



# Argos Web Viewer Overview

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# Argos Web Viewer Overview

## Overview

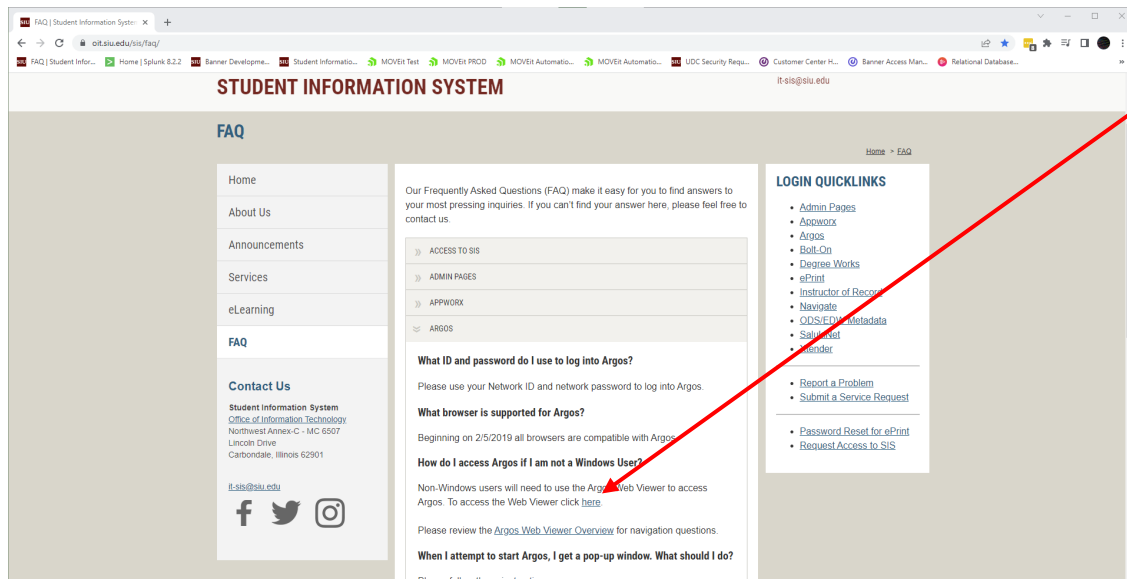
Argos is a campus reporting tool that allows end-users to access and extract information from various databases in a report format.

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: <https://oit.siu.edu/sis/>. Click on FAQ and click on Argos. There will be a link to Argos Web Viewer.





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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.

The screenshot shows the login interface for the Argos web viewer. It features a blue header with the word "evisions" in white. Below the header, there are two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Remember this user". At the bottom, there are three buttons: a small square button with a question mark, a button labeled "Use Single Sign-On" with a key icon, and a blue button labeled "Sign In" with a person icon.

