



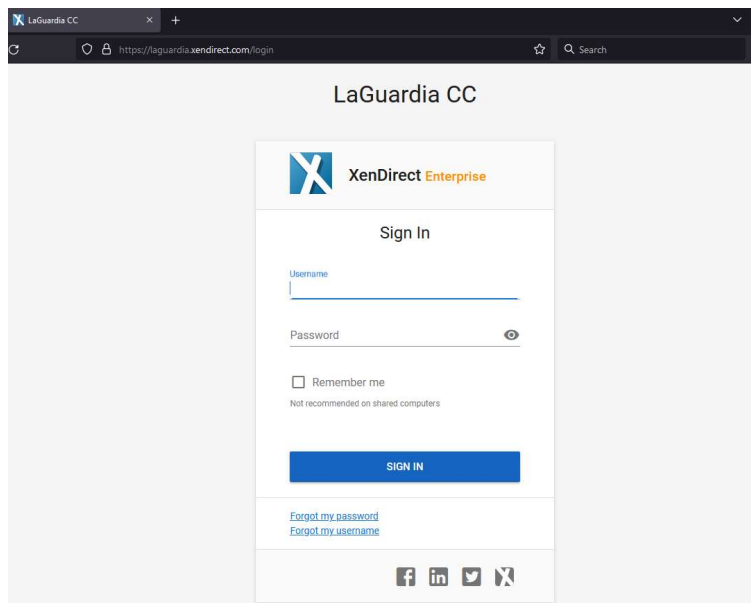
**DARE TO DO MORE**

## Introduction to Reports Insight

InSight is a comprehensive Reporting Management System (RMS) that enables organizations to easily convert raw data into valuable insights. It supports intelligent decision-making processes and helps identify new opportunities, leading to a competitive advantage in the market. InSight provides instant information to decision-makers at all levels, presenting it in a format that facilitates intelligent decision-making. It offers features like customizable reports, graphs, and data mining capabilities to determine program effectiveness. Users can create custom dashboards for presentations and drill down into data for detailed analysis. InSight includes built-in XenDirect reports, upgraded snapshots and dashboards, and the ability to schedule reports for timely access. Users can modify existing reports and dashboards, add or remove columns, and even create custom queries, reports, and dashboards from scratch. InSight is seamlessly integrated into XenDirect, requiring no external tools or installations. The advanced level, InSight Pro, supports the creation of legacy reports and provides extensive customization options.

You can access Xendirect by visiting the following page:

