcomes >	Attendance Missing	List of Client Daily Attendance records missing based on dates.	Created By: Dev1 Xenegrade Last Edited: 07/01/2019		
aff > (stem )	Extra Attendance	List of Client Daily Attendance records on dates not scheduled. Grouped by Client.	Created By: Dev1 Xenegrade Last Edited: 08/04/2021		
sualizations >	No Attendance	List of Clients with no Daily Attendance records.	Created By: Dev1 Xenegrade Last Edited: 06/18/2019		
IS	ATTENDANCE - ATTENDANCE LIST	8			
CE 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	
APP	Contact Hours by Course	List of Cliant contact hours in anneonate form for both Assignments and daily attendance has Course Code	Created By: Dav1 Xenerrade	Go to Settings to activate W	

- a. If you do not have access to a report please contact your program manager or director for access.
- 4. You may need to scroll on the left side list to see your respective program.

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Marketing PDA IEP	No Attendance	List of Clients with no Daily Attendance records.	Created By: Dev1 Xenegrade Last Edited: 06/18/2019			>
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a. If you do not have access to a report please contact your program manager or director for access.

## 5. Select the report from the list.

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eports ∨ Templates > Visualizations >	XENDIRECT REPORTS			
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ABS	Courses About to End	List of the Course Sections that end within the filter parameters. Includes numerous highlights to quickly identi	Created By: Dev1 Xenegrade Last Edited: 06/18/2019	
Bursar and Busin	Courses About to Start	List of the Course Sections that start within the value of the filter parameters. Includes numerous highlights to	Created By: Dev1 Xenegrade Last Edited: 06/17/2019	
CIET	ATTENDANCE - ATTENDANCE AUD	ITS		
CLIP	Attendance Code Audit	List of Client Daily Attendance records missing an Attendance Code or using an Attendance Code that has bee	Created By: Dev1 Xenegrade Last Edited: 08/04/2021	
Course Lists	Attendance Missing	List of Client Daily Attendance records missing based on dates.	Created By: Dev1 Xenegrade Last Edited: 07/01/2019	
FATHERHOOD	Extra Attendance	List of Client Daily Attendance records on dates not scheduled. Grouped by Client.	Created By: Dev1 Xenegrade Last Edited: 08/04/2021	
Marketing PDA IEP	No Attendance	List of Clients with no Daily Attendance records.	Created By: Dev1 Xenegrade Last Edited: 06/18/2019	

6. The report will display all registrations by default.

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						Hide H	eader & Foot	er (	Subscribe Print Email Export - Edit - Save As Cancel Close
Courses About to End									Preview Records 1000
✓ Filters									Apply Filter     Clear Filter
Course Date End			Course Status	1					
Courses About to En	d								
Report Generated:	User:			Organiz	ation:				
08/01/2023 02:11:21 PM	Aver Unit	-		LaGuard	dia CC				
InSight Menu >> Action >> List of the Course Sections Report Filter Info: 1 Course Date End = This W 2 Course Status = Complet Monday, July 31, 202	that end within the filter /eek ed, Offered	parameters. It Dete Stort 07/31/2023	Course Status	Enrolle d	hts to quickly identif	important informati	Balances Due 0.00		
WEDB000023.005.00	meurcer pring informatio	0/15/2023	Cileteo	50	100,100		0.00		1

a. Please note that some reports may take time load due to the amount of information the report is trying to display.

7. In order to narrow down results you will need to use the preselected filters and expand using the three dots under the main filters to expand and access additional reports.

Filters									Apply Filter Clear
tivityType		Course S	tart Date		Program Group		Session		
rollment Status									
ACE Scholarships									
CE Scholarships Applica	itions						60000101010		
				ACE Scholarshi	p - Emergency Medical 1	fechnician (EMT)	ACE Scholars		
				ACES306F22.T11	ACES306F23.T05	ACES306W23.T05	ACES305F22.T11	ACES305F23.T11.0	
StudentName	ID	Email	MobilePhone	Enroliment Status	Enrollment Status	Enrollment Status	Enroliment Status	Enroliment Status	
Abigail Aadams	CE100000	hkartal@lagcc.cuny.edi	(410) 484-8790				Did Not Enroll		
Adam Bolender	CE105816	adamjbolender@gmail	(631) 680-8859				Completed-Satisfactor	2	
Adonis Taylor	CE127877	adonistaylor@gmail.co	(929) 508-4387			Completed-Satisfactory			
	CE124405	cruzroyal24@gmail.cor	(347) 898-3870	Enrolled/Active					
Aldo Almanzar									
Aldo Almanzar Alejandra Avalos	CE121513	alejaaa111@gmail.com	(929) 413-7125			Completed-Satisfactory			

- a. If you require additional filters please check with your program manager or director in order for them to review and request them.
- 8. Depending on the filters listed you will need to use check boxes, drop down list or type the information depending on the criteria in order to select or deselect data that you would to see or omit.