### 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.

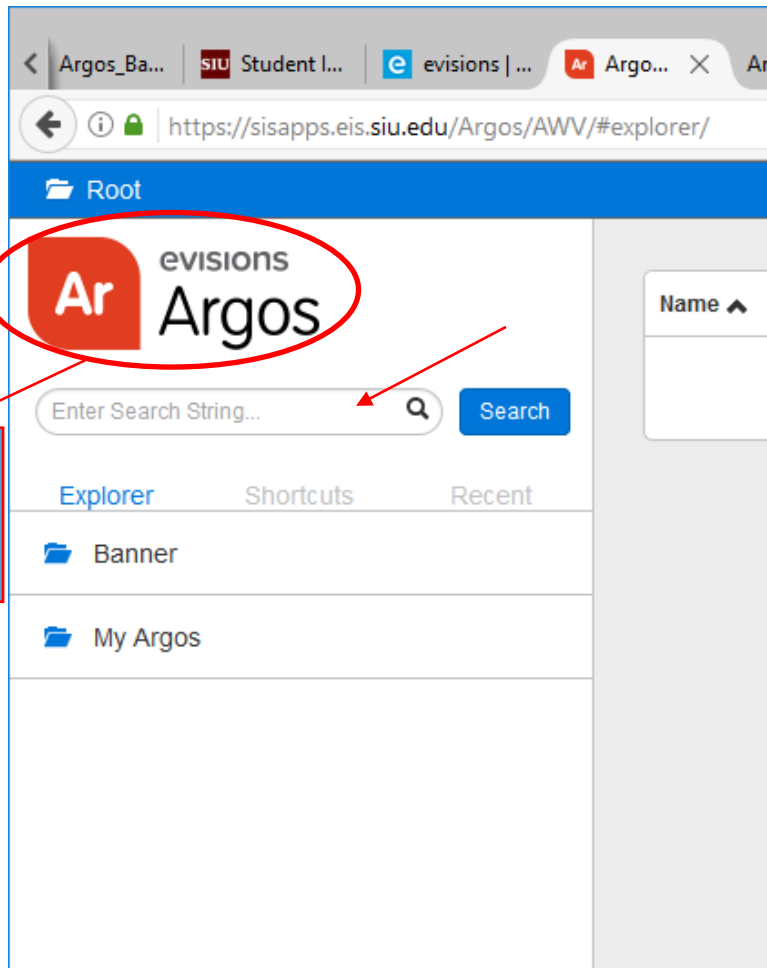
#### Navigation Area

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.



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Click home button to go back to your home folder, or to the root folder if you have not specified a home.



## Argos Web Viewer Overview

### Explorer View

Explorer View Tab

Parent Folder

Admissions

Air Force ROTC

Army ROTC

Folders available

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



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## Action Area

The screenshot shows a web browser window with the URL <https://sisapps.eis.siu.edu/Argos/AWV/#explorer/Banner%00Admissions>. The interface includes a left sidebar with the 'Argos' logo and navigation options like 'Explorer', 'Shortcuts', and 'Recent'. The main content area, highlighted with a red border, displays a list of DataBlocks under the heading 'Name'. The list includes items such as 'Admissions Materials by Completion Status w/ O citizenship', 'All Applicants by College by Major by Decision Date by Decision', and 'Daily Withdrawals'. Each item has a star icon, a refresh icon, a 'Details' button, and a small circular icon with a number. The 'Daily Withdrawals' item is currently selected and highlighted in blue.

Name	Star	Refresh	Details	Count
Admissions Materials by Completion Status w/ O citizenship	★	↻	Details	2
All Applicants by College by Major by Decision Date by Decision	★	↻	Details	2
All Applicants by Term by College by App Status	★	↻	Details	2
All Applicants by Term by Student Type by Admit Type by App Status by All Req sorted by App Date (ADMLST2)	★	↻	Details	2
All Applicants by Term by Student Type by Admit Type by App Status by All Req sorted by Name (ADMLST2)	★	↻	Details	2
All Applicants by Term by Student Type by Admit Type by App Status by Inc Req sorted by App Date (ADMLST2)	★	↻	Details	2
All Applicants by Term by Student Type by Admit Type by App Status by Inc Req sorted by Name (ADMLST2)	★	↻	Details	2
Applicants Referred to CAS by Decision Date (RFLAG2B)	★	↻	Details	1
Application Status Summary - Off Campus	★	↻	Details	1
Application Status Summary - On Campus	★	↻	Details	1
Daily Withdrawals	★	↻	Details	1
DATA on HS Subjects Tab	★	↻	Details	1
DAWG# comparison	★	↻	Details	1
DAWG# comparison - old	★	↻	Details	1
DP List for Colleges	★	↻	Details	1
Find Person From E-Mail Address or Phone Number	★	↻	Details	1
New Folder Labels	★	↻	Details	2
Online Application Data (SAAEAPS)	★	↻	Details	1
Online Applications - Status by Term by App Type	★	↻	Details	2

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.



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

The screenshot shows the Argos web viewer interface. On the left is a navigation pane with 'Ar evisions Argos' and a search bar. The main area displays a list of reports under the heading 'Admissions Materials by Completion Status w/ O citizenship'. A red arrow points to the 'Details' button for the first report in the list.

