

ARGOS – Ad hoc Report Generation and Output Solutions

What is Argos?

Argos allows you to access Banner data, create reports, perform analysis and view the data in different ways. Specifically, users will view information by use of Dashboards and generated a printed format by use of Reports.

How to request access to Argos

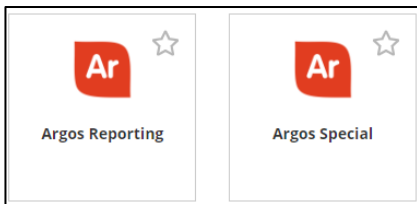
Current Banner users will need to submit an IT work order requesting access to Argos. If possible, include the types of reports needed on the access sheet.

Accessing Argos

1. Log into [myCuesta](#)

2. Click on the Argos Reporting or Argos Special icon

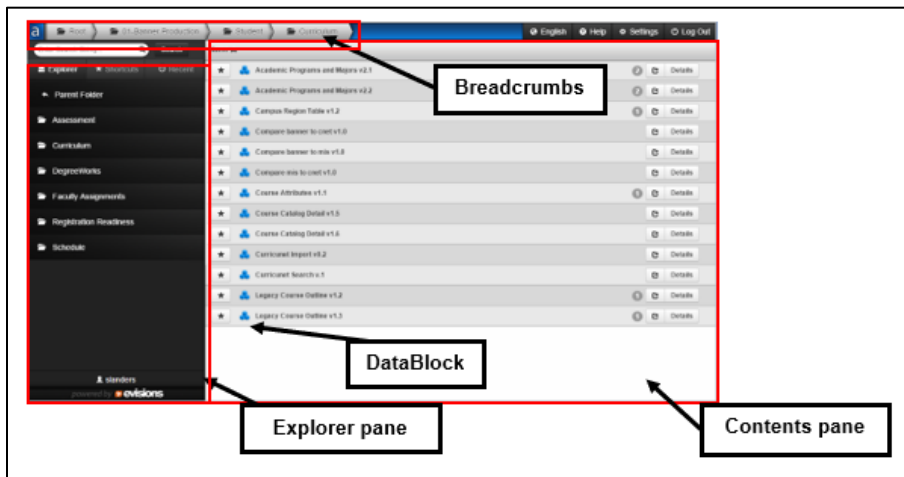
Note: **Argos Reporting** (web viewer) is the easier-to-use web-based tool and is the preferred method for accessing data. **Argos Special** is available for those requiring unique reports not available via Argos Web Viewer.



3. Navigate to the desired Dashboard or Report. To log out, click **Log Out** button.



Components of ARGOS



- The **Explorer pane** displays the subfolders of the selected parent folder.
 - Click **Explorer** to navigate folders
 - Click **Shortcuts** to view saved shortcuts
 - Click **Recent** to view list of previously run Dashboards and reports
 - To view the contents of a folder, click that folder in the Explorer pane.
 - To move back to a parent folder, click a folder in the Breadcrumbs.

- To quickly select another subfolder, hover over a parent folder in the Breadcrumbs and then select a subfolder from the dropdown list.
- The **Breadcrumbs** displays the current selected folder and the associated parent folder(s).
- The **Contents pane** displays the contents of the selected folder.
- **DataBlocks** are pre-formed collections of Banner data. Information in a DataBlock can be displayed on the screen (via Dashboards) or in printed format (via reports).

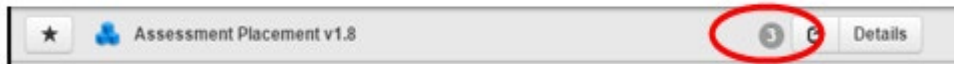
Running Dashboards

A Dashboard is a shortcut to a form created by a DataBlock Designer. Each DataBlock contains one or more Dashboards.

Run Dashboard

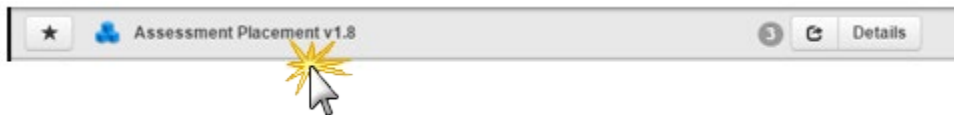
1. Select the desired folder.
2. Locate the desired DataBlock in the Contents pane.

Note: The number to the right of the DataBlock name indicates the number Dashboards available.