✓ Filters			Apply Filter     Clear Filter
ActivityType - Equals (Checkbox)	Course Start Date	Program Group	Session
[ALL]   [BLANK]   [NUL] M Application Course			

Filters								
ActivityType			Course St	tart Date - Less Than D	ays Old	Program Group		Session
Enrollment Status			30					
					-			
Catherine Luna	CE118263	catherine	.luna38@qma	(917) 292-1850	Completed-Satisfactory			
Cesar Mejia Cesar Meji	CE121211	cesameji	a29@gmail.co	(646) 93 <mark>4</mark> -2687	Completed-Satisfactory			
Chamanjit Minhas	CE124494	chamanji	t.minhas@gma	(917) 291-5344				Enrolled/Active

Filters							8	C Apply Filter	Cl
ctivityType		Course S	tart Date		Program Group - Equals (Selection) - Multiple Selection	Session			
nrollment Status					ßelect				
Catherine Luna	CE118263	catherine.luna38@qma		Completed-Satisfactory	[BLANK]				
Cesar Mejia Cesar Meji	CE121211	cesamejia29@gmail.co	(646) 934-2687	Completed-Satisfactory	ACE Scholarships				
Chamanjit Minhas	CE124494	chamanjit.minhas@gma	(917) 291-5344		Emergency Medical Technician (EMT) Paramedic Original	Activ			

9. Once you have used the filters needed you can press **Apply Filter** to display the results and **Clear Filter** to reset the filters, but you will need to press **Apply Filter** to confirm the reset.

Filters								
ivityType		Course S	tart Date			Session		
ollment Status								
ACE Scholarships	Sans							
ar artifold and a Hopirod				ACE Scholarshi	p - Emergency Medical 1	Fechnician (EMT)	ACE Scholars	hip - Paramedic
				ACES306F22.T11	ACES306F23.T05	ACES306W23.T05	ACES305F22.T11	ACES305F23.T11.0
StudentName	ID	Email	MobilePhone	Enroliment Status	Enrollment Status	Enrollment Status	Enrollment Status	Enroliment Status
Abigail Aadams	CE100000	hkartal@lagcc.cuny.edi	(410) 484-8790				Did Not Enroll	
Adam Bolender	CE105816	adamjbolender@gmail.	(631) 680-8859				Completed-Satisfactor	1
Adonis Taylor	CE127877	adonistaylor@gmail.co	(929) 508-4387			Completed-Satisfactory		
Aldo Almanzar	CE124405	cruzroyal24@gmail.cor	(347) 898-3870	Enrolled/Active				
Alejandra Avalos	CE121513	alejaaa111@gmail.com	(929) 413-7125			Completed-Satisfactory		

10. When the results display you will be able to Print, Email or Export the report as needed.

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Hospital Enrollment fo	r Program Groups 🖉				Preview Records All						
Filters									Apply Filter     Clear Filter		
ctivityType		Course S	tart Date		Program Group			Session			
nrollment Status											
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ACE Scholarships	tions										
				ACE Scholarshi	p - Emergency Medical	fechnician (EMT)	ACE Scholarsh	hip - Paramedic			
				ACES306F22.T11	ACES306F23.T05	ACES306W23.T05	ACES305F22.T11	ACES305F23.T11.0			
StudentName	ID	Email	MobilePhone	Enroliment Status	Enrollment Status	Enrollment Status	Enroliment Status	Enroliment Status			
Abigail Aadams	CE100000	hkartal@lagcc.cuny.ed	(410) 484-8790				Did Not Enroll				
Adam Bolender	CE105816	adamjbolender@gmail	(631) 680-8859				Completed-Satisfactor				

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

https://xenegrade.kayako.com/article/556-insight-online-tutorials