Name	Description	Author	Date Created	Date Last Modified	Last Run Date	Last Modified By	ID	Connection	Actions
★ Admissions Materials by Completion Status w/ O citizenship	None	siu850268483	May 10 2016 5:03 PM	May 11 2016 2:16 PM	Nov 12 2018 2:57 PM	siu850088820	7590	PROD	Details
★ Comma Delimited (ID: 16382)									Details
★ Report (ID: 16383)									Details
★ All Applicants by College by Major by Decision Date by Decision									Details
★ All Applicants by Term by College by App Status									Details
★ All Applicants by Term by Student Type by Admit Type by App Status by All Req sorted by App Date (ADMLST2)									Details
★ All Applicants by Term by Student Type by Admit Type by App Status by All Req sorted by Name (ADMLST2)									Details
★ All Applicants by Term by Student Type by Admit Type by App Status by Inc Req sorted by App Date (ADMLST2)									Details
★ All Applicants by Term by Student Type by Admit Type by App Status by Inc Req sorted by Name (ADMLST2)									Details
★ Applicants Referred to CAS by Decision Date (RFLOG2B)									Details
★ Application Status Summary - Off Campus									Details
★ Application Status Summary - On Campus									Details
★ Daily Withdrawals									Details
★ DATA on HS Subjects Tab									Details



# Argos Web Viewer Overview

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

- ★ All Applicants by College by Major by Decision Date by Decision
- ★ All Applicants by Term by College by App Status
- ★ All Applicants by Term by Student Type by Admit Type by App Status by All Req sorted by App Date (ADMLST2)
- ★ All Applicants by Term by Student Type by Admit Type by App Status by All Req sorted by Name (ADMLST2)
- ★ All Applicants by Term by Student Type by Admit Type by App Status by Inc Req sorted by App Date (ADMLST2)
- ★ All Applicants by Term by Student Type by Admit Type by App Status by Inc Req sorted by Name (ADMLST2)
- ★ Applicants Referred to CAS by Decision Date (RFLOG2B)
- ★ Application Status Summary - Off Campus
- ★ Application Status Summary - On Campus
- ★ Daily Withdrawals
- ★ DATA on HS Subjects Tab

## Create Shortcut

**DataBlock** Admissions Materials by Completion Status w/ ...

Name

Location <Root>

Privacy



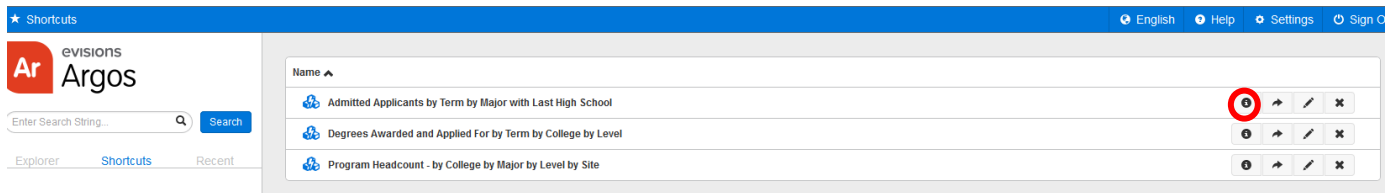


# Argos Web Viewer Overview

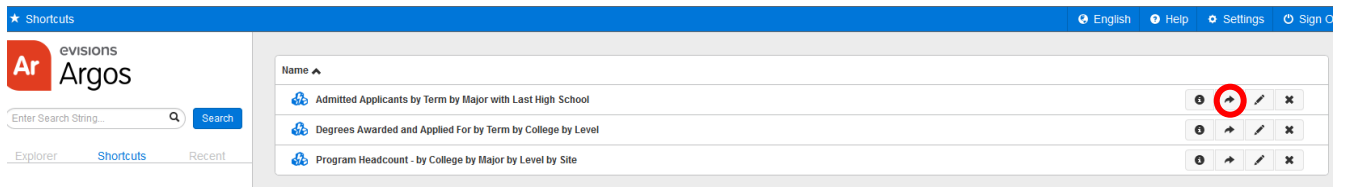
## Shortcuts View

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 DataBlock or report to add it to the shortcuts tab for quick access.