3. Click

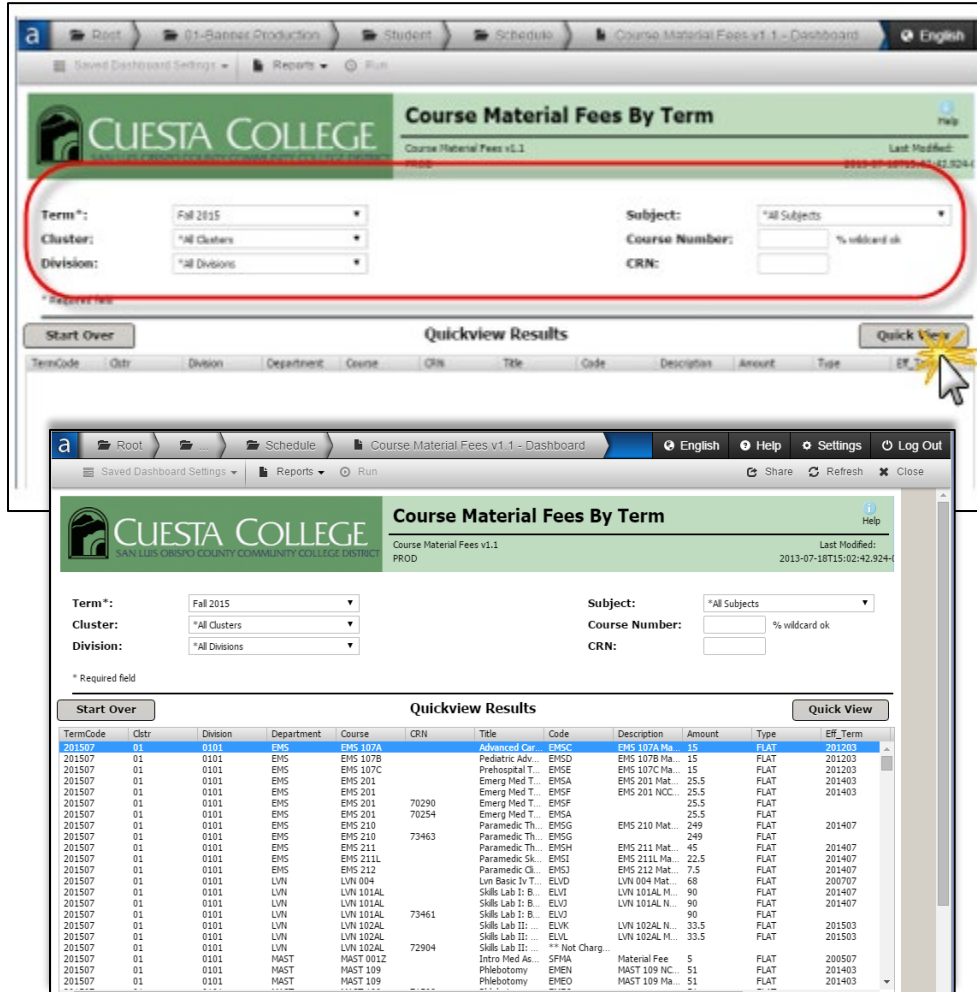
the **DataBlock name** to run the default Dashboard



Or

Click the **Details** button, then click on the desired **Dashboard name**.

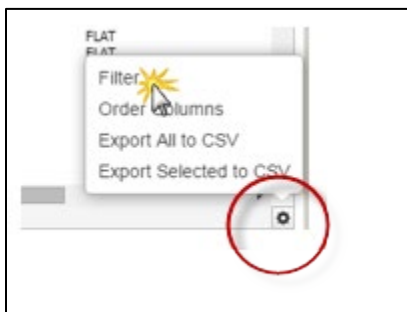
- Choose the desired parameters from the available lists, then click the **QuickView** button.
Note: You can sort the order of each column by clicking on the column name.



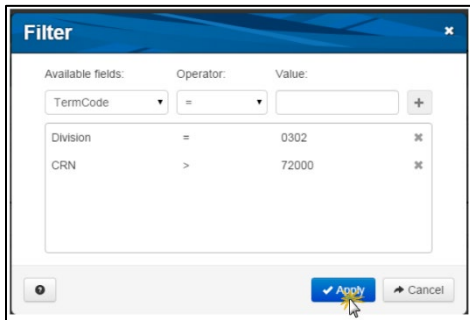
- When complete, click the **Close** button in the window's upper-right corner.

Filter Dashboard Results

- After running a Dashboard query, click the sprocket icon in the lower-right corner, then click **Filter**.

