

PRINTING ARGOS REPORTS

Screen Prints – To be used when entire report is visible on the screen.

With the report open, select the “printer icon” at the top of the page.

The screenshot shows the 'APPL Comparison Dashboard' interface. At the top, there is a navigation bar with a printer icon circled in red. Below the navigation bar, the report title is 'Application Comparison Report For Fall 2017' and the date is 'Wednesday, November 9, 2016'. The report is for 'PRAIRIE VIEW A&M UNIVERSITY'. The main content is a table with columns for Group, Status, 2017, 2016, # Change, % Change, 2015, # Change, and % Change. The table lists various student groups and their enrollment statistics for the specified period.

Group	Status	2017	2016	# Change	% Change	2015	# Change	% Change
Freshmen	Inquired	4,771	11,525	-6,754	-58.60%	10,546	979	9.28%
Freshmen	Applied	454	5,671	-5,217	-91.99%	5,126	545	10.63%
Freshmen	Admitted	377	4,838	-4,461	-92.21%	4,397	441	10.03%
Freshmen	Enrolled	0	1,874	-1,874	-100.00%	1,666	208	12.48%
Freshmen	Denied	53	817	-764	-93.51%	717	100	13.95%
Transfer(FR)	Inquired	0	59	-59	-100.00%	75	-16	-21.33%
Transfer(FR)	Applied	0	33	-33	-100.00%	46	-13	-28.26%
Transfer(FR)	Admitted	0	22	-22	-100.00%	34	-12	-35.29%
Transfer(FR)	Enrolled	0	11	-11	-100.00%	21	-10	-47.62%
Transfer(FR)	Denied	0	5	-5	-100.00%	8	-3	-37.50%
Transfer(UG 30+)	Inquired	74	1,406	-1,332	-94.74%	1,380	26	1.88%
Transfer(UG 30+)	Applied	10	827	-817	-98.79%	696	131	18.82%
Transfer(UG 30+)	Admitted	10	705	-695	-98.58%	580	125	21.55%
Transfer(UG 30+)	Enrolled	0	376	-376	-100.00%	324	52	16.05%
Transfer(UG 30+)	Denied	0	116	-116	-100.00%	107	9	8.41%
Transfer Nursing(UG)	Inquired	40	615	-575	-93.50%	702	-87	-12.39%
Transfer Nursing(UG)	Applied	11	381	-370	-97.11%	410	-29	-7.07%
Transfer Nursing(UG)	Admitted	8	344	-336	-97.67%	366	-22	-6.01%
Transfer Nursing(UG)	Enrolled	0	55	-55	-100.00%	64	-9	-14.06%
Transfer Nursing(UG)	Denied	1	22	-21	-95.45%	29	-7	-24.14%
Readmits(UG)	Inquired	9	678	-669	-98.67%	656	22	3.35%
Readmits(UG)	Applied	1	568	-567	-99.82%	507	61	12.03%
Readmits(UG)	Admitted	1	563	-562	-99.82%	496	67	13.51%
Readmits(UG)	Enrolled	0	300	-300	-100.00%	247	53	21.46%
Readmits(UG)	Denied	0	0	0		0	0	
Graduate	Inquired	65	1,394	-1,329	-95.34%	1,551	-157	-10.12%
Graduate	Applied	5	903	-898	-99.45%	855	48	5.61%
Graduate	Admitted	4	821	-817	-99.51%	765	56	7.32%
Graduate	Enrolled	0	569	-569	-100.00%	549	20	3.64%
Graduate	Denied	0	37	-37	-100.00%	40	-3	-7.50%

30 items

Argos Reports provide current information from multiple databases. The DATA IS NOT CERTIFIED and should not be used for reporting or shared outside the University. Certified data is available at www.pvamu.edu/ir/current-dashboards-desktop or by contacting OIRE at ire@pvamu.edu.