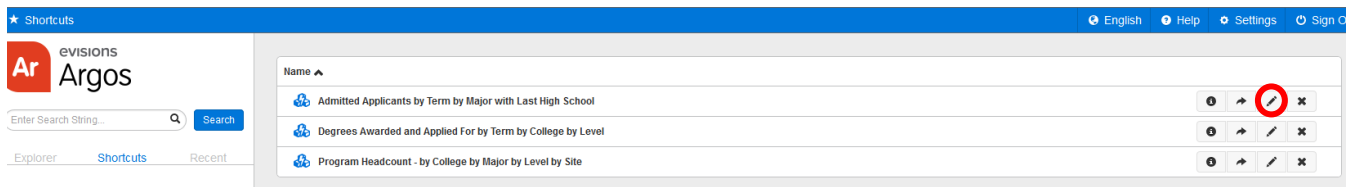
The Details button allows you to see details related to the DataBlock you selected for your shortcut.



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



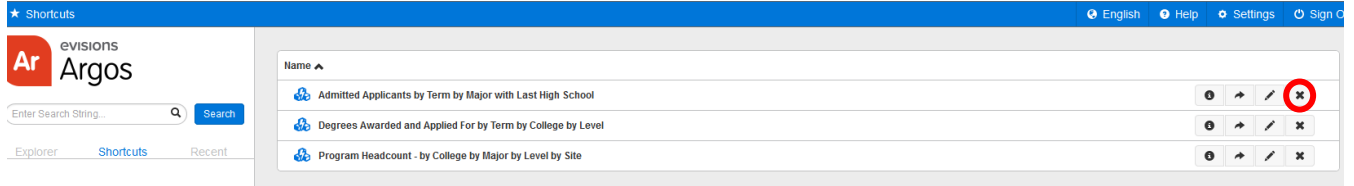
The Edit button allows you to rename or make changes to your short cut.





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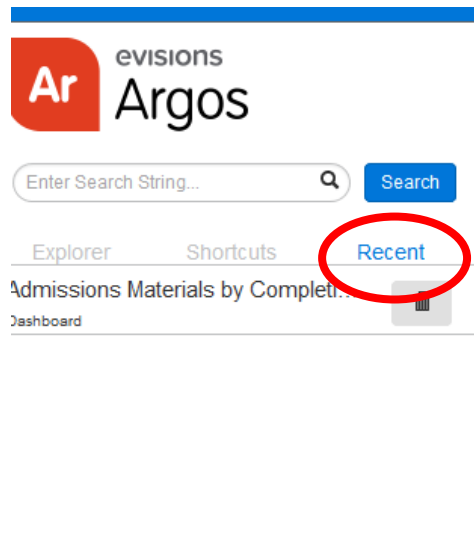
The Remove button allows you to delete the shortcut.



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.

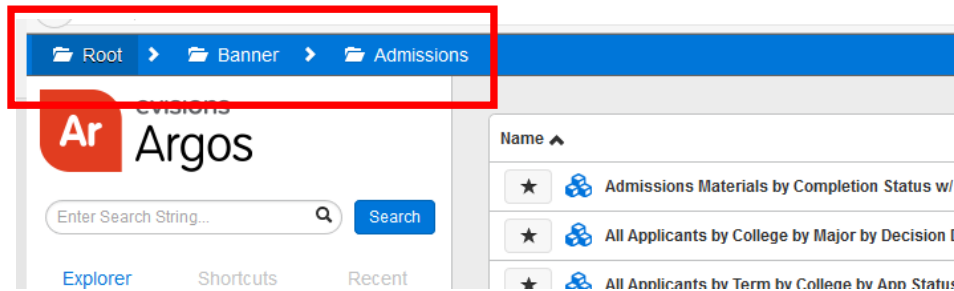




# Argos Web Viewer Overview

## Top Tool Bar

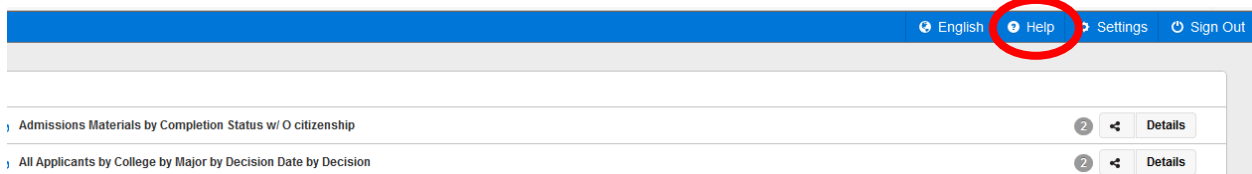
### Breadcrumb Trail



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.

