

REPORTER

NC State University's solution for tracking, managing, reporting and measuring external outreach, required training and non-credit activities.

<http://reporter.ncsu.edu>
<http://go.ncsu.edu/reporter>

IT Strategic Advisory Committee
Monday, June 6, 2016

Jack Foster, Enterprise Application Services, jjfoster@ncsu.edu
Cindy Hall, Industry Expansion Solutions, cshall7@ncsu.edu

REPORTER Platform

- Mendix Software
 - Cloud-based platform as a service that allows users to build, integrate and deploy web and mobile applications without extensive development experience.
 - Central Application Management
 - Mendix Business Modeler for Drag & Drop Development
 - App Store for Sharing Development with Other Internal or External Mendix Applications

Current State of REPORTER

Currently Live in REPORTER	
Department	Courses / Events
Industry Expansion Solutions (IES)	Course Registrations
Environmental Health & Public Safety	Course Registrations
Controller's Office	PCI Compliance
Engaged Departments for Possible Onboarding	
Department	Courses / Events
Athletics	NCAA Compliance Tracking
Enrollment Management (EMAS)	Parents & Families Services Volunteer Registration for Camps
Cooperative Extension	Course Registrations
Institute for Transportation Research & Education (ITRE)	Course Registrations
Office of Information Technology (OIT)	Course Registrations
Office for Institutional Equity & Diversity (OIED)	Course Registrations
Research, Innovation & Economic Development (ORIED)	Course Registrations
The Graduate School	Workshop Registration Orientation

REPORTER Team Organization

- Working Under the University's IT Governance Model
 - Steering Team Drives Priorities, Functionality, Scope
- Decentralized Support Model
 - 2 Training Coordinator Positions Created
 - Onboarding Support
 - Functionality Implementation Support
 - Participant Issue Support
 - Help & Training Documentation Management
 - Course Administrators in Departments
 - Create & Maintain Course Setup
 - Roster Management
 - Prerequisite Management
 - Financial Management in Departments
 - Financial Reports and Management of Costs by Department
 - Business Services Support
 - Financials Setup & Billing Assistance

REPORTER Key Functionality

Functionality	Details
Moodle Integration	*Course registrations for internal and external participants *Course results back to REPORTER after completion of course <div>15</div>
HR, SIS & Financials Integration	*Loading Employees, Students and Financial Setup information *Detailed financial cost information to General Ledger <div>10</div>
Excel Data Exports, Data Mart & Real Time Reporting	*Data integration to SAS reporting tools and real-time reporting from the application.
Prerequisite Support	*Setup, Enforcement and Workflow Support
Internal, External and Affiliate User Registrations	*Shibboleth logins for NCSU Faculty, Staff and Students *Account signup and maintenance for external participants *Allows external users (Affiliates) to create and maintain registrations for their company/team.
Compliance and Required Training Tracking, Enforcement and Reporting	*Track course taken dates and required refresh intervals for compliance training *Emails to supervisors and participants when refresh windows are approaching <div>11</div>
Inclusive Course Catalog	*All courses in REPORTER are available to be show in one Course Catalog <div>8</div>
Non-Credit Transcript	*All registrations and activities are shown on common Non-Credit Transcript <div>23</div>
Dashboard Based on Roles	*Landing Dashboard based on user roles for Participants, Instructors, Course Admins, Financial Managers, Affiliate Managers <div>14</div>
Drop, Transfer & Refund Support and Workflows	*Workflow to Course Admins/Financial Managers for Drops, Refunds and Transfers

REPORTER Roadmap

- July - September 2016
 - Public REPORTER Landing Page
 - Onboarding Information, Who to Contact, FAQ
 - Full PCI Compliance (End of June)
 - Cost Recovery Model Approval
 - Targeting for January 2017 billings
 - Help & Training Documentation Completion
 - Continuing Onboarding Additional Departments
 - Campus Road Shows
- October 2016 - December 2016
 - Additional High Priority Functionality to Support New Departments
 - Certificate Programs, Hybrid Courses, Interface Improvements
- 2017....
 - Additional Modules
 - Conference & Events, Merchandise Sales/Support

The following slides are screen shots of some of the current functionality in REPORTER and the tools used to create the application.

Course Catalog

Please enter one or more search criteria.