- Click the “full screen” icon to open the print view in the full page view. This view allows user to see how changing print options will affect the printed copy.
- Select the location of the printout—your printer or PDF.
- Set other print options—number of copies, page orientation, and margins.
- Click the “Print Icon” above the printer option.

The screenshot shows a print dialog window titled "Print" with a blue header bar. In the top right corner, a red circle highlights a square icon with a smaller square inside, representing the full-screen mode button. The dialog is divided into three main sections:

- Printer Selection:** A dropdown menu shows "IR-ADV C5250". A blue callout box labeled "Step 1" points to this dropdown.
- Print Settings:** Includes a "Print" button (pointed to by "Step 3"), "Copies" set to 1, "Landscape Orientation", "Letter" paper size, and margins of 0.5 on all sides. A blue callout box labeled "Step 2" points to the entire settings area.
- Preview:** Displays a table titled "Application Comparison Report For Fall 2017" for "Wednesday, November 9, 2016". The table compares 2017 and 2016 data across various student groups and statuses.

At the bottom right, there is a zoom slider set to 100%.

Group	Status	2017	2016	#Change
Freshmen	Inquired	4,771	11,525	-6,754
Freshmen	Applied	150	5,571	-5,421
Freshmen	Admitted	377	4,333	-4,461
Freshmen	Enrolled	0	1,874	-1,874
Freshmen	Denied	53	317	-784
Transfer(FR)	Inquired	0	59	-59
Transfer(FR)	Applied	0	33	-33
Transfer(FR)	Admitted	0	22	-22
Transfer(FR)	Enrolled	0	11	-11
Transfer(FR)	Denied	0	5	-5
Transfer(FR)	Inquired	74	1,408	-1,332
Transfer(FR)	Applied	10	827	-817
Transfer(FR)	Admitted	10	705	-695
Transfer(FR)	Enrolled	0	379	-379
Transfer(FR)	Denied	0	116	-116
Transfer Nursing(JC)	Inquired	40	815	-575
Transfer Nursing(JC)	Applied	11	381	-370
Transfer Nursing(JC)	Admitted	11	344	-338
Transfer Nursing(JC)	Enrolled	0	55	-55

HARDCOPY VIEWS

Default Print Option View

Application Comparison Report For Fall 2017
 Wednesday, November 8, 2016

Group	Status	2017	2016	% Change	2017	2016	% Change
Freshmen	Inquired	477	1,975	-75.6%	10,544	970	9.9%
Freshmen	Applied	19	1,671	-88.1%	5,126	949	9.2%
Freshmen	Admitted	377	4,373	-91.6%	4,887	441	10.7%
Freshmen	Enrolled	0	1,374	-100.0%	1,660	200	12.4%
Freshmen	Denied	64	217	-70.5%	177	180	-2.2%
Transfer(FR)	Inquired	0	93	-100.0%	78	-8	-7.1%
Transfer(FR)	Applied	0	39	-100.0%	16	13	20.0%
Transfer(FR)	Admitted	0	27	-100.0%	37	19	34.2%
Transfer(FR)	Enrolled	0	11	-100.0%	21	-10	-47.6%
Transfer(FR)	Denied	0	0	100.0%	0	0	100.0%
Transfer(FR)	Admitted	76	478	-84.3%	1,588	26	1.8%
Transfer(FR)	Enrolled	19	827	-97.8%	996	13	18.2%
Transfer(FR)	Denied	18	276	-93.6%	588	76	7.1%
Transfer(FR)	Admitted	0	273	-100.0%	82	62	9.2%
Transfer(FR)	Enrolled	0	119	-100.0%	707	9	8.1%
Transfer(FR)	Denied	43	615	-93.0%	789	27	-2.9%
Transfer(Men)(FC)	Inquired	11	381	-97.1%	418	-20	-2.7%
Transfer(Men)(FC)	Applied	0	164	-100.0%	488	27	6.0%
Transfer(Men)(FC)	Admitted	0	95	-100.0%	64	-4	-4.2%
Transfer(Men)(FC)	Enrolled	1	62	-98.4%	28	1	21.4%
Transfer(Men)(FC)	Denied	0	873	-100.0%	608	29	3.1%
Transfer(Men)(FC)	Admitted	1	200	-99.5%	607	61	12.0%
Transfer(Men)(FC)	Enrolled	1	953	-99.9%	196	87	12.1%
Transfer(Men)(FC)	Denied	0	303	-100.0%	347	63	7.4%
Transfer(Men)(FC)	Admitted	0	0	100.0%	0	0	100.0%
Transfer(Men)(FC)	Enrolled	86	138	-36.9%	165	157	6.4%
Transfer(Men)(FC)	Denied	0	200	-100.0%	365	48	5.0%
Transfer(Men)(FC)	Admitted	0	32	-100.0%	16	66	-75.2%
Transfer(Men)(FC)	Enrolled	0	663	-100.0%	848	26	3.6%
Transfer(Men)(FC)	Denied	0	37	-100.0%	48	-3	-2.0%