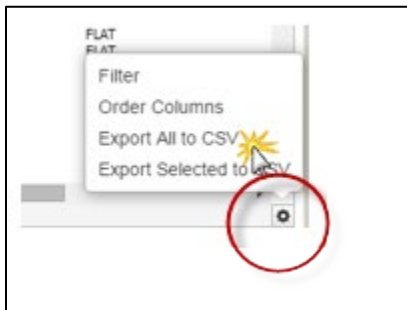


2. Create one or more filter parameters, then click the **Apply** button.



Save Dashboard Results

1. After running a Dashboard query, click the sprocket icon in the lower-right corner, then click **Export All to CSV**



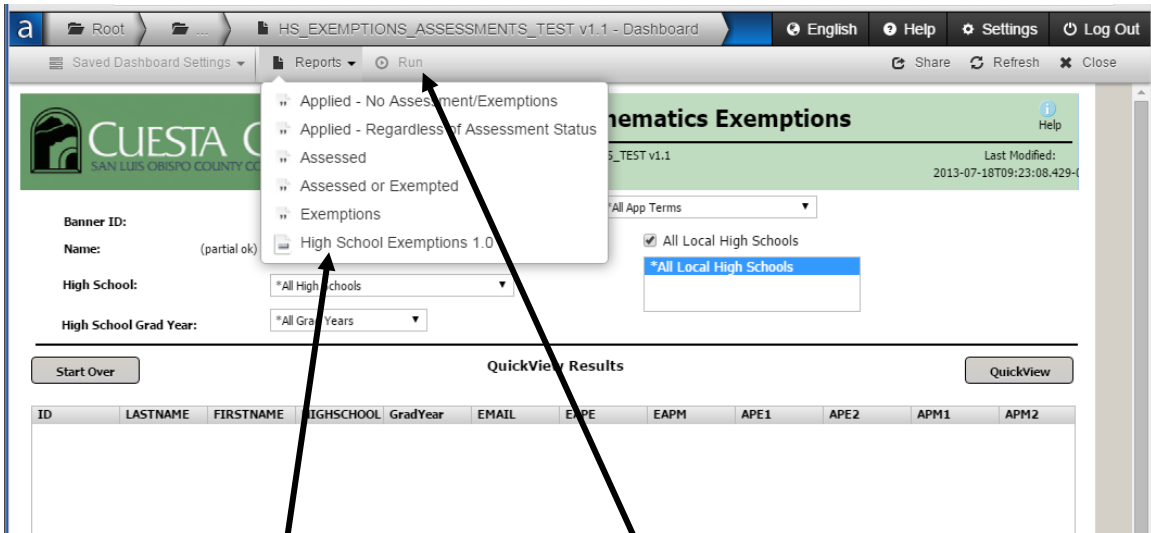
2. Depending on the browser you are using you will then need to either “save as”, or locate the downloaded file.

Report Generation

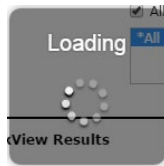
Argos allows easy generation of preformatted reports.

Generating a Report

1. Select a desired DataBlock.
2. Click the **Reports** button , just below the Breadcrumbs.
A dropdown list will display available reports for the DataBlock.



3. Click the desired report, and then click the **Run** button. A "Loading" icon will appear mid-screen.




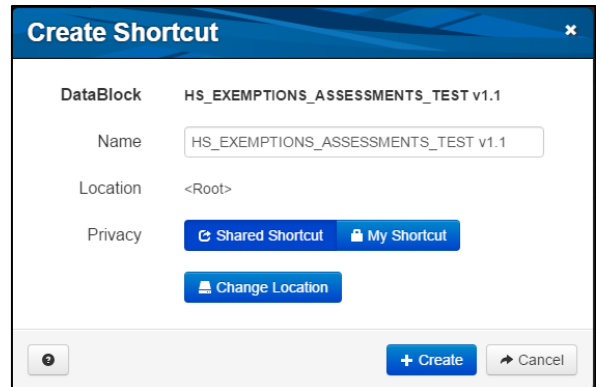
4. Depending on the browser you are using you will then need to either "save as" or locate the downloaded file.

Shortcuts

Shortcuts allow you to save, in one location, links to frequently used DataBlocks.

Add Shortcut

1. Click the star icon  next to the DataBlock.
2. Optional: Type a name in the **Name** field.
3. Select **My Shortcut**.
4. Click the **Create** button.
A confirmation will appear.
5. Either click **Close** to close the confirmation window or click **View Shortcut** to view list of shortcuts.



6. You can now access the shortcut by clicking the Shortcuts tab in the Explorer pane.

 Shortcuts