



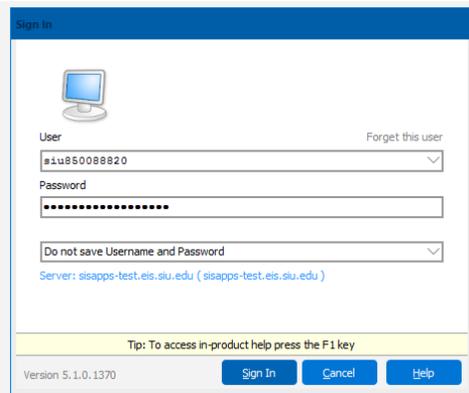
Argos

Basic Training

Student Information Systems Team
2-4-2019

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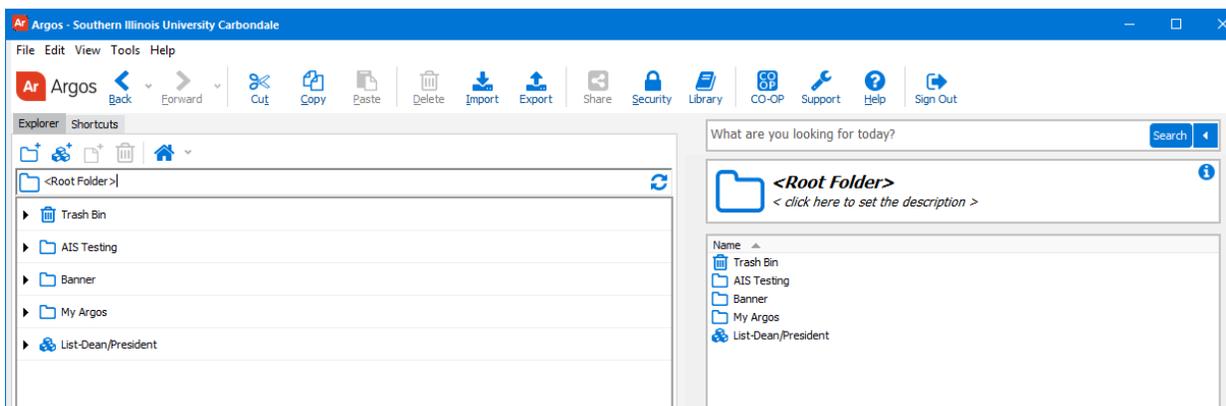
Security within Argos is designed to recognize your user type and configure menus and buttons to show only your permissible actions.

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:

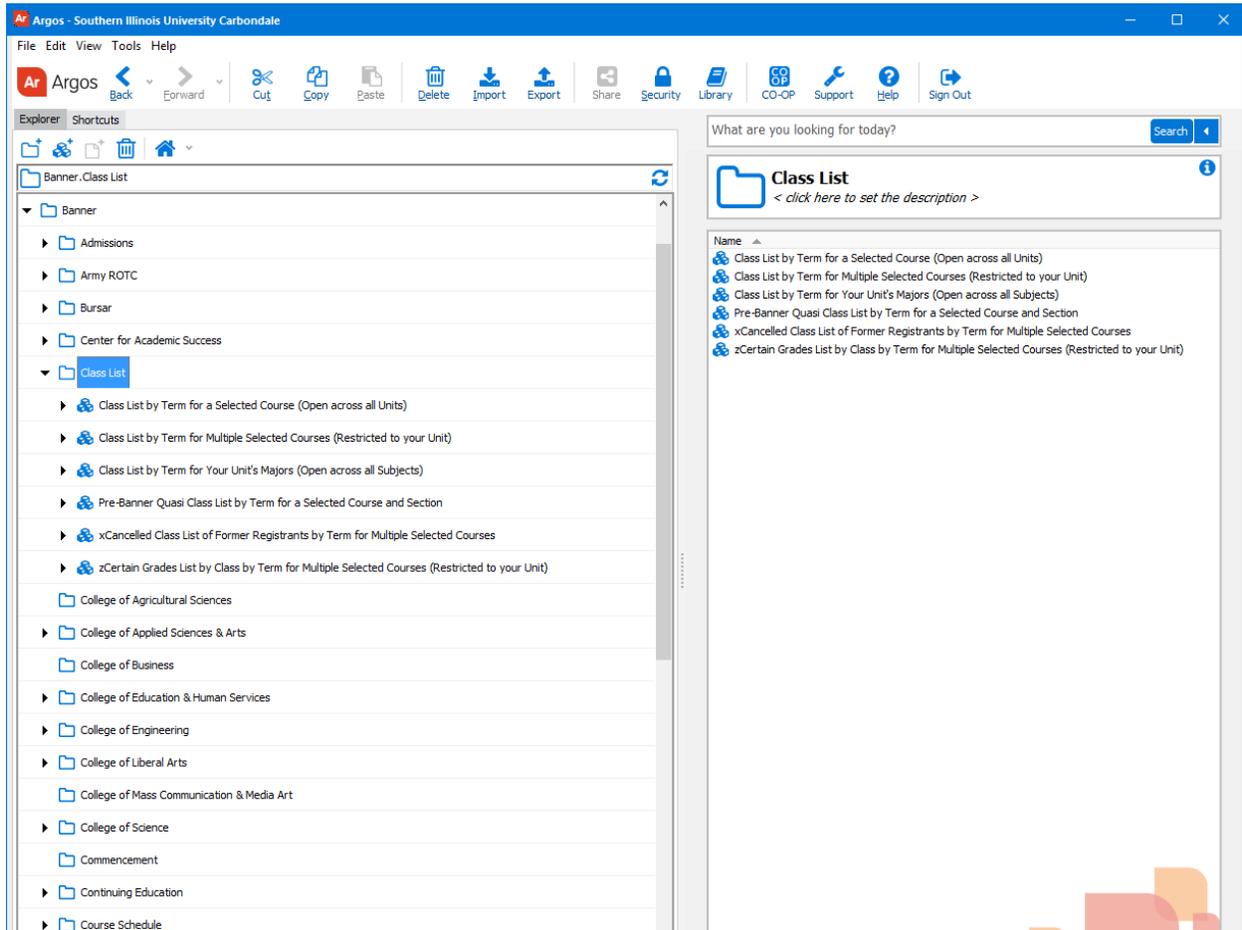
- folders - contains objects, including other folders
- datablocks - the "parent" object for one or more reports
- dashboards - display-only reports for quick reference
- csv report - a comma-separated values report
- banded report - a fully-formatted report
- extract report - a text report that meets 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.

The screenshot displays the Argos application window titled "Argos - Southern Illinois University Carbondale". The interface includes a menu bar (File, Edit, View, Tools, Help) and a toolbar with various icons for navigation and file operations. On the left, an Explorer pane shows a tree view of folders and files, with "Banner > Class List > Class List by Term for a Selected Course (Open across all Units) > Dashboard" selected. The main area on the right features a search bar and a "Dashboard" section with the subtitle "System Object (limited options)". This section contains three action panels: "Report Viewer Actions" with buttons for "Run Dashboard", "Run Saved", and "Shortcut"; "Report Writer Actions" with buttons for "Edit Dashboard" and "Delete"; and "DataBlock Designer Actions" with buttons for "Schedule" and "Security". A "Notes" section is visible at the bottom of the dashboard area.



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.

File Edit View Tools Help

Argos Back Forward Cut Copy Paste Delete Import Export Share Security Library CO-OP Support Help Sign Out

Explorer Shortcuts

Banner.Class List.Class List by Term for a Selected Course (Open across all Units)

- Trash Bin
- AIS Testing
- Banner
 - Admissions
 - Army ROTC
 - Bursar
 - Center for Academic Success
 - Class List
 - Class List by Term for a Selected Course**
 - Run Dashboard
 - Run Saved
 - Edit DataBlock
 - Rename
 - Add to Shortcuts
 - New
 - Share
 - Cut Ctrl+X
 - Copy Ctrl+C
 - Paste Ctrl+V
 - Delete
 - Export
 - Object Contents ...
 - Redirect Shortcuts To...
 - Redirect
 - Security
 - Revision Settings
 - Manage Revisions
 - Web Viewer Settings
 - Collapse All
 - Copy Path to Clipboard
 - Set as Home
 - Dashboard
 - Comma Delimited
 - Report
 - Class List by Term for Multiple Selected Courses
 - Class List by Term for Your Unit's Major
 - Pre-Banner Quasi Class List by Term
 - xCancelled Class List of Former Registered Students
 - zCertain Grades List by Class by Term
- College of Agricultural Sciences
- College of Applied Sciences & Arts
- College of Business
- College of Education & Human Services
- College of Engineering
- College of Liberal Arts
- College of Mass Communication & Media
- College of Science
- Commencement

What are you looking for today? Search

Class List by Term for a Selected Course (Open a...)
Provides a "class roster" or "class list" of students registered for a...