<https://laguardia.xendirect.com/login>

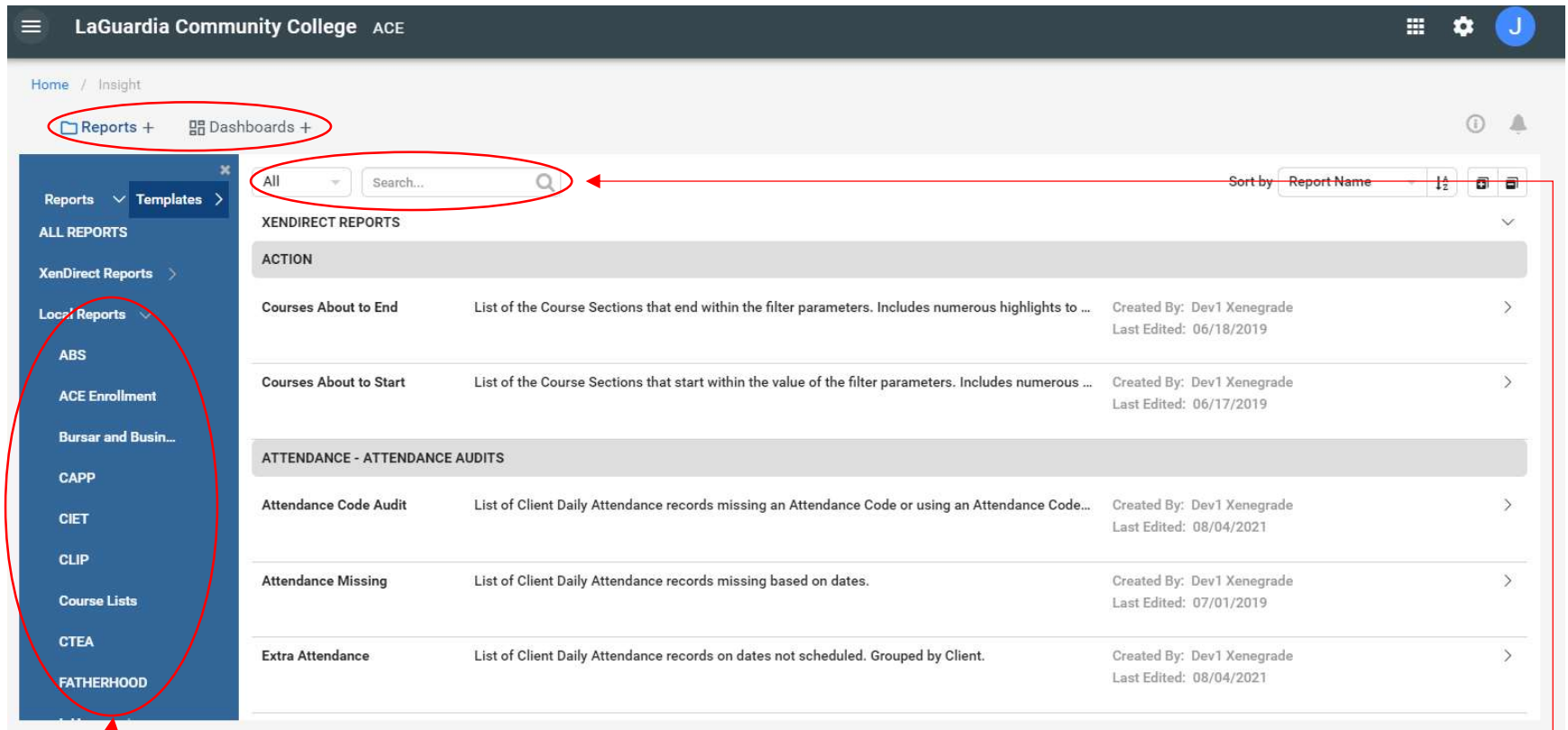


1. Once you login to the left side menu will contain the option called Insight section where you will be redirected to the Insight reports list.

The screenshot displays the XenDirect Enterprise interface for LaGuardia Community College ACE. The left sidebar menu includes options like Home, Clients, Companies, Services, Financial, Staff, **Insight** (circled in red), and Selects. The main content area shows a 'STAFF' list with columns for Name, Staff Code, Email, and Employee ID Number. The list contains 229 records, with the first few rows visible.

↑ Name	Staff Code	Email	Employee ID Number
Abdel Hal, Samir	TELC001	sahelhal@lagcc.cuny.edu	
Acosta, Carlos	CAPP001	ccosta@lagcc.cuny.edu	
Akhtar, Salma	TELC076	sakhtar@lagcc.cuny.edu	
Alli, Daniela	CAPP052	dali@lagcc.cuny.edu	
Alli, Nargis	CIET030	nali@lagcc.cuny.edu	
Almondo, Roman	CAPP019	ralmondo@lagcc.cuny.edu	
Almondo, Luis	CAPP013	lalmondo@lagcc.cuny.edu	
Antalagan, George	CAPP054	gantalagan@lagcc.cuny.edu	
Antonelli, Yaelra	CAPP028	yantonelli@lagcc.cuny.edu	
Arshad, Muz	TELC020	marshad@lagcc.cuny.edu	

2. The next menu option is the **Insight** section where you can find all **reports and dashboards** related to your program.



- The report section is divided by program where by selecting the program you will be able to see the reports available.
- The filter option can be used to narrow down report searches.
- This section and specific reports are only available to selected groups.
- If you would like to have access please contact your program manager and director for access.

3. Once you select the program you will be able to see the reports list with their corresponding title and description.

The screenshot shows the 'Reports' section of the LaGuardia Community College ACE system. The left sidebar contains a navigation menu with categories like 'ALL REPORTS', 'XenDirect Reports', 'Local Reports', 'ABS', 'ACE Enrollment', 'Bursar and Busin...', 'CAPP', 'CIET', 'CLIP', 'Course Lists', 'CTEA', 'FATHERHOOD', 'InHouse', 'Marketing', 'PDA IEP', and 'PreHospital Heal...'. The main content area displays a list of reports under the 'LOCAL REPORTS' section, specifically filtered to 'WORKFORCE'. At the top, there is a search bar and a 'Sort by' dropdown set to 'Report Name'. The reports list includes titles, descriptions, and creation/edit dates.

Report Title	Description	Created By	Last Edited
Student Registration History for hub	List of the Client Assignment records with basic enrollment information columns. Grouped by Course Code.	Hulya Kartal	01/10/2023
Students with Balance	List of the Invoices with aging details. Grouped by 30 day Aging periods.	Hulya Kartal	06/09/2022
Workforce Balance Due	List of the Balance Due invoices per Client per Course Code.	Hulya Kartal	12/22/2022
WorkForce Case Notes	List of the Client Case Note records. Grouped by Client.	Hulya Kartal	01/10/2023
Workforce Completion by Program Group	Displays a pie chart with counts/percentages based on Enrollment Status	Hulya Kartal	06/21/2023
Workforce Courses About to End	List of the Course Sections that end within the filter parameters. Includes numerous highlights to quickly identi...	Hulya Kartal	06/21/2023
Workforce Courses About to Start	List of the Course Sections that start within the value of the filter parameters. Includes numerous highlights to ...	Hulya Kartal	06/21/2023
Workforce Courses About to Start sub NEW	List of the Balance Due invoices per Client per Course Code.	Hulya Kartal	01/10/2023

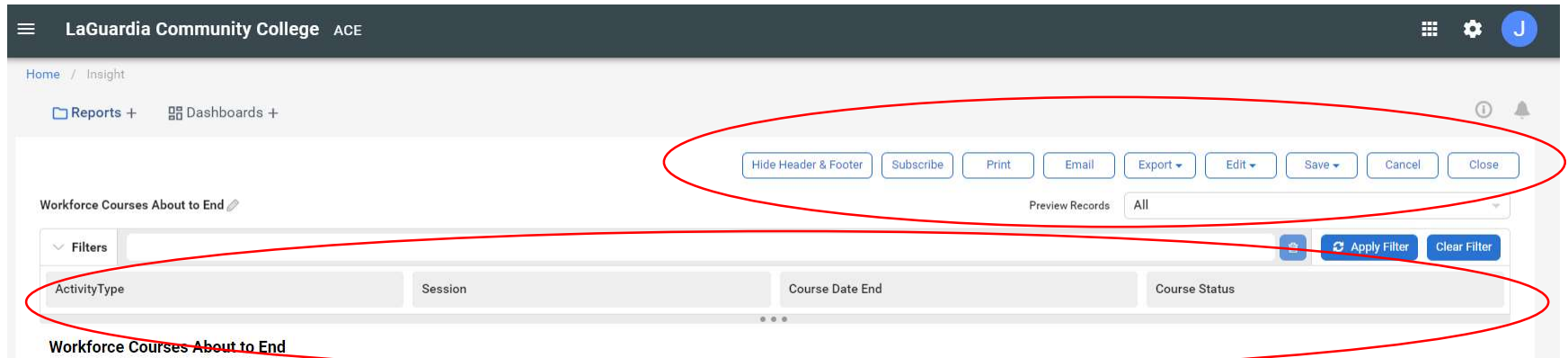
4. When you select the report you will be able to see the details about the collected data pertaining your program.

The screenshot displays the 'Workforce Courses About to End' report interface. At the top, there is a navigation bar with the LaGuardia Community College ACE logo and user profile 'J'. Below the navigation bar, there are tabs for 'Reports +' and 'Dashboards +'. A toolbar contains buttons for 'Hide Header & Footer', 'Subscribe', 'Print', 'Email', 'Export', 'Edit', 'Save', 'Cancel', and 'Close'. The report title 'Workforce Courses About to End' is followed by a 'Preview Records' dropdown set to 'All'. A filter section includes a search bar and 'Apply Filter' and 'Clear Filter' buttons. The main content area shows report metadata: 'Report Generated: 07/18/2023 02:54:33 PM', 'User: [redacted]', and 'Organization: LaGuardia CC'. Below this is a description: 'InSight Menu >> Action >> Courses About to End. List of the Course Sections that end within the filter parameters. Includes numerous highlights to quickly identify important information.' A 'Report Filter Info' section lists: '1 ActivityType = Course', '2 Session =', '3 Course Date End =', and '4 Course Status = Completed, Offered'. A table at the bottom shows the following data:

Course Code	Course Title	Date Start	Course Status	Enroll ID	Instructor 1	Instructor 2	Balance Due
<a href="#">#EP399F2LT16 01.00</a>	Lab Tutoring		Offered	11	TBD, TBD		0.00
			1	11			\$0.00

a. If you do not see the report and would like to have access please contact your program manager and director for access.

5. Depending on the report and access the following options will be available to you.



- a. Filters will allow you to focus on specific subsets of data within a report, such as a specific date range, course, instructor, or any other relevant attribute. By applying filters, you can customize the report to display only the data that is relevant to their analysis or decision-making process, providing a more targeted and meaningful view of the information.
- b. You will be able to print, export and email reports as needed to assist you displaying your results.

For further info, please visit the Xendirect Knowledge Base page: <https://xenegrade.kayako.com/article/494-what-is-insight>