Subject Areas

Course Prefix

IES

Keywords

Areas of Interest

Course ID

Course Title

Instructor

Building

City

State

Date

mm/dd/yyyy

SEARCH

RESET

AGRICULTURE SAFETY TRAINING THROUGH TRACTOR TALKS - IES-FARM-SAFE

The training session will address the following hazards: vehicle hazards; heat-related illness; ladders and falls; musculoskeletal injuries; hazardous equipment and machinery; grain bins and silos; confined spaces; unsanitary conditions; pesticides and other chemicals; respiratory distress; noise; and other hazards, including biological, extreme cold, lightning and electrical hazards.



- Course Details & Notes
- Learning Outcomes
- Learning Assessments

INSTANCES

Start Date	Title	Instance Details	<div>Add To Cart</div>
6/28/2016	Agriculture Safety Training Through Tractor Talks	<div>Schedule Details</div> <div>View Course Files</div> <div>Prerequisites</div>	<div>Seats Left:</div> 24

AGRICULTURE SAFETY TRAINING THROUGH TRACTOR TALKS - IES-FARM-SAFE

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 Course Details & Notes  Learning Outcomes  Learning Assessments

^ INSTANCES**Start Date**

6/28/2016

Title

Agriculture Safety Training

Instance Details **Add To Cart****Instance Details****Agriculture Safety Training Through Tractor Talks**

000001

Format

Classroom

Seats Available

24

 **View Files** **View Website****Course Contact**

Name Tamara Nagelberg

Email iesregistration@ncsu.edu

Instructor Details

Singleton, Holli W

Primary

View Details**INTRO REPORTER W**

This is our test course

 Course Details & Notes**^ INSTANCES****OSHA #3095 ELECTRIC**A course designed to provide
workplace free of elect

MY COURSES

MY TEAM

My Team

Register Team

Orders



Direct Reports

Search

Manage Tags

Manage Registrations

Select All

Deselect All

Name

Unity ID

Bollapalli, Saritha

SBOLLAP

Burkhart, Therese

TRBURKHA

Council, Delecia Heather

DHCOUNCI

Frechette, Michael S

MSFRECHE

Williams, Angela Moore

AWILLIA

MY COURSES

MY TEAM



Upcoming Courses

You are currently registered for the following courses:

2/29/2016	IES-ONL-BLUPRINT	000001	Building a Blueprint for Managing Successful Teams	View Details	Pay
6/13/2016	EHPS-RS102	000002	Radiation Protection Refresher	View Details	



Completed Courses

You have completed the following courses:

2/6/2016	000005	Introduction to REPORTER	View Details
----------	--------	--------------------------	------------------------------



Pending Items

Tagged Courses

[View Tagged Courses](#)

Course ID	Course Title	Refresher Date	Compliance Status
CON-PCI-301	PCI Security Awareness Training-Technical	6/10/2016	Due Within 30 Days

Shopping Cart

Please review information, acknowledge the Cancellation/Refund Policies, and choose to checkout, continue shopping, or clear cart.

Course	Start Date
Radiation Protection Refresher	6/13/2016

[Remove From Cart](#)

Total \$ 0.00

[View Cancellation Policy](#)

I have read and agree to the
above policies. ☐

[View Similar Courses](#)

Cart Total: 0.00

CHECKOUT

CONTINUE SHOPPING

CLEAR



Shopping Cart

Shopping Cart - For Fee Course

Please review information, acknowledge the Cancellation/Refund Policies, and choose to checkout, continue shopping, or clear cart.

Course	Start Date	
DOT Hazardous Materials Transportation Refresher	11/17/2016	🗑 Remove From Cart

Course Cost	265.00
-------------	--------

If a discount code has been provided, please enter it here:

Discount Code

[Apply Discount](#)

No items found

Total	\$ 265.00
-------	-----------

[View Cancellation Policy](#)

[View Refund Policy](#)

I have read and agree to the
above policies.

