

Package Instructions

Packages

Packages offer a method of easily transporting data (reports, mappings, security settings, etc.) from one Informer instance to another.

Name	Last Modified	Force Overwrite	Download	URL
Reports	Aug 21, 2014 9:53:25 AM by System Administrator	No	None	None
Security	Aug 21, 2014 11:39:46 AM by System Administrator	No	None	None
Advanced Benefits Reports	Aug 21, 2014 11:46:23 AM by System Administrator	No	Download Now	https://informer4w9c1.hrpyramid.net/scorepo/ixp?pub=23789570
HRP Functions	Apr 15, 2015 3:04:58 PM by System Administrator	No	Download Now	https://informer4w9c1.hrpyramid.net/scorepo/ixp?pub=30769152

1. Name: Name give to the package to easily identify contents.
2. Last Modified: Last time package contents were changed.
3. Force Overwrite: Shows whether a user must accept changes in the package.
4. The download link puts the package on a drive where it can be imported from.
5. Alternatively you can create a link that you can mail or use that will download the package.

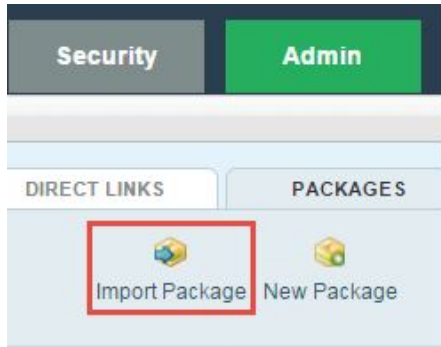
Import a package

Once a package is exported to your hard drive, you can then import it into another instance of Informer.

Open that Instance.

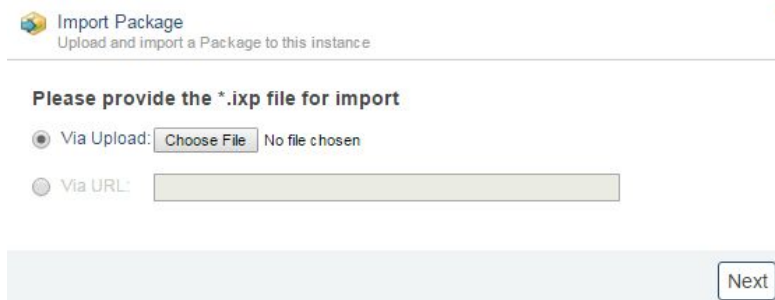
Navigate to Admin > Packages

And Click on the Import Package button.

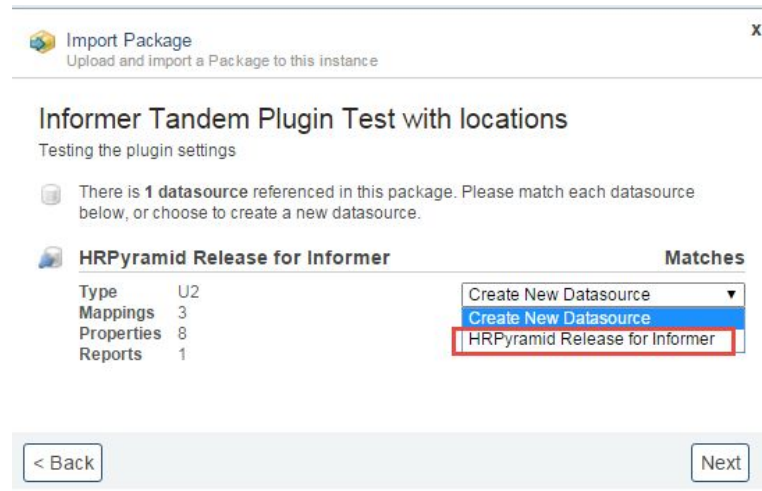


Select either the downloaded file or enter the URL and click Next

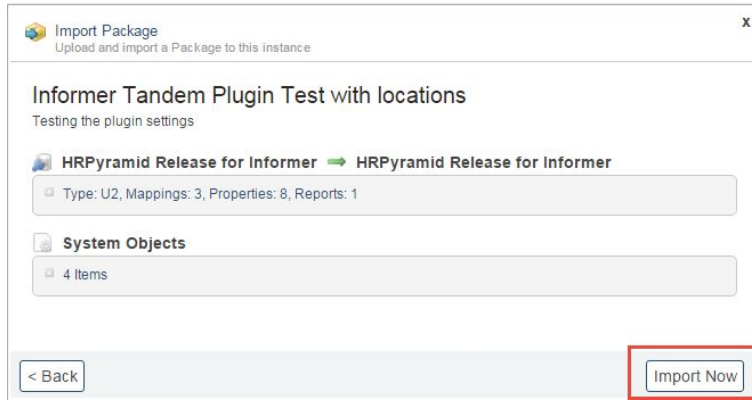
Navigate to Documents > Informer > NewPluginTestReports



ALWAYS select the appropriate data source - NOT Create New Datasource

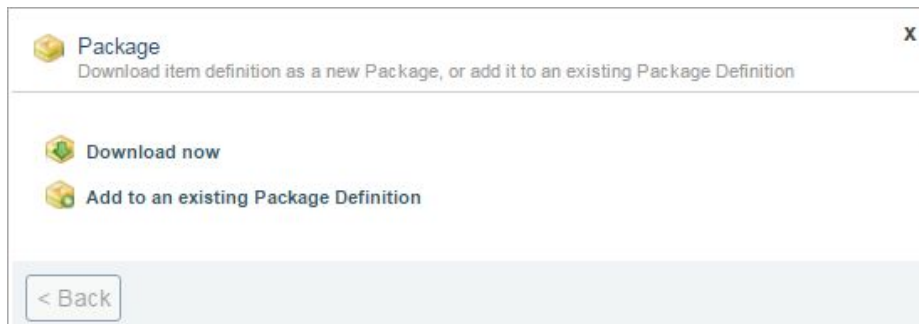
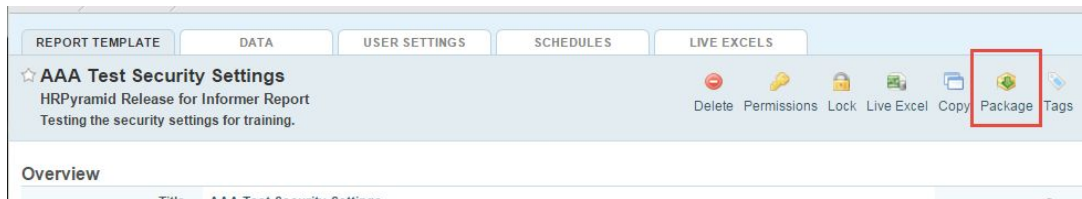


Click Import Now



Last Important Report

Please note to export individual reports you may always use the Package link in the Report template.



As well as import from the Reports Home page

