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Overview

Argos is a campus reporting tool that allows end-users to access and extract information from various databases in a report format.

Argos Web Viewer allows you to run Argos dashboards and reports in your browser. DataBlocks are the foundation of Argos. A **DataBlock** is a container that consists of a **dashboard** and a **report query**. The **dashboard** screen allows you to enter parameters and/or view information relating to the **DataBlock**. The **report query** determines what information is to be included in the reports belonging to the **DataBlock**. Reports in Argos have a DataBlock as the "parent" and each DataBlock can contain multiple reports.

After you have been granted access, you will be able to run pre-defined reports by selecting them from a list. Most of the reports will require that you enter parameters to tailor the report for a specific term, college or course. Once generated, the report can be saved to your computer to review. Argos is designed to run under the latest version of Microsoft Internet Explorer and Mozilla Firefox.

Sign In

To access Argos Web, go to the SIS Home Page at: <u>https://oit.siu.edu/sis/</u>. Click on FAQ and click on Argos. There will be a link to Argos Web Viewer.





Make sure to bookmark this page for easy access.

Your network id and password are used for accessing Argos. The quickest way to sign is by clicking 'Use Single Sign-On'. Security within Argos is designed to recognize your user type and configure menus and buttons to show only your permissible actions.

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| Username: |
| Password: |
| □ Remember this user |
| Use Single Sign-On |

Navigation

The Argos work area is broken into two halves. The left half contains the Navigation area while the right half contains the Action area.

Navigation Area

The Navigation area on the left hand side of the screen contains the objects that you can perform actions on. You can navigate using the Explorer view or the Shortcuts view by clicking the desired tab.

The top of the Navigation area houses the search field. Enter a name or partial name to locate folders, reports, and DataBlocks that match your search terms.









The default view for the Navigation area is the Explorer view where a simple menu of available folders and objects are displayed. The Argos objects that can be found in the Explorer include:

- folders contains objects, including other folders
- Datablocks the "parent" object for one or more reports
- dashboards display-only reports for quick reference
- csv report a comma-separated values report
- banded report a fully-formatted report
- extract report a text report that meets pre-defined specifications
- schedule reports may be scheduled to run automatically



Action Area

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The action area is also known as the content pane. This area shows the DataBlocks and reports in the current folder. Clicking on the DataBlock will execute the DataBlock's dashboard.



The details button shows the reports underneath the DataBlock and additional information about that DataBlock.

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The star button will create a shortcut to a DataBlock or report.







Shortcuts View

The Shortcuts view can be very convenient as it shows only your available shortcuts. A Shortcut is a reference to a DataBlock or Report. If you use a DataBlock or Report frequently, click the star icon to the left on any DataBlcok or report to add it to the shortcuts tab for quick access.

The Details button allows you to see details related to the DataBlock you selected for your shortcut.

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The Locate button allows you to find the original object's location in the Explorer view.

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The Edit button allows you to rename or make changes to your short cut.

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The Remove button allows you to delete the shortcut.

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Deleting or renaming a Shortcut has no effect on the original object. Report viewers only have the ability to control Shortcuts within their own My Shortcuts.

Recent

The recent tab is a convenient way to get back to the last ten DataBlocks and reports that you ran.





Top Tool Bar

Breadcrumb Trail



The Breadcrumb trail is located at the top right of the screen and allows you to see your current location. Click on any folder in the breadcrumb to jump to that location.

Help

By clicking Argos Help, you will have access to the Argos User Guides and Training videos from your browser. The Table of Contents, Index, Search, and Favorites selections are located at the left of the Help interface. Click the desired item to display the fields used for entering Search Criteria, Index words, etc.