Notes: Numbers are not current information from the University database. The data is only used to provide a general overview for reporting or shared outside the University. Our data does not include all programs available at the University or all connected to the University.

Scale Print Option View

Default Margins with 90% to Scale

Print

Printer: IR-ADV C5250

Print Settings: Copies: 1, Landscape Orientation, Letter

Margins: Top: 0.5, Left: 0.5, Bottom: 0.5, Right: 0.5

Scale: 90%

Application Comparison Report
 Wednesday, November 8, 2016

Group	Status
Freshmen	Inquired
Freshmen	Applied
Freshmen	Admitted
Freshmen	Enrolled
Freshmen	Denied
Transfer(FR)	Inquired
Transfer(FR)	Applied
Transfer(FR)	Admitted
Transfer(FR)	Enrolled
Transfer(FR)	Denied

100% — [Slider] +

Details

Application Comparison Report For Fall 2017 PRAIRIE VIEW A&M UNIVERSITY

Wednesday, November 9, 2016

Group	Status	2017	2016	# Change	% Change	2015	# Change	% Change
Freshmen	Inquired	4,771	11,525	-3,754	-50.80%	10,546	979	9.20%
Freshmen	Applied	454	5,671	-5,217	-91.99%	5,126	545	10.63%
Freshmen	Admitted	377	4,000	-4,461	-92.21%	4,397	441	10.02%
Freshmen	Enrolled	0	1,074	-1,074	-100.00%	1,666	200	12.40%
Freshmen	Deried	53	817	-764	-93.51%	717	100	13.95%
Transfer(FR)	Inquired	0	59	-59	-100.00%	75	-16	-21.33%
Transfer(FR)	Applied	0	33	-33	-100.00%	40	-13	-28.20%
Transfer(FR)	Admitted	0	22	-22	-100.00%	34	-12	-35.29%
Transfer(FR)	Enrolled	0	11	-11	-100.00%	21	-10	-47.62%
Transfer(FR)	Deried	0	5	-5	-100.00%	8	-3	-37.50%
Transfer(UG 30+)	Inquired	74	1,408	-1,332	-94.74%	1,380	28	1.88%
Transfer(UG 30+)	Applied	10	827	-317	-98.79%	696	131	18.82%
Transfer(UG 30+)	Admitted	10	705	-395	-98.58%	580	125	21.55%
Transfer(UG 30+)	Enrolled	0	376	-376	-100.00%	324	52	16.05%
Transfer(UG 30+)	Deried	0	116	-116	-100.00%	107	9	8.41%
Transfer Nursing(UG)	Inquired	40	615	-575	-93.50%	702	-87	-12.36%
Transfer Nursing(UG)	Applied	11	361	-370	-97.11%	410	-29	-7.07%
Transfer Nursing(UG)	Admitted	8	344	-336	-97.67%	366	-22	-6.01%
Transfer Nursing(UG)	Enrolled	0	55	-55	-100.00%	64	-9	-14.06%
Transfer Nursing(UG)	Deried	1	22	-21	-95.45%	26	-7	-24.14%
Readmits(UG)	Inquired	9	678	-669	-98.67%	656	22	3.35%
Readmits(UG)	Applied	1	568	-567	-99.82%	507	61	12.03%
Readmits(UG)	Admitted	1	563	-562	-99.82%	496	67	13.51%
Readmits(UG)	Enrolled	0	300	-300	-100.00%	247	53	21.46%
Readmits(UG)	Deried	0	0	0		0	0	
Graduate	Inquired	65	1,354	-1,329	-98.34%	1,551	-157	-10.12%
Graduate	Applied	5	913	-898	-98.45%	855	48	5.61%
Graduate	Admitted	4	821	-817	-99.51%	765	56	7.32%
Graduate	Enrolled	0	569	-569	-100.00%	549	20	3.64%
Graduate	Deried	0	57	-57	-100.00%	40	-3	-7.50%

30 items

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- Print to Excel – To be used when entire report is not visible on the screen or there is a need to export the data for possible manipulation. This view only exports the content of the data window.
- With the report open, “right click” inside the window that you want to print. A dialogue box with options will open in front of the window.

APPL Comparison Dashboard

Dashboard Options: Report Options:

Details

Application Comparison Report For Fall 2017

Wednesday, November 9, 2016

PRAIRIE VIEW A&M UNIVERSITY

Group	Status	2017	2016	# Change	% Change	2015	# Change	% Change
Freshmen	Inquired	4,771	11,525	-6,754	-58.60%	10,546	979	9.28%
Freshmen	Applied	454	5,871	-5,217	-91.99%	5,126	545	10.63%
Freshmen	Admitted	377	4,838	-4,461	-92.21%	4,397	441	10.03%
Freshmen	Enrolled	0	1,874	-1,874	-100.00%	1,666	208	12.48%
Freshmen	Denied	53	817	-764	-93.51%	717	100	13.95%
Transfer(FR)	Inquired	0	59	-59	-100.00%	75	-16	-21.33%
Transfer(FR)	Applied	0	33	-33	-100.00%	46	-13	-28.26%
Transfer(FR)	Admitted	0	22	-22	-100.00%	34	-12	-35.29%
Transfer(FR)	Enrolled	0	11	-11	-100.00%	21	-10	-47.62%
Transfer(FR)	Denied	0	5	-5	-100.00%	8	-3	-37.50%
Transfer(UG 30+)	Inquired			-1,332	-94.74%	1,380	26	1.88%
Transfer(UG 30+)	Applied			-817	-98.79%	696	131	18.82%
Transfer(UG 30+)	Admitted			-695	-98.58%	580	125	21.55%
Transfer(UG 30+)	Enrolled			-376	-100.00%	324	52	16.05%
Transfer(UG 30+)	Denied			-116	-100.00%	107	9	8.41%
Transfer Nursing(UG)	Inquired			-575	-93.50%	702	-87	-12.39%
Transfer Nursing(UG)	Applied			-370	-97.11%	410	-29	-7.07%
Transfer Nursing(UG)	Admitted			-336	-97.67%	366	-22	-6.01%
Transfer Nursing(UG)	Enrolled			-55	-100.00%	64	-9	-14.06%
Transfer Nursing(UG)	Denied			-21	-95.45%	29	-7	-24.14%
Readmits(UG)	Inquired			-669	-98.67%	656	22	3.35%
Readmits(UG)	Applied			-567	-99.82%	507	61	12.03%
Readmits(UG)	Admitted			-562	-99.82%	496	67	13.51%
Readmits(UG)	Enrolled	0	300	-300	-100.00%	247	53	21.46%
Readmits(UG)	Denied	0	0	0		0	0	
Graduate	Inquired	65	1,394	-1,329	-95.34%	1,551	-157	-10.12%
Graduate	Applied	5	903	-898	-99.45%	855	48	5.61%
Graduate	Admitted	4	821	-817	-99.51%	765	56	7.32%
Graduate	Enrolled	0	569	-569	-100.00%	549	20	3.64%
Graduate	Denied	0	37	-37	-100.00%	40	-3	-7.50%

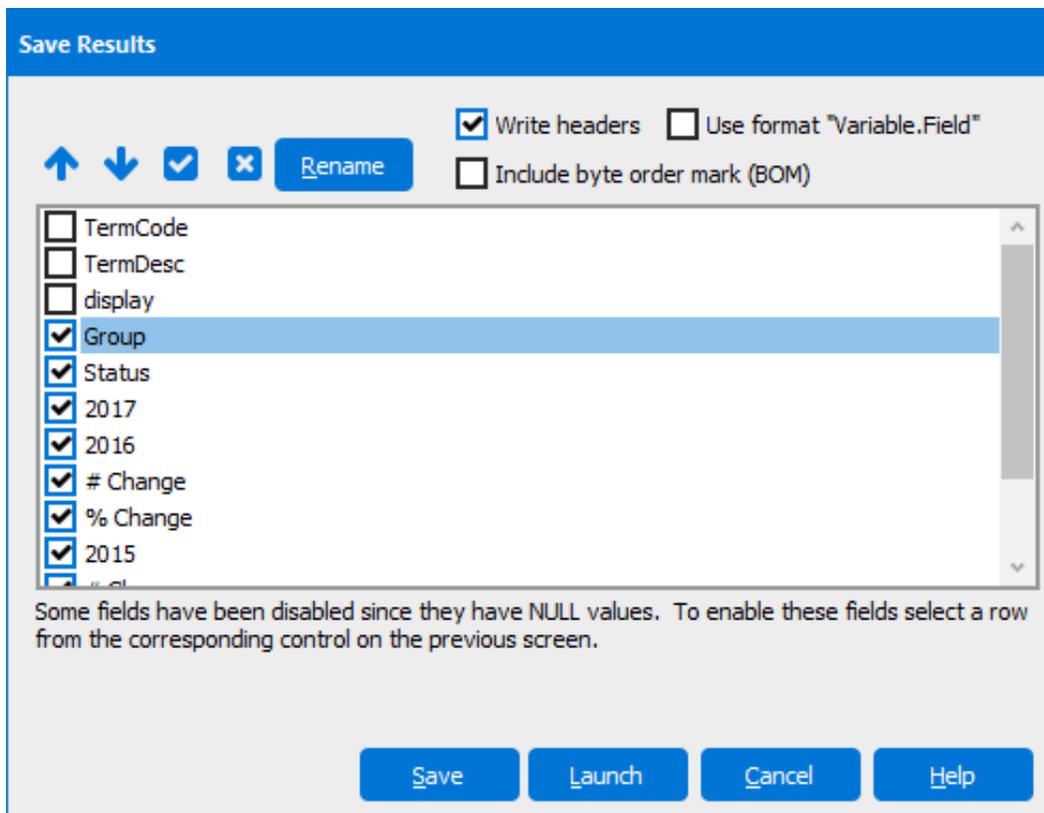
30 items

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Dialogue Options:

Save Results

When the “save results” option is selected, the user has several options for change prior to saving the report. The options may be accessed by clicking one of the variables in the options window below. A description of the options are provided below the image.



Options

- **Move Up** - move the selected field up the list
- **Move Down** - move the selected field down the list
- **Select All** - select all available fields in the list
- **Select None** - deselect all available fields in the list
- **Rename** - enter a new name for the selected field
- **Write Headers** - add headers to the columns in the output