☐

[View Similar Courses](#)

Cart Total: 265.00

CHECKOUT

CONTINUE SHOPPING

CLEAR



MY COURSES

INSTRUCTOR

MY TEAM

MANAGE COURSES

FINANCES 31

Course Admin Landing Dashboard

Courses

Prerequisite Approvals

External Courses

Drop Requests

Transfer Requests



Current Instances

Course ID	Course Name	Instance #	Start Date	Seats Left	
EAS-567	Advanced Reporter	000001	4/20/2016	7	Edit Add/Drop



Active Waitlists

No items found



Active Courses

Course Id	Title	Department	OUC	
CON-PCI-100	PCI Security Awareness Training-Operator	University Controller	4630	Edit Tag Participants
EAS-567	Advanced REPORTER	Enterprise Application Services	5150	Edit Tag Participants

MY COURSES

INSTRUCTOR

MY TEAM

Participant Landing Dashboard - View Course Details



Upcoming Courses

You are currently registered for the following courses:

4/20/2016

EAS-567

000001

Advanced Reporter

[View Details](#)

View Instance Details

[View Registration Receipt](#)

Instance Name

PCI Security Awareness Training-Technical

Instructor

No items found

Description

This is a required course for technical support staff to maintain PCI Compliance by the University. The purpose is to educate technical support staff of their roles and responsibilities with regard to credit card security, convey the responsibilities of central offices in relation to credit card security and address the risks associated with cardholder data.

Notes

This is an online class. Please visit the following URL to login and complete your course.

<https://moodle-projects.wolfware.ncsu.edu/course/view.php?id=2364>

Contact Information

Merchant Services - Controller's Office cheri@ncsu.edu

[Contact The Course Administrator](#)[Drop This Course](#)[Transfer Request](#)[Close](#)

Transfer Requests

Prerequisites

MY COURSES

INSTRUCTOR

MY TEAM

MANAGE COURSES

FINANCES 2



Attention Required

Please respond to the following refunds:

Refund Cheri Pipkin: \$455.00

Please respond to the following overpaid orders:

Order 100000141 was overpaid by \$46.00.

Orders

Refunds

Orders Not Paid

Invalid Orders

Cancelled Orders

All Orders



Orders

[Search](#)[View Details](#)[Email](#)[Administrative Payment](#) [Export To Excel](#) [Export To CSV](#)[Download Order Summary](#)[Complete Zero Dollar Order](#)

Order number	Order Creator	Order Total	Amount Paid	Amount Due	Amount Refunded	Refunds Due	Payment Type
100000012	Boyle, ...	100.00	0.00	97.00	0.00	3.00	
100000049	Rosen, ...	240.00	0.00	240.00	0.00	0.00	Pay Later

MY COURSES

INSTRUCTOR 3

Instructor Landing Dashboard



Attention Required

Please track the attendance for the completed course instances below.

Hazardous Waste Management for Generators

 [Dismiss](#)

DOT Hazardous Materials Transportation Refresher

 [Dismiss](#)

DOT Hazardous Materials Transportation Training

 [Dismiss](#)

Current Courses

Your Current/Future Course Assignment

Start Date	End Date	Instance Id	Course		
8/3/2016	8/3/2016	000002	Hazardous Waste Management for Generators	View Details	View Roster
10/5/2016	10/5/2016	000001	ISO 14001:2015 Overview	View Details	View Roster
10/5/2016	10/6/2016	000001	ISO 14001:2015 Environmental Management Systems – Internal Auditor Training	View Details	View Roster

MY COURSES

INSTRUCTOR 3

Instructor Dashboard - View Roster Details



Attention Required

Please track the attendance for the completed course instances below.

Hazardous Waste Management for Generators

[Dismiss](#)

DOT Hazardous Materials Transportation Refresher

[Dismiss](#)

DOT Hazardous Materials Transportation Training

View Roster



[Search](#) [Export To Excel](#) [Export To CSV](#) [Email Roster](#)

1 to 3 of 3

Last Name	First Name	Email ▲	Empl Class	Department	Last Completed	Assigned by
Aaya...	Subr...	nobo...	TMS	Dining and Catering Operations		Diaz, Christopher J
Ababio	Cliff...	nobo...	SPA	Housekeeping Services		Diaz, Christopher J
Young	Tam...	tyoun...	SPA	IES Operations		Young, Tammy

[CLOSE](#)

11/16/2016 11/17/2016 000002

DOT Hazardous Materials Transportation Training

[View Details](#)[View Roster](#)

Edit Course

Edit Course Setup Page

CON-PCI-300 - PCI Security Awareness Training-Technical

Course

Instances

Assign Participant

Manage Participants

Watchlist

[View Course DeepLink](#)

DETAILS

College/Division Prefix*

CON

Department/Unit or Course Number*

PCI

Extended Course Number (Optional)