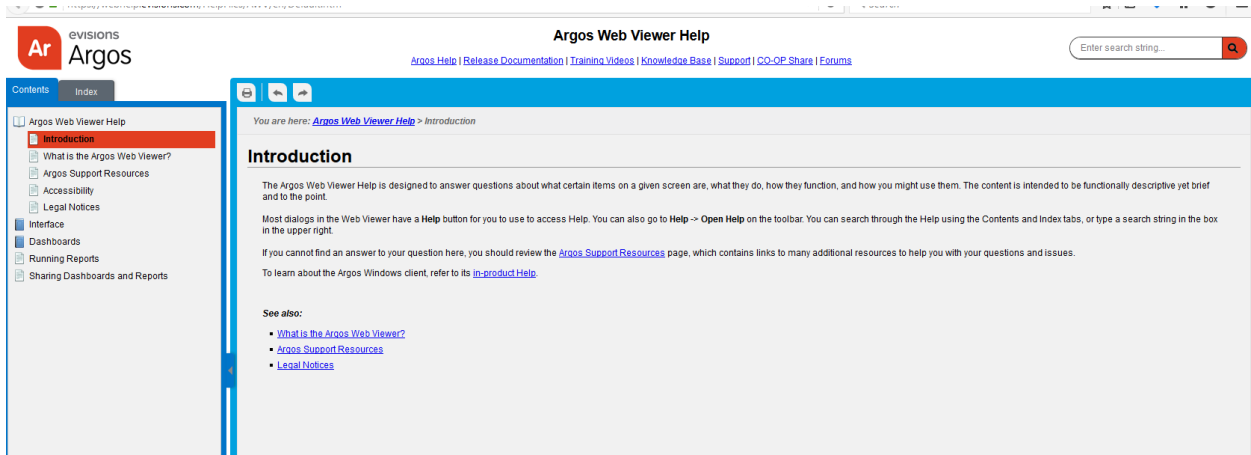
### Help

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.



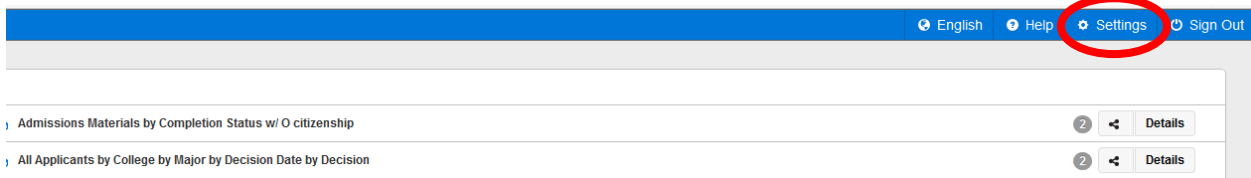


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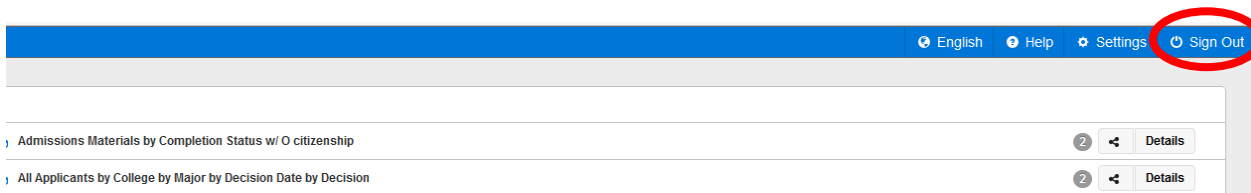
## Settings