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| All Applicants by College by Major by Decision Date by Decision | | 2 | 4 | Details |



Argos Web Viewer Overview

| Ar Argos | Argos Web Viewer Help Argos Help Release Documentation Training Videos Knowledge Base Support CO-OP. Share Forums |
|--|--|
| Control in cex Control in cex Control Control Contro | Vou are here: Arross Web Viewer Help is designed to answer questions about what certain terms on a given screen are, what they do, how they function, and how you might use them. The content is intended to be functionally descriptive yet brief and to the point. Inst discussion in the Veb Viewer Help is designed to answer questions about what certain items on a given screen are, what they do, how they function, and how you might use them. The content is intended to be functionally descriptive yet brief in the upper right. Inst discussion in the Veb Viewer have a Help button for you to use to access Help. You can also go to Help Open Help on the tooltar. You can search through the Help using the Contents and index tabs, or type a search sting in the box in the upper right. To learn about the Argos Windows client, refer to its in account Help. See also: Argos Medio Resources Argos Veb Viewer? Argos Veb Vi |
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Settings

Click on **settings** to manage your Argos Web Viewer settings.

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Signout

To sign out of Argos, simply click the Sign Out icon.

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Executing Reports

DataBlocks

Although Report Viewers do not create DataBlocks, an understanding of the components of the DataBlock aids the Report Viewer in understanding the relationship between DataBlocks and the various report types.

The DataBlock uses Forms and Queries and is the foundation for all reports. Only users with DataBlock Designer privileges can create DataBlocks.

The Queries within the DataBlock obtain data from a database. When results of a query are displayed on a form, this is called a Dashboard. Dashboards are designed to be interactive with data displayed on the screen versus saved or printed. In the case of Comma Delimited and Banded Reports, the results of the Datablock query are used as input to the report design where the results can be displayed, printed or stored. Within the Argos Explorer tree, reports exist as "child" objects of a DataBlock.

Whenever a user executes a report, the form designed as part of a DataBlock will be displayed. The input selections made by the user become query parameters.

Any report type can use the data obtained from the DataBlock queries.

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Report Types

Argos reports come in three different types, including Dashboard, Comma Delimited, and Banded reports. Argos reports exist underneath a DataBlock and utilize the data from the DataBlock to generate the report.

Comma Delimited Report

A "Comma Separated Value" or "CSV" report is a relatively simple report. A comma delimited file simply separates the desired columns by a comma or other specified delimiter. This type of report is especially useful when obtaining data quickly for manipulation in spreadsheet software such as MS Excel.

Banded Report

The banded report (listed simply as 'Report') is especially useful when a report is needed that contains special formatting, grouping, subtotals, totals, summary information, rich text, charts, graphs, images and other special information. Banded reports can also be utilized to facilitate correspondence in the form of mailing labels or as an actual letter that could be printed or emailed directly to an individual. Dashboard Reports do not produce a separate report file that can be saved, like the CSV or Banded Report. The data is simply displayed on the dashboard.



Executing Argos Reports

Click on the report you want to run to open the dashboard. Once the system Dashboard is initiated, any of the reporting options for the DataBlock can be selected.

Dashboard Toolbar

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- 1. This dropdown menu allows you to select which Report Type you would like to run.
- 2. Run executes the report.
- 3. Share allows you to email the report. You may enter an email address and message in the Share via Email window.

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| Message | Check out this Dashboard! | |
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4. Close will close the dashboard and return you to the web viewer main screen.

Click on the report you want to run to open the dashboard. Once the system Dashboard is initiated, any of the reporting options for the DataBlock can be selected.



Executing a CSV Report

Once parameter values are populated, report options for a CSV report include "Save the report and open with the associated application" where you will be prompted to save the file. After specifying the file name, the application (ie. MS Excel) will open with the report data. Additional reporting options for CSV reports include "Save this report to disk" and "Create and email this report".

Executing a Banded Report

Once a Banded report is initiated, the system Dashboard will launch. Report options should prepopulate with "report". Report options for a Banded report include "Preview how this report will look when printed", "Save this report to disk", "Create and email this report", and "Print the report to a local printer".

Executing reports from Shortcuts

Shortcuts are useful for users who execute the same reports on a regular basis. Rather than navigating through the Explorer tree to find the report you need to run, creating a Shortcut makes it quicker and easier to find what you need. Executing reports using Shortcuts can be complete using the same methods used in the Explorer view.

Summary

You should now be able to:

- Sign in to Argos.
- Navigate the Explorer and Shortcut views.
- Locate Argos Help.
- Sign out of Argos.
- Execute all report type.
- Execute reports from Shortcuts.
- Create and maintain Shortcuts.