300

Status*

Active

Visibility*

Publish to Public Course Catalog



Official Title*

PCI Security Awareness Training

Working Title*

PCI Security Awareness Training-Technical

Edit Instance

Edit Instance Setup Page

[Return To Course](#)[Profile](#) [Roster](#) [Waitlist](#) [Activity Log](#) [LMS POST Log](#)[Register](#) [Generate Attendance](#) [Attendance](#) [View Email History](#)

PARTICIPANTS

[Q Search](#) [Export To Excel](#) [Export To CSV](#) [Email All Participants](#) [Remove From Roster](#) [Resend Receipt](#)[1 to 8 of 8](#)[Resend Confirmation](#) [Transfer](#) [Generate Sign-in Sheet](#) [Special Accomodations](#)

Name	Email	Department	Employee Class	Last Completed	Assigned By	PreReqSi	Status
Prasesh A...	nobody@ncsu.edu	Dining and Catering Operations	STW	5/2/2016	Boyle, Jorda...	N/A	Completed
Osasohan ...	nobody@ncsu.edu	Academic Support Program for St...	STW		Boyle, Jorda...	N/A	Active
Akash Agr...	nobody@ncsu.edu	Dining and Catering Operations	STW		Boyle, Jorda...	N/A	Active
Eanas Wa...	nobody@ncsu.edu	Forestry and Environmental Reso...	STW		Boyle, Jorda...	N/A	Active
George C ...	nobody@ncsu.edu	Horticultural Science	UFC		Boyle, Jorda...	N/A	Active
Christoph...	cjdiaz@ncsu.edu	Enterprise Application Services	STW		Diaz, Christo...	N/A	Active
Keyta Jern...	nobody@ncsu.edu	Enterprise Application Services	SPA		Kelly, Marin...	N/A	Active
Lon Camp...	nobody@ncsu.edu	Enterprise Application Services	SPA		Kelly, Marin...	N/A	Active

Financial Reports

- Revenue
- Registrations
- Payment Details
- Financials View
- Past Refunds
- Discount Report
- Orders Not Paid
- Cancelled Orders
- Invalid Orders

Search

Export To Excel

Export To CSV



Order # ▼	Order Date	Is NCSU?	Email	Course ID	Instance ID
100000315	6/2/2016	Yes	nobody@ncsu.edu	IES-ONL-BLUPRINT	000001

Enrollment History View

Enrollment History

First Name	<input type="text"/>	Last Name	<input type="text" value="foster"/>	Email Address	<input type="text"/>	Unity ID	<input type="text"/>
NCSU Employee	<input type="text" value=""/> ▼	CourseID	<input type="text"/>	Course Title	<input type="text"/>	InstanceID	<input type="text"/>
Completed By	<input type="text"/>						

[Export To Excel](#) [Export To CSV](#)

Order #	Name	Course ID	Course Title	Instance Id	Action	Completed By	Date
100000267	Foster, ...	EAS-567	Advanced REPORTER	000001	Active	Pipkin, C...	5/24/2016, 8:45 PM
100000162	Foster, ...	IES-ONL-BLUPRINT	Building a Blueprint for Managing Successful Teams	000002	Dropped	Tiefentha...	5/17/2016, 12:19 PM
100000158	Foster, ...	IES-ONL-BLUPRINT	Building a Blueprint for Managing Successful Teams	000002	Dropped	Tiefentha...	5/17/2016, 12:19 PM
100000159	Foster, ...	IES-ONL-BLUPRINT	Building a Blueprint for Managing Successful Teams	000002	Dropped	Tiefentha...	5/17/2016, 12:19 PM
100000160	Foster, ...	IES-DOT-HAZMAT	DOT Hazardous Materials Transportation Training	000001	Completed		5/14/2016, 9:00 PM
100000224	Foster, ...	CON-PCI-300	PCI Security Awareness Training-Technical	000002	Active	Pipkin, C...	5/10/2016, 4:59 PM
100000197	Foster, ...	IES-SAF-8-HAZENV	8-Hour HAZWOPER for Environmental Professionals	000001	Completed		5/7/2016, 9:00 PM


Training Summary

[Print Summary PDF](#)

This summary includes completed courses only.

