ARGOS Web Viewer

This document explains how to use the report generation tool, Argos Web Viewer, to create reports using Banner data for “Typical” users.

What is Argos?
Argos stands for “Ad hoc Report Generation and Output Solutions”. Argos allows you to access Banner data, create reports, perform analysis and view the data in different ways.

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

Argos Users
There are four types of Argos users, Typical, Report Writer, Designer, and Administrator.

Typical users (for whom this documentation is written) can perform the following functions in Argos:
- Run a previously created Dashboard
- Run a previously created report
- Create a shortcut to a Dashboard
- Export a Dashboard or report to PDF

How to request access to Argos
Current Banner users may submit a Information Technology work order requesting access to Argos. The work order should include:
- The user’s complete first and last name as given to Human Resources
- Types of reports needed

A new computer user may request Argos on the Computer Access sheet. If possible, include the types of reports needed on the access sheet.
Accessing Argos

NOTE: Prior to logging into Argos, you may need to add the “Argos Reporting” channel to a tab of your choice in myCuesta. Refer to “Adding a Channel in myCuesta”:
https://www.cuesta.edu/departments/documents/training_docs/Adding_a_channel_in_myCuesta.pdf

1. Locate myCuesta’s “Argos Reporting” channel and then click Launch ARGOS.

Accessing Argos from off-campus requires using RemoteDesktop.
Click here for more information.

A new browser window or tab will open and a Log In window will appear.

2. Enter your myCuesta username and password.
   Optional: Click the “Remember this user” checkbox.
3. Click the **Log In** button.

*The Argos Web Viewer Explorer window displays.*

Logging Out of ARGOS

- To log out, click **Log Out** button at the upper-right of the screen.

Components of ARGOS

- The **Explorer pane**, on the left side of the Argos screen, displays the subfolders of the selected parent folder. The Explorer pane displays only those items to which the user has access.

- The **Breadcrumbs** displays the current selected folder and the associated parent folder(s).

- The **Contents pane**, on the right side of the Argos screen, displays the contents of the selected folder.

- **DataBlocks** are pre-formed collections of Banner data, developed by an ARGOS designer. End-Users and Power-Users can create reports using the data within a DataBlock. Information in a DataBlock can be displayed on the screen (via Dashboards) or in printed format (via reports).
Navigating ARGOS

- Select a view tab:
  - 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.

![Folder Navigation Diagram](image)

Once a folder is selected...

- *That folder will appear on the far right of the Breadcrumbs*
- *Any subfolders will appear in the Explorer pane*
- *The content of the selected folder will appear in the Contents pane*
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. *The number to the right of the DataBlock name indicates the number Dashboards available.*
3. Optional: Click the Details button to display (or hide) associated Dashboards and additional information about the DataBlock.
4. Perform one of the following:
   - Click the DataBlock name to run the default Dashboard.
   - After clicking the Details button, click on the desired Dashboard name.

A Dashboard screen will appear.
5. Choose the desired parameters from the available lists.

6. Click the **QuickView** button.
   
   The results will appear in the display pane.

7. When complete, click the **Close** button in the window’s upper-right corner.
   
   The Dashboard screen will close, revealing the Argos Explorer window.

   **NOTE:** Prior to closing, you can save the results to a file. (See below)
Filter Dashboard Results

1. After running a Dashboard query, click the sprocket icon in the lower-right corner.
   A shortcut menu will appear.

2. Click Filter.
   The Filter dialog will appear.

3. Create one or more filter parameters:
   a. Select a field from the **Available fields** dropdown.
   b. Select an operator from the **Operator** dropdown.
   c. Enter a value in the **Value** field.
   d. Click the plus sign (+).
      The parameter will be added to the collection area in the middle.

   Repeat step 3 to add additional parameters, further narrowing the filter results.

4. Click the **Apply** button.
   The filtered results will appear on screen.
Save Dashboard Results

1. After running a Dashboard query, click the sprocket icon in the lower-right corner. A shortcut menu will appear.

2. Click Export All to CSV.

3. Do one of the following, based on the browser you’re using:

<table>
<thead>
<tr>
<th>Firefox</th>
<th>Chrome</th>
<th>Internet Explorer</th>
</tr>
</thead>
<tbody>
<tr>
<td>A dialog will appear.</td>
<td>The file will automatically be saved to your Downloads folder.</td>
<td>A dialog will eventually appear at the bottom of the screen.</td>
</tr>
<tr>
<td>a. Click Save File.</td>
<td>a. Click Save. A download complete message will appear.</td>
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</tr>
<tr>
<td>b. Click OK. A Save dialog will eventually appear. Select where to save, name the file (keeping the .CSV extension) and click Save.</td>
<td>b. Click Open or Open folder.</td>
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</tbody>
</table>

NOTE: Report generation can often take several minutes to complete. Be patient.
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. Do one of the following, based on the browser you’re using:

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

Add Shortcut
1. Click the star icon \( \star \) next to the DataBlock.  
   *A Create Shortcut menu will appear.*

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.

Access Shortcuts
1. Click the Shortcuts tab.  
   *A list of shortcuts will appear in the Contents pane.*

2. Click the desired DataBlock shortcut.  
   *The Dashboard screen will appear.*

3. Run the Dashboard.
Colored Banners – Identifying Connections/Test Instances

Normally typical users access live data from the production (PROD) connection. However some reports permit selecting different connections, or “test instances” (i.e. PLAY, PPRD, TEST, TRNG, etc.).

Argos helps identify the connection or instance you are in by displaying a colored banner specific to that connection.

PROD

PLAY

PPRD

PRGR

TEST

TRNG

UPGR