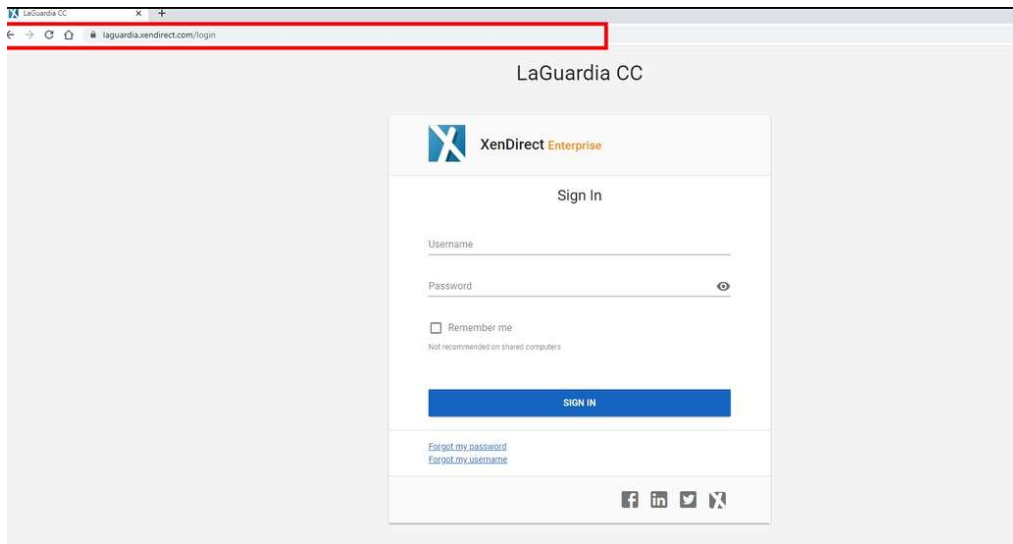




**DARE TO DO MORE**

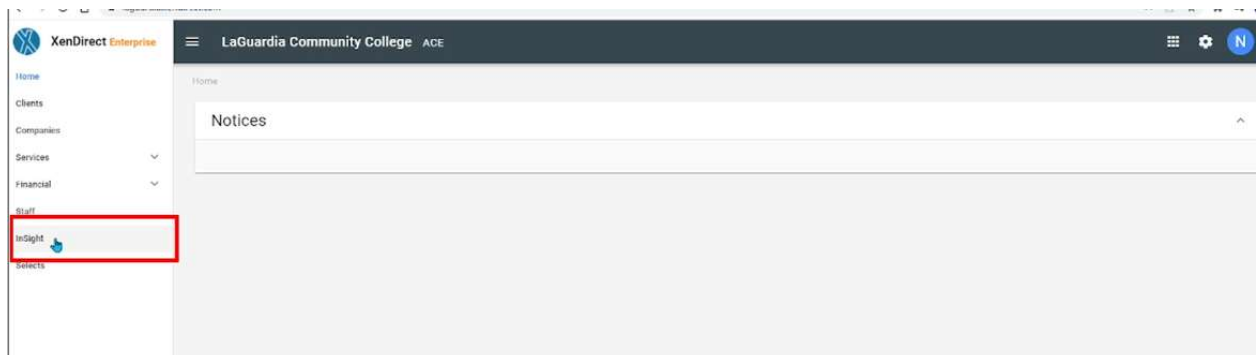
## How to Use Insight Reports

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

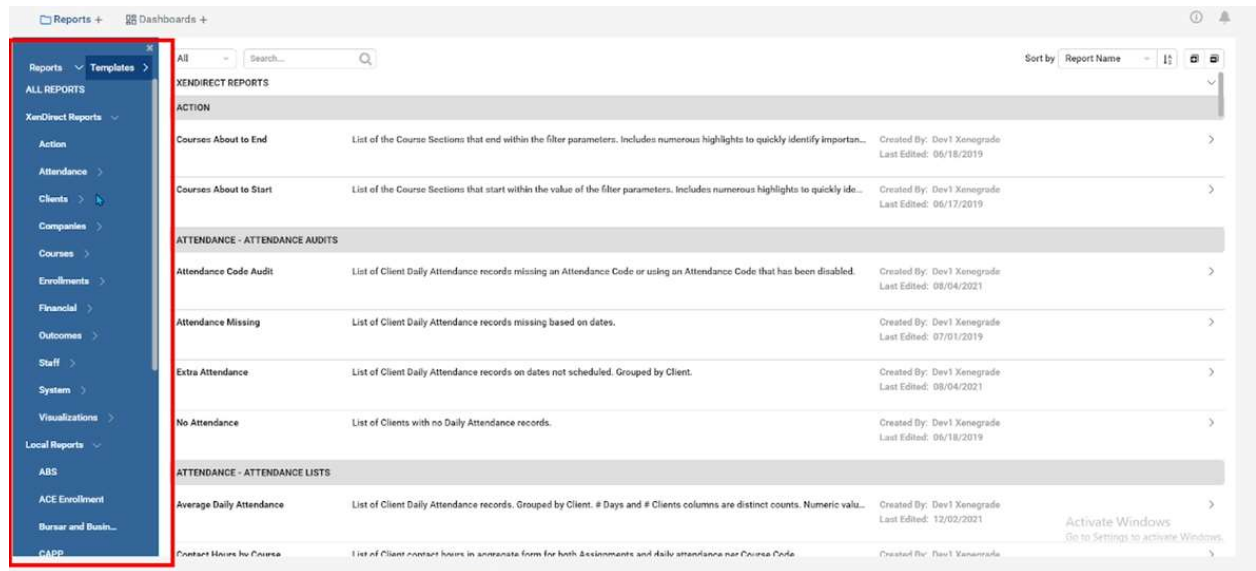


- a. If you do not have credentials please contact your program manager as they will provide credentials for you to login via e-mail.

2. Once logged select **Insight** on the left side menu

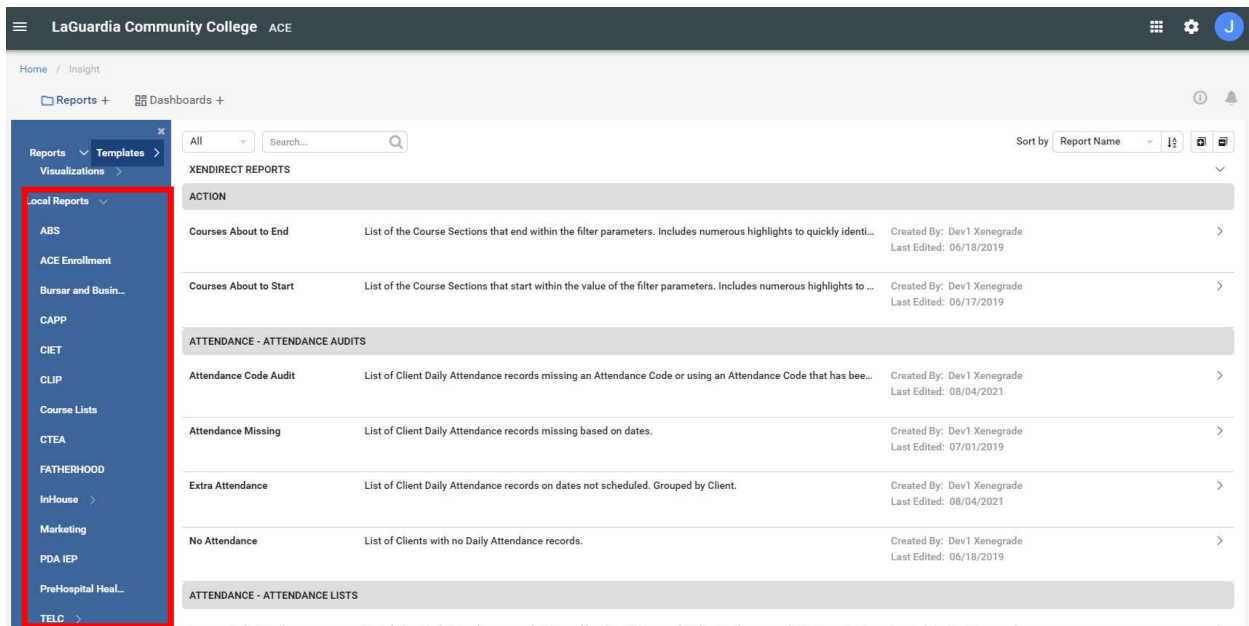


3. The left side will display a list of available reports according to your program.



- 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.



- 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.

The screenshot shows the 'Reports' section of the LaGuardia Community College ACE system. A sidebar on the left lists various report categories. The main area displays a list of reports under the heading 'XENDIRECT REPORTS'. The 'Courses About to End' report is highlighted with a red box. The report description is: 'List of the Course Sections that end within the filter parameters. Includes numerous highlights to quickly identify...'. Other reports listed include 'Courses About to Start', 'ATTENDANCE - ATTENDANCE AUDITS', 'Attendance Code Audit', 'Attendance Missing', 'Extra Attendance', and 'No Attendance'.