Associated Connection/Pool
Production

Report Viewer Actions

- Run Dashboard
- Run Saved
- Shortcut

Report Writer Actions

- New

DataBlock Designer Actions

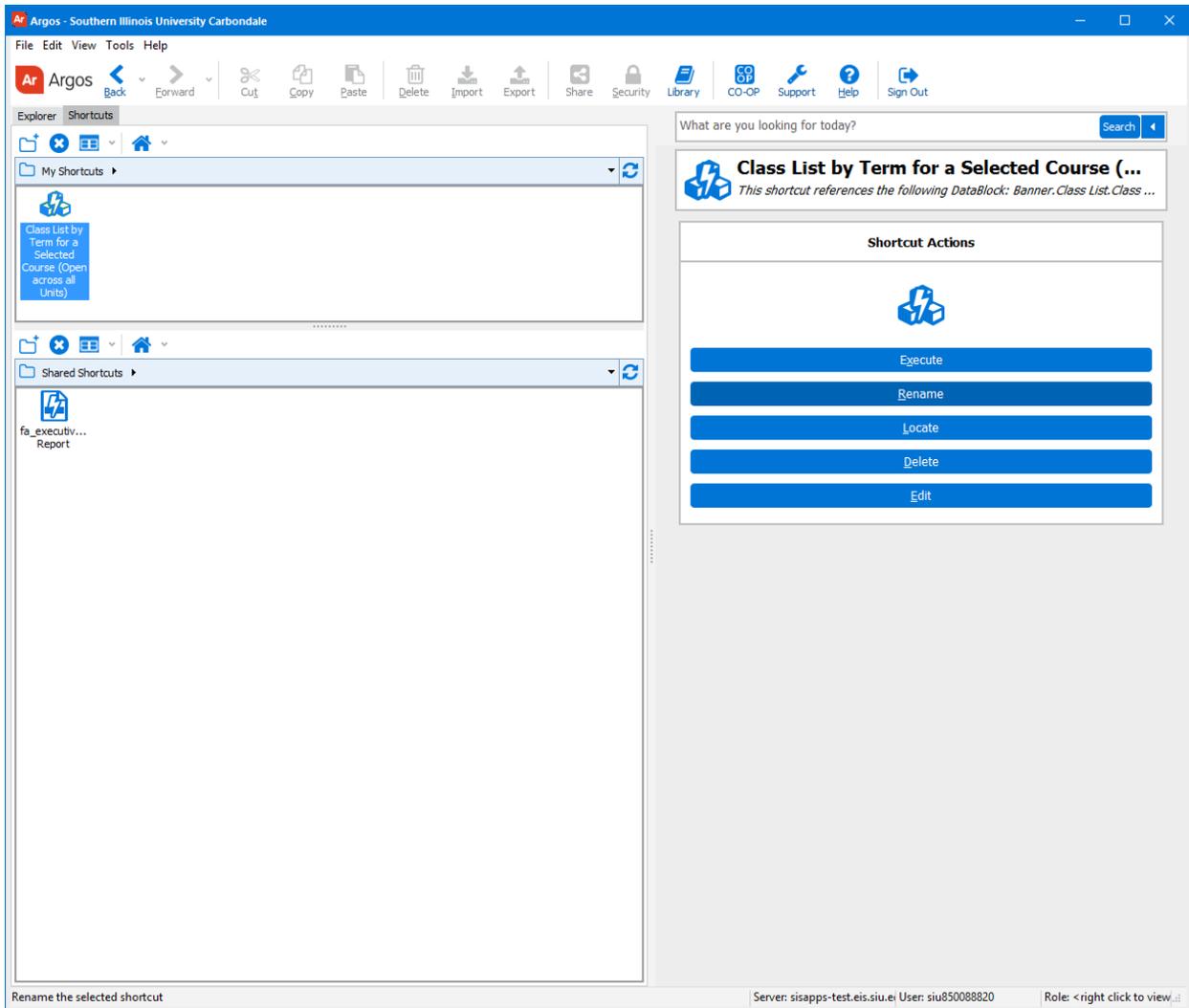
- Edit
- Edit Data
- Delete
- Security
- Share

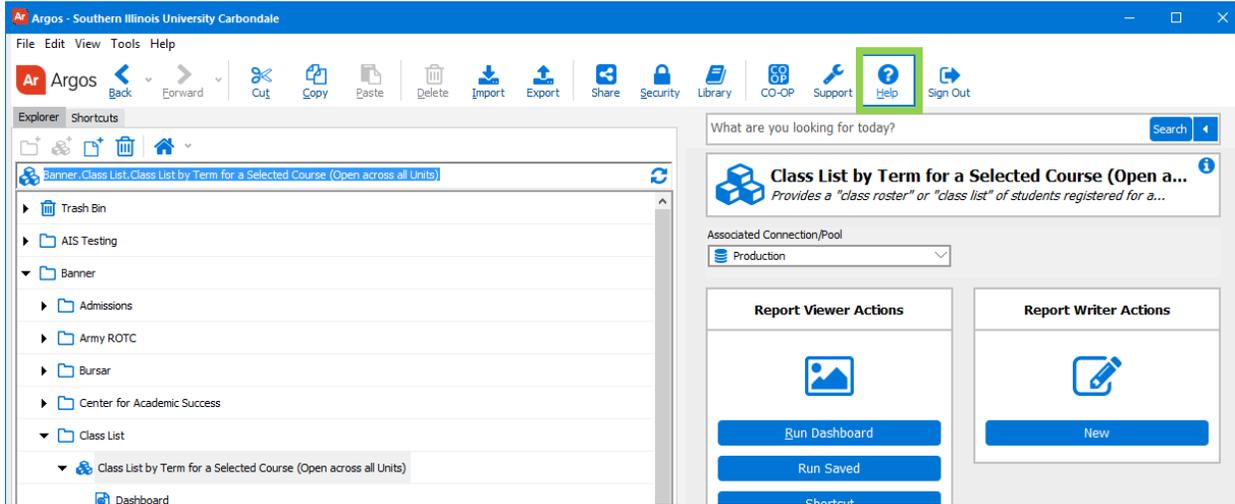
Notes

Create a shortcut for the selected object

Server: sisapps-test.eis.siu.edu User: siu85008820 Role: <right click to view...

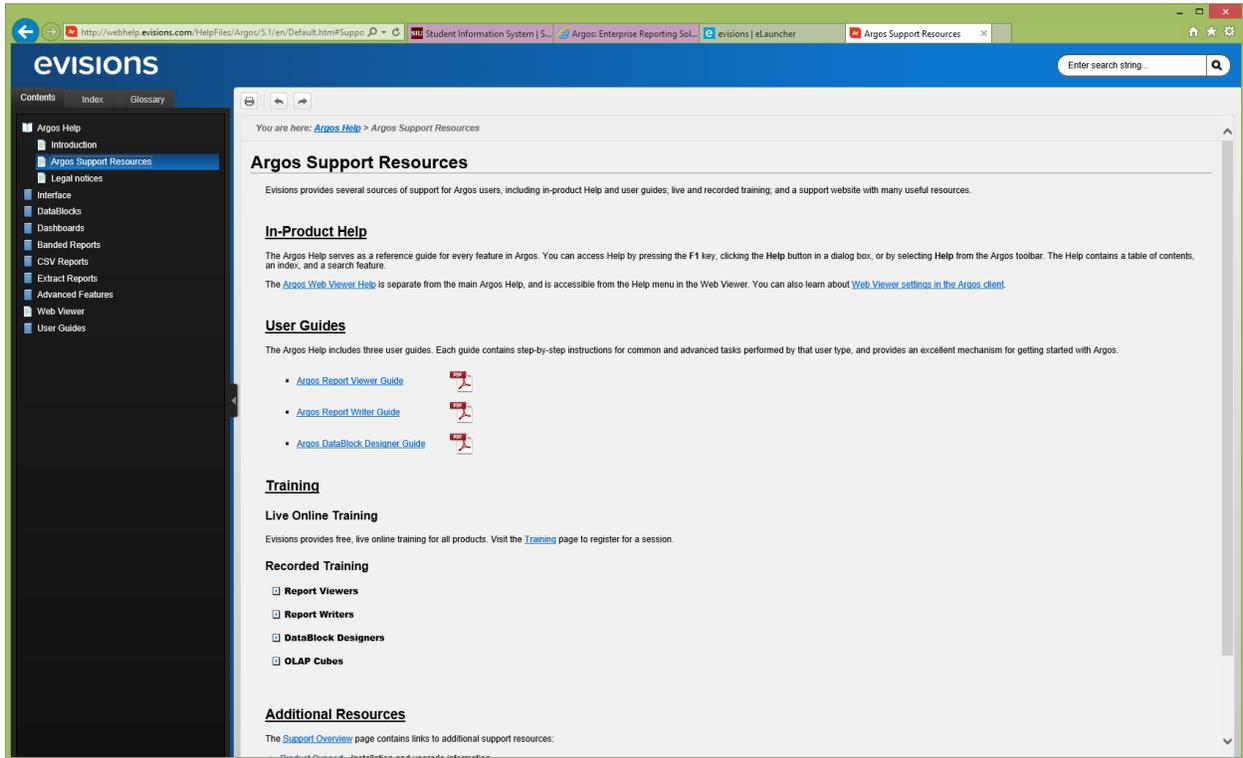
Adding objects to the Shortcuts makes it easier to find what you need. You can even rename a shortcut to something other than the original name. To find the original object in the Explorer view, right-click a shortcut and choose Locate. Deleting or renaming a Shortcut has no effect on the original object.





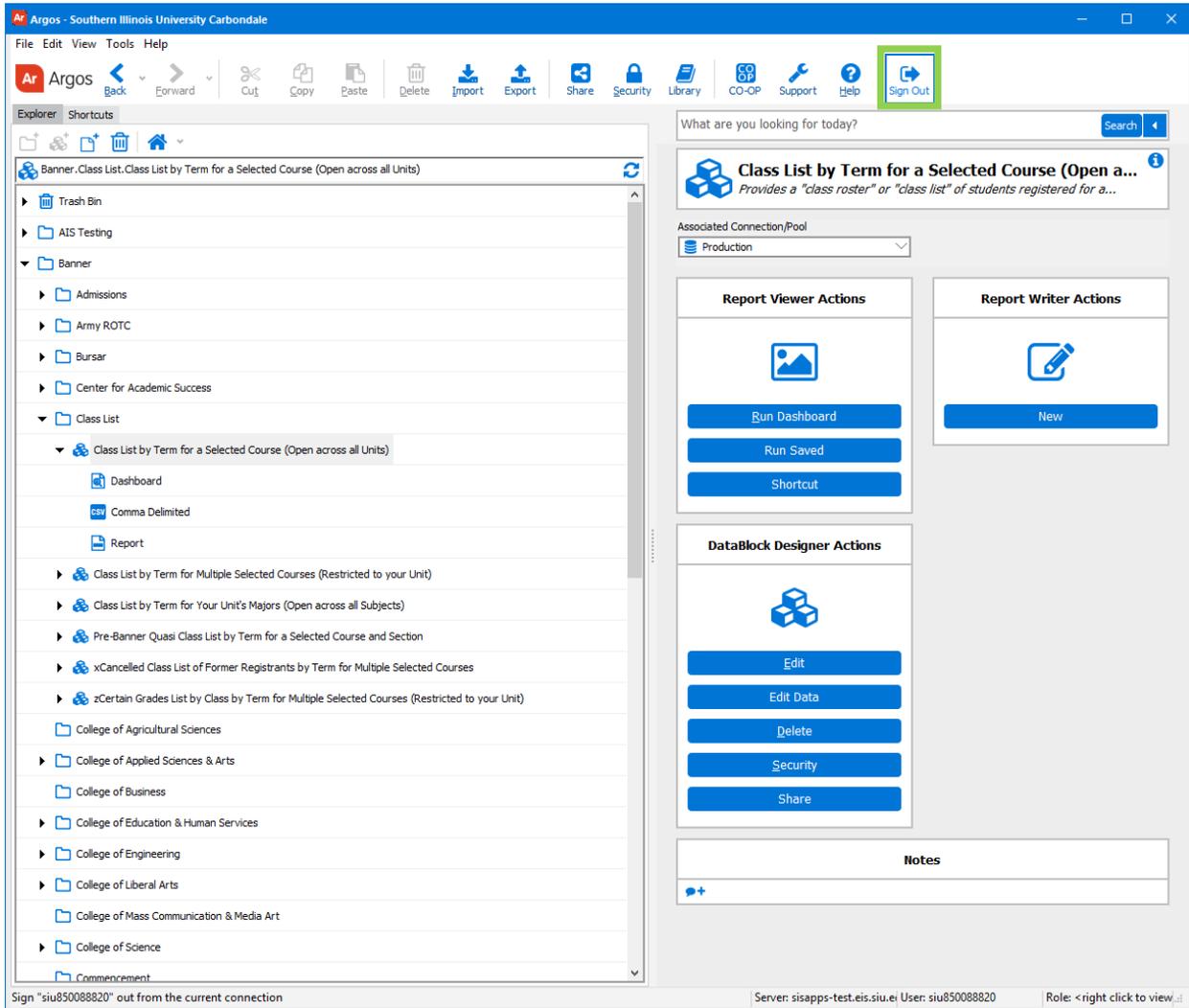
Help

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.