

Basic Training

Student Information Systems Team 2-4-2019



Contents

Overview	2
Sign in	2
Navigation	3
Action Area	3
Navigation Area	4
Explorer View	4
Shortcuts View	6
Help	9
Signout	10
Summary	11



Overview

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

DataBlocks are the foundation of Argos. They contain user input forms and queries to retrieve information. 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, printed or forwarded via e-mail, all from within the Argos tool.

Sign in

To access Argos, go to <u>https://sis.siu.edu</u>. Click on Argos under Login Quicklinks.



Your network id and password are used for accessing Argos.



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User	Forget this user
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Password	
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Do not save Username and Password	\checkmark
Server: sisapps-test.eis.siu.edu (sisapps	s-test.eis.siu.edu)
Tip: To access in-produ	uct help press the F1 key
Version 5.1.0.1370	Sign In Cancel Help

Security within Argos is designed to recognize your user type and configure menus and buttons to show only your permissible actions.

Navigation

Menus across the top allow you to take simple actions such as signing in or out and accessing the integrated Argos Help system.

At the very bottom of the screen, the status bar tells you what server you are signed into, your username and user type.

Between the top and bottom toolbars is the Argos work area. The work area is broken into two halves. The left half contains the Navigation area while the right half contains the Action area.

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Action Area

The Action area on the right hand side of the screen will have buttons for any actions you can take on a



selected object. The buttons that show will depend on the type of object you select in the Navigation area.

Navigation Area

The Navigation area 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 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

Explorer View

Within the Explorer tree, reports always reside beneath a DataBlock parent. A DataBlock can have many "child" reports. Any object that has child objects will have a ▶ shape next to it. Simply click the

• to expand the object to view its children.



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& xCancelled Class List of Former Registrants by Term for Multiple Selected Courses & zCertain Grades List by Class by Term for Multiple Selected Courses (Restricted to your Unit)	Schedule Schedule	
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College of Business	
College of Education & Human Services	
College of Engineering	
College of Liberal Arts	
College of Mass Communication & Media Art	
College of Science	
Commencement	
Continuing Education	
Course Schedule	

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, you can right-click on it and choose Add to Shortcuts.



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Adding objects to the Shortcuts makes it easier to find what you need. You can even rename a shortcut to something other than the original name. To find the original object in the Explorer view, right-click a shortcut and choose Locate. Deleting or renaming a Shortcut has no effect on the original object.

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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 lower left of the Help interface. Click the desired item to display the fields used for entering Search Criteria, Index words, etc.





Signout

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



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College of Education & Human Services	
College of Engineering	Notes
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College of Science	
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Summary

This Learning Cycle is complete. You should be able to:

- Sign in to Argos.
- Navigate the Explorer and Shortcut views.
- Locate Argos Help.
- Sign out of Argos.