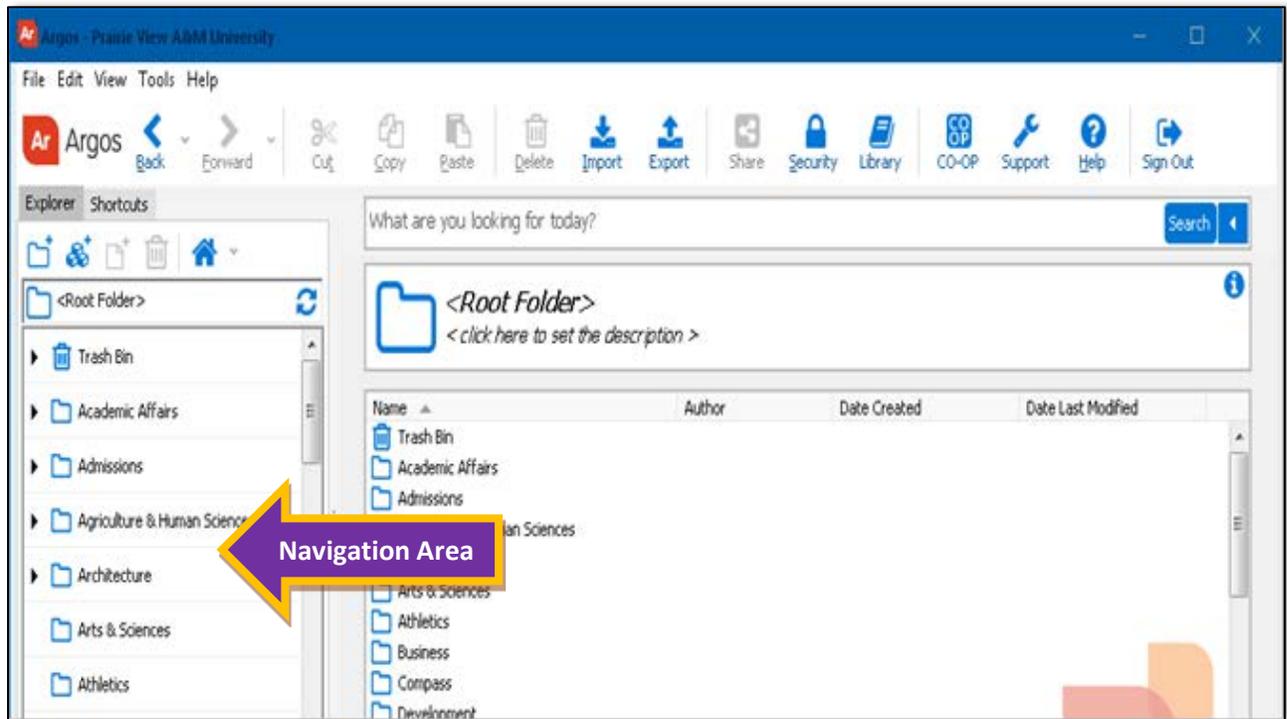


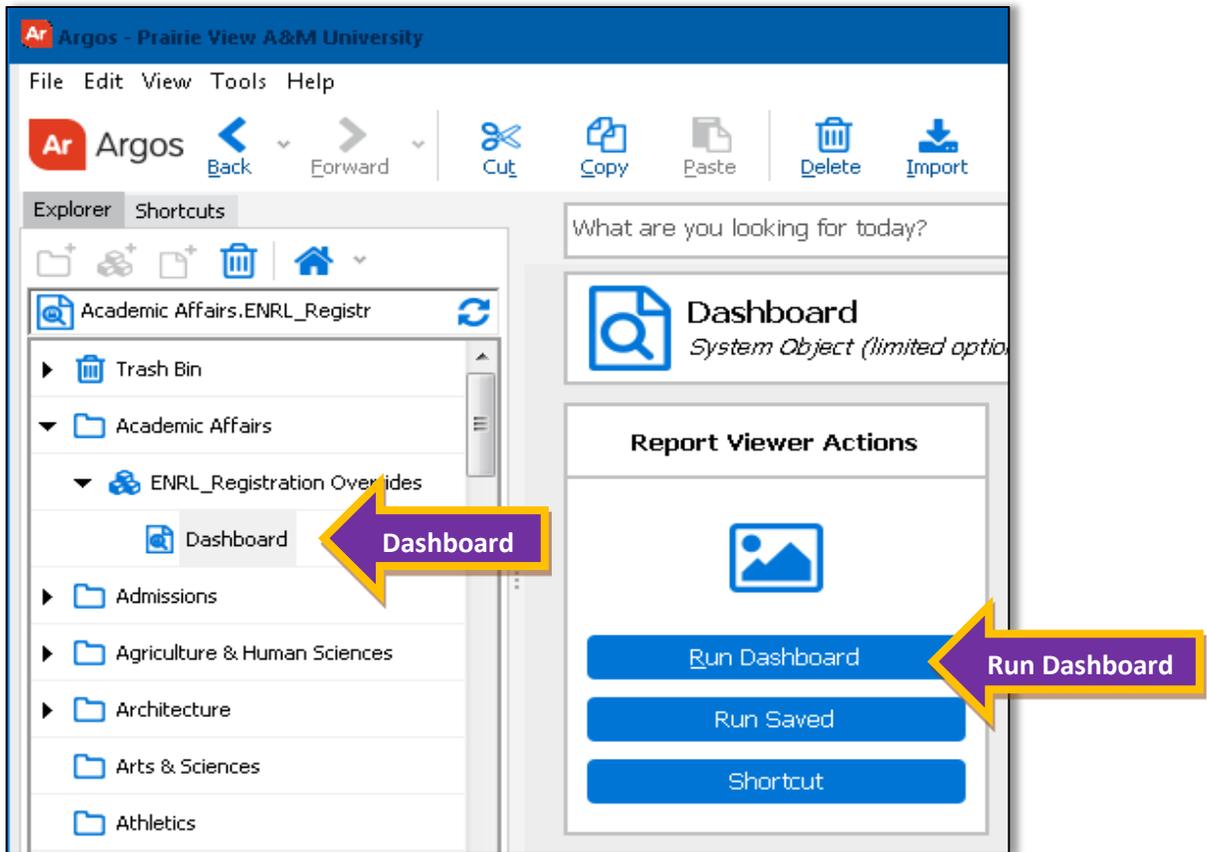
Prairie View A&M University Argos - Locate & Run Reports

Locate a Report

Now that you are logged into Argos, you will see a screen like the image below. It is here that you will begin to locate your report.



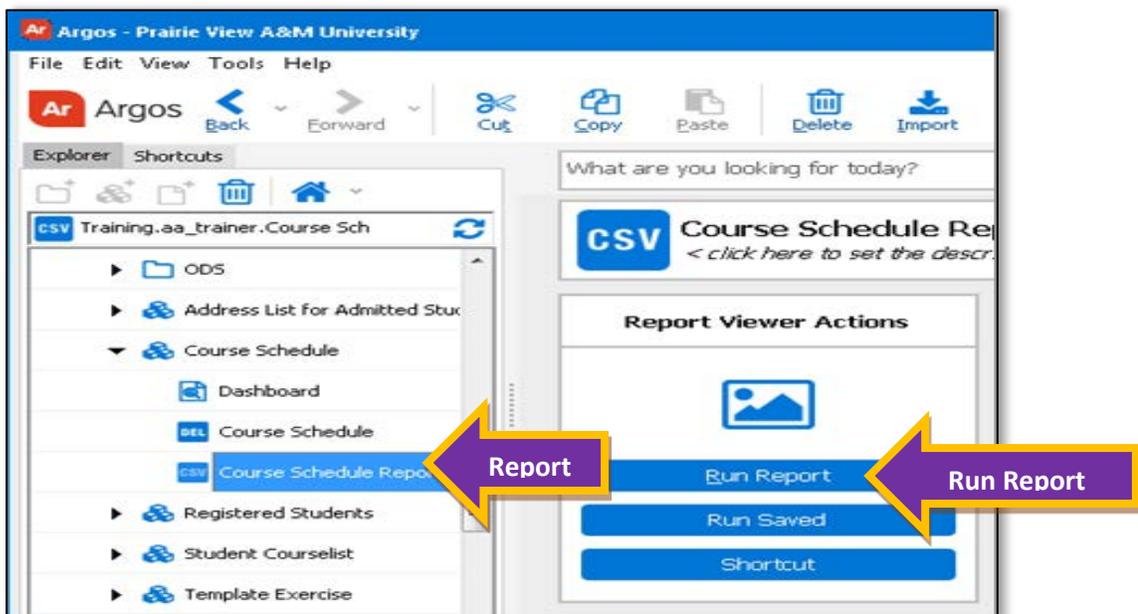
1. Use the set of folders on the left side of the screen. (To open a folder, select the arrow symbol next to the folder icon).
2. You will now see a list of DataBlocks.
DataBlocks are the foundation of Argos. They contain user input forms and queries that are used to retrieve information from one or more data sources. Reports in Argos have a DataBlock as their “parent” and each DataBlock can contain multiple reports.
3. Click on the arrow sign next to the DataBlock you wish to use. You will now see a full list of the reports that live within the DataBlock.
4. Highlight the **Dashboard** or **Report** you would like to view. See sample Dashboard below:



5. Click on **Run Dashboard** to view the Dashboard.

Run/View the Report

1. While the report is highlighted, use the Run Report button on the right hand side of the screen.



2. Choose the necessary parameter when prompted. For example a term/semester or address type. These parameters can vary from DataBlock to DataBlock.
3. Choose the best executing option (Preview, Save to File, Email or Print).

Explorer View (Tree)

The Explorer View is used to display a simple menu of available folders and objects. Click on an Arrow icon in front of a folder to expand it.



Shortcuts View

A Shortcut is a reference to a DataBlock or Report. To access or work with your shortcuts, click the **Shortcuts** tab in the Navigation area.

Create a Shortcut

1. To create a Shortcut for a report, you will begin from the Explorer Tree.
2. Select the report.
3. Select the **Shortcut** button in the Action area.

To perform an action on a Shortcut, highlight it and then select one of the following actions:

- **Execute** – Launches the system Dashboard
- **Locate** – Use this action to find the original object in the Explorer View.
- **Delete** – Select the Shortcut and click the *Delete* action button. (Deleting a shortcut has no effect on the original object in the Explorer tree).
- **Rename** – Select the Shortcut and click the *Rename* button. Click Delete to erase the assigned name and then enter a new name.

Running Banded, CSV Reports

1. To execute a Report, expand the Explorer Tree to open the Datablock where the Report resides.
2. Select the Report and click the appropriate **Action** button, either **Run Dashboard** or **Run Report**.

If **Run Dashboard** is selected, the system “*Dashboard*” will launch.

1. Select a Report option, *CSV* or *Banded Report*.
2. Enter parameters.
 - a. If **Banded Report** is chosen, use the appropriate toolbar icon, **Print Preview, Save, Create and Email** or **Print**, to get the desired output.
 - b. If **CSV Report** is chosen, use the appropriate toolbar icon to **Save, Create and Email** or **Save and Open** in an application such as Excel.
3. To close a Report and return to the Dashboard, use the “X” in the upper right corner of the Report or if available, the “Close” toolbar icon in the upper left corner of the Report.

If **Run Report** is selected to run a specific report, then the system “*Dashboard*” will launch.

1. Enter parameters for the Report.
2. Use the available toolbar icons, based on the chosen Report, to access and retrieve report output
3. To close a Report and return to the Dashboard, use the “X” in the upper right corner of the Report or if available, the “Close” toolbar icon in the upper left corner of the Report.

Exit and Logout

1. When finished, click the “X” in the upper right corner to close the system “*Dashboard*” and return to the Explorer Tree.
2. Click **Logout** on the toolbar to exit Argos.

Argos Objects

- Folder – Contains objects, including other folders.
- DataBlock – The “Parent” object for one or more reports.
- Dashboard – Display only reports for quick reference.
- CSV Report – A comma-separated values report, also referred to as a Comma Delimited file report.
- Banded Report – A fully formatted report.
- Extracted Report – A text report that meets pre-defined specifications.
- Schedule – Reports may be scheduled to run automatically.