0000019 Pipkin, Cheri Poteat cprennin@ncsu.edu

Completed Courses

 [Export To Excel](#) [Email Summary To Participant](#)

1 to 7 of 7

Course

Advanced REPORTER

Analytical X-ray Safety

Online Advanced REPORTER

Online Advanced REPORTER

OTIEC Directors Meeting

PCI Security Awareness Training-Technical

Respirator Training

Date Completed

Instructional Hours

TrainingSummary-6.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home

Tools

Document



1

(1 of 1)



Training Summary

Printed Date: 06/02/2016

Jack Foster
foste1jj.seth@gmail.com

Course Name

Completed Date

Instructional Hours

DOT Hazardous Materials Transportation Training
8-Hour HAZWOPER for Environmental Professionals

13-05-2016
06-05-2016

14.00
8.00



Greetings,

The following users have been dropped from your course:

- Course: Advanced Reporter
- Starting Date: 4/20/16 12:00 AM

First Name	Last Name	Email
Jordan	Boyle	jdboy@ncsu.edu
Cheri	Pipkin	cprenn@ncsu.edu
Cheri!	Pipkin-Ext	cprenni@ncsu.edu
Lucy	Tiefenthaler	latiefe@ncsu.edu

Thank you.

This message was sent from [REPORTER-QA](#).



Greetings John Foster,

Thank you for registering!

We have secured a seat for you in the following course:

- PCI Security Awareness Training-Technical

This course is an **online course**.

Additional information about your event is listed below:

This is an online class. Please visit the following URL to login and complete your course.

<https://moodle-projects.wolfware.ncsu.edu/course/view.php?id=2364>

We look forward to welcoming you!

Please keep this e-mail for your records, or contact cheri@ncsu.edu for questions. You may also review or amend your course registration at <https://apaas-accp.mendixcloud.com>.

Thank you for selecting NC State University for your continuing education.

Merchant Services - Controller's Office

This message was sent from [REPORTER-QA](#).

Subject Areas Find out more Community

- Business & Economic Development
- Environment, Energy & Natural Resources
- Human Resources & Leadership Development
- Industry & Technology Solutions
- Risk Management

Search Areas From Course Catalog

- How do I sign up for REPORTER?
- How do I sign in to REPORTER?
- How do I recover my login ID or password?
- Who do I contact if I have specific questions about a course?
- What should I do if I am unable to attend a scheduled course?
- How do I drop a course for which I registered?

Help FAQ

Additional Resources

- Directions to NC State University
- Parking at NC State
- Contact us

HOME HELP CART SIGN IN/SIGN UP

REPORTER

Subject Areas Find out more Community

REPORTER

NC State University's solution for tracking, managing, reporting and measuring external outreach, required and noncredit activities campus-wide.

The Community of Practice has been developed as a news, information and collaboration portal for the platform's stakeholders throughout NC State University.

Sign in to REPORTER

CLICK HERE TO LOG IN WITH YOUR UNITY ID

Username (non-unity users)

Password

SIGN IN

No Account? Sign up here
Forgot Password?

I am looking for

Search for site or catalog items.

Search Results

[Workplace Violence Prevention](#)

Learn to identify strategies on addressing concerning or stressful situations for individuals that may be in distress.

[Building a Blueprint for Managing Successful Teams](#)

How do you truly build, train, develop, mentor and sustain a high performing team?