6. The report will display all registrations by default.

The screenshot shows the 'Courses About to End' report view. The report title is 'Courses About to End'. The report generated on 08/01/2023 02:11:21 PM by user Jose Ramirez at LaGuardia CC. The report description is: 'List of the Course Sections that end within the filter parameters. Includes numerous highlights to quickly identify important information.' The report filter info is: '1 Course Date End = This Week, 2 Course Status = Completed, Offered'. The report is for Monday, July 31, 2023. The table below shows the course sections:

Course Code	Course Title	One Start	Course Status	Enroll ed	Instructor 1	Instructor 2	Balance Due
MED800023.005.05.00	Medical Billing Informatio...	07/31/2023	Offered	50	TED, TED		0.00

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

- 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

ActivityType Course Start Date Program Group Session

Enrollment Status

ACE Scholarships

ACE Scholarships Applications

StudentName	ID	Email	MobilePhone	ACE Scholarship - Emergency Medical Technician (EMT)			ACE Scholarship - Paramedic	
				Enrollment Status	Enrollment Status	Enrollment Status	Enrollment Status	Enrollment Status
Abigail Aedams	CE100000	hkartel@lagcc.cuny.edu	(410) 484-8790				Did Not Enroll	
Adam Bolender	CE105816	adamjbolender@gmail	(631) 680-8859				Completed-Satisfactor	
Adonis Taylor	CE127877	adonistaylor@gmail.co	(929) 508-4387			Completed-Satisfactor		
Aldo Alimnzer	CE124405	cruzroyal24@gmail.com	(347) 898-3870	Enrolled/Active				
Alejandra Avalos	CE121513	alejaaa111@gmail.com	(929) 413-7125			Completed-Satisfactor		
Allen Liu	CE137102	allenliuallenliu314@gm	(917) 615-3033		Enrolled/Active			

- If you require additional filters please check with your program manager or director in order for them to review and request them.

- 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 see or omit.

Filters

ActivityType - Equals (Checkbox) Course Start Date Program Group Session

Enrollment Status

[ALL]  
[BLANK]  
[NULL]  
 Application  
 Course

Filters

ActivityType Course Start Date - Less Than Days Old Program Group Session

Enrollment Status

30

Catherine Luna	CE118263	catherine.luna38@qme	(917) 292-1850	Completed-Satisfactor				
Cesar Mejia Cesar Mej	CE121211	cesamejia29@gmail.co	(646) 934-2687	Completed-Satisfactor				
Chemanjit Minhas	CE124494	chemanjit.minhas@gmx	(917) 291-5344					Enrolled/Active

Filters

ActivityType Course Start Date Program Group - Equals (Selection) - Multiple Selection Session

Enrollment Status

Select...  
[ALL]  
[BLANK]  
[NULL]  
ACE Scholarships  
Emergency Medical Technician (EMT)  
Paramedic Original

Catherine Luna	CE118263	catherine.luna38@qme	(917) 292-1850	Completed-Satisfactor				
Cesar Mejia Cesar Mej	CE121211	cesamejia29@gmail.co	(646) 934-2687	Completed-Satisfactor				
Chemanjit Minhas	CE124494	chemanjit.minhas@gmx	(917) 291-5344					Active

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.

The screenshot shows a web application interface. At the top, there is a filter bar with several input fields: 'ActivityType', 'Course Start Date', 'Program Group', and 'Session'. Below these is an 'Enrollment Status' field. To the right of the filter bar, there are two buttons: 'Apply Filter' and 'Clear Filter', both highlighted with a red rectangular box. Below the filter bar, there is a section for 'ACE Scholarships' with a sub-section for 'ACE Scholarships Applications'. This section contains a table with the following data:

StudentName	ID	Email	MobilePhone	ACE Scholarship - Emergency Medical Technician (EMT)			ACE Scholarship - Paramedic	
				Enrollment Status	Enrollment Status	Enrollment Status	Enrollment Status	Enrollment Status
Abigail Aedams	CE100000	hkartal@lagcc.cuny.edu	(410) 484-8790				Did Not Enroll	
Adam Bolender	CE105816	adamjbolender@gmail	(631) 680-8859				Completed-Satisfactor	
Adonis Taylor	CE127877	adonistaylor@gmail.co	(929) 508-4387			Completed-Satisfactor		
Aldo Alimnzer	CE124405	cruzroyal24@gmail.com	(347) 898-3870	Enrolled/Active				
Alejandra Avelos	CE121513	alejaaa11@gmail.com.	(929) 413-7125			Completed-Satisfactor		
Allen Liu	CE137102	allenliuallenliu314@gm	(917) 615-3033		Enrolled/Active			

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

The screenshot shows the same web application interface as above. Above the table, there is a toolbar with several buttons: 'Hide Header & Footer', 'Subscribe', 'Print', 'Email', 'Export', 'Edit', 'Save', 'Cancel', and 'Close'. The 'Print', 'Email', and 'Export' buttons are highlighted with a red rectangular box. Below the toolbar, there is a 'Preview Records' dropdown menu set to 'All'. Below the toolbar, there is a filter bar with the same fields as in the previous screenshot. Below the filter bar, there is a section for 'ACE Scholarships' with a sub-section for 'ACE Scholarships Applications'. This section contains a table with the following data:

StudentName	ID	Email	MobilePhone	ACE Scholarship - Emergency Medical Technician (EMT)			ACE Scholarship - Paramedic	
				Enrollment Status	Enrollment Status	Enrollment Status	Enrollment Status	Enrollment Status
Abigail Aedams	CE100000	hkartal@lagcc.cuny.edu	(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>