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



## Signout

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





# Argos Web Viewer Overview

## Executing Reports

### DataBlocks

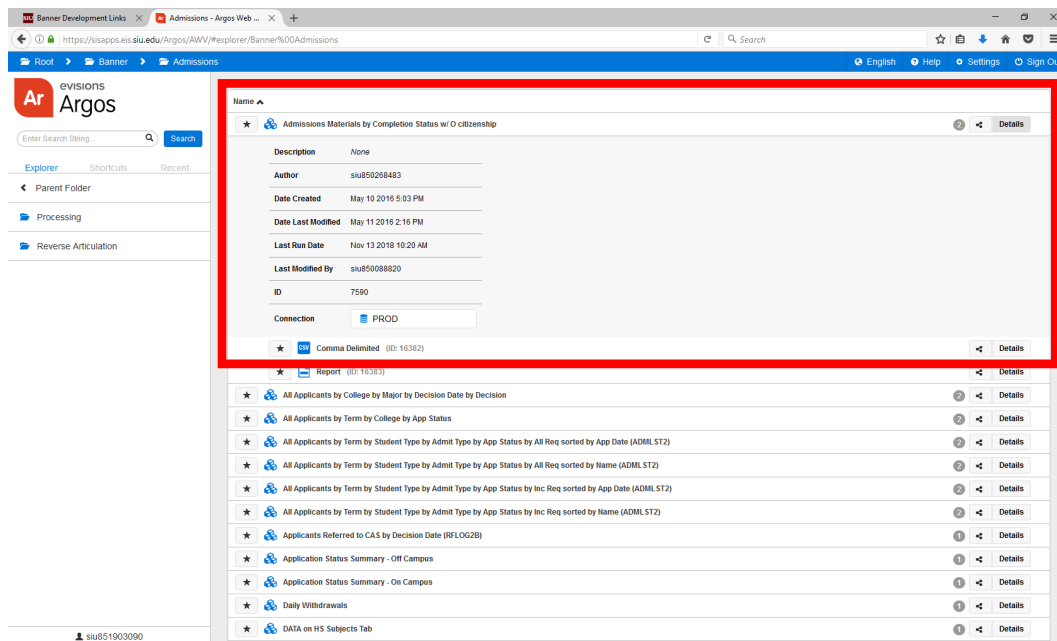
Although Report Viewers do not create DataBlocks, an understanding of the components of the DataBlock aids the Report Viewer in understanding the relationship between DataBlocks and the various report types.

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.

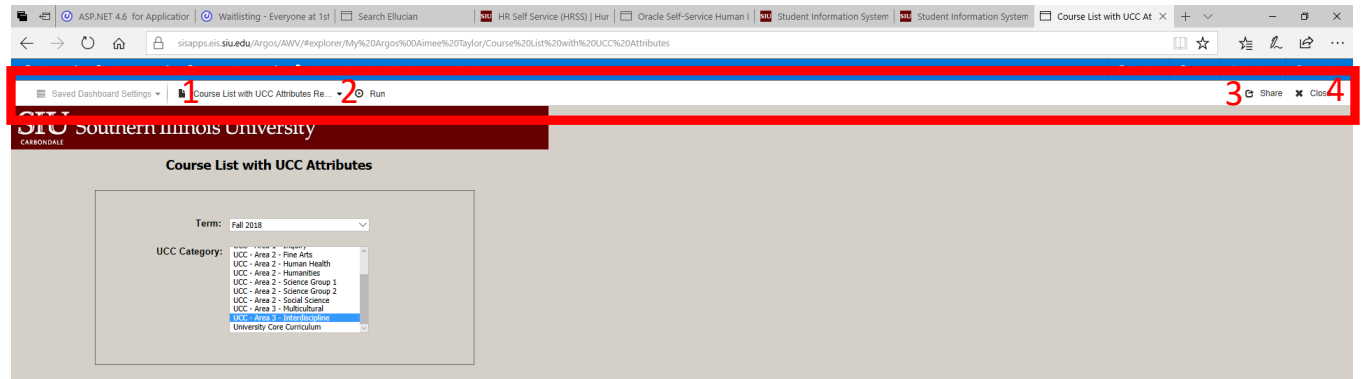


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## Executing Argos Reports

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



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.

**Share via Email** [X]

**Course List with UCC Attributes - Dashboard**

URL:

To:  [ - ] [ + ]

Message:

[ Cancel ] [ Email ]

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.



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### 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 pre-populate 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.