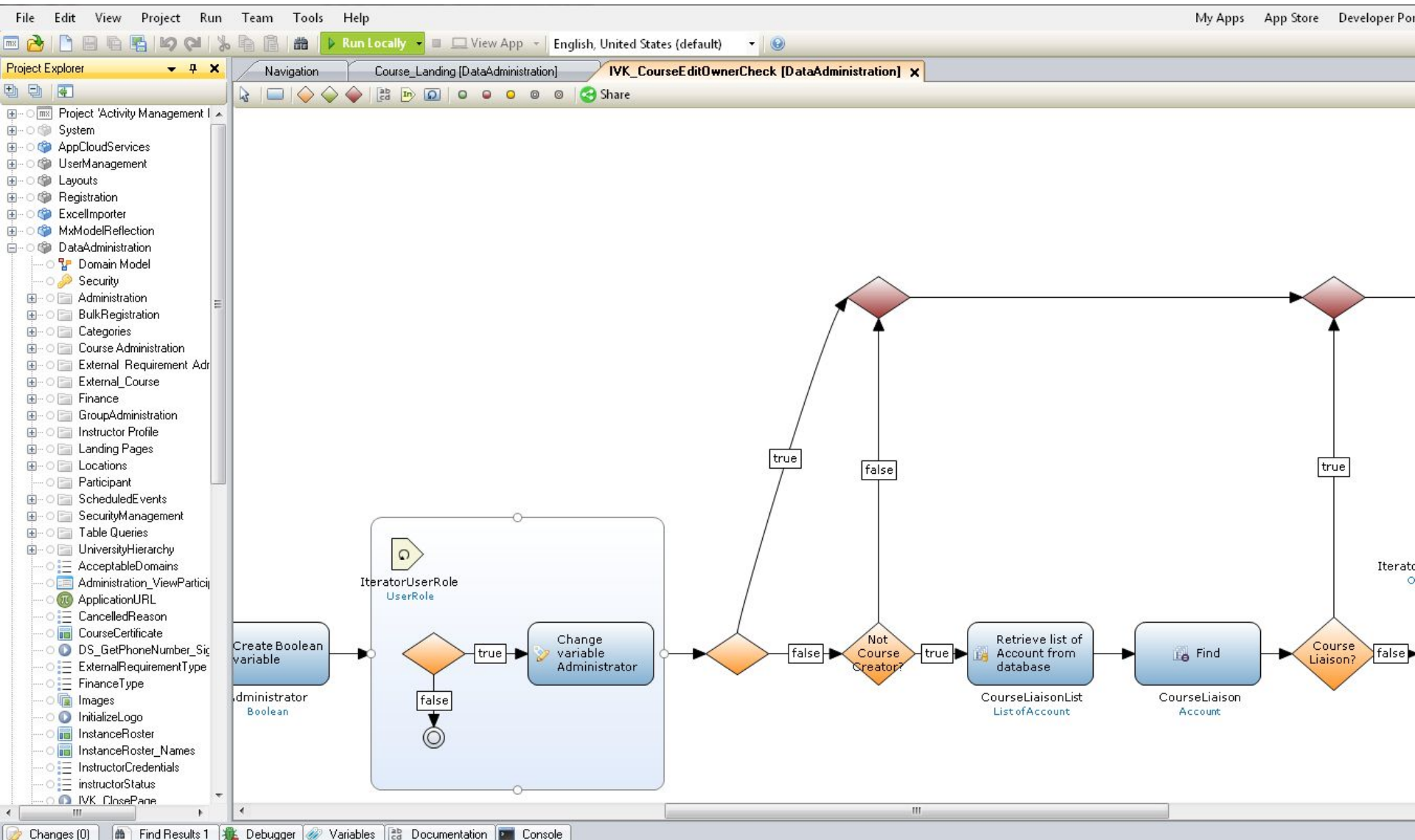
[What is REPORTER?](#)

REPORTER is the NC State University system for tracking, managing, reporting and measuring external outreach, required and noncredit activities campus-wide.

[How do I sign up?](#)

Signing up is quick and easy ...

DRAFT





BUZZ



NOTIFICATIONS



PEOPLE



PROJECTS



NODES



Activity Management Platfo...

Overview

Capture

Develop

Deploy

Publish

M...

Deploy

Backup

Deployment Package Repository

Create package from teamserver

Upload

Delete

DEPLOYMENT PACKAGE NAME	VERSION	DATE	UPLOADED BY	EXPIRY DATE	
✓ JuneUpdates_w_Matt_Changes-1.0.0.1777.mda	1.0.0.1777	Wed, 01 Jun 2016	Jack Foster		Details Deploy
✓ JuneUpdates_w_Matt_Changes-1.0.0.1775.mda	1.0.0.1775	Wed, 01 Jun 2016	Jack Foster		Details Deploy
✓ MayJuneDevelopment_mcha-1.0.0.1760.mda	1.0.0.1760	Tue, 31 May 2016	Jack Foster		Details Deploy

1 2 3 ... 23 ▶

Environments

Test 	Name: MayJuneDevelopment_mcha-1.0.0.1760.mda Version: 1.0.0.1760 Runtime: 5.19.0 App engines: 1 used	URL Details Transport to Acceptance
Acceptance 	Name: JuneUpdates_w_Matt_Changes-1.0.0.1777.mda Version: 1.0.0.1777 Runtime: 5.19.0 App engines: 1 used	URL Details Transport to Production
Production 	Name: hot_fix-1.0.0.1721.mda Version: 1.0.0.1721 Runtime: 5.19.0 App engines: 1 used	URL Details