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
Argos Training

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 https://sis.siu.edu. Click on Argos under Login Quicklinks.

Your network id and password are used for accessing Argos.
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.

**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.
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.
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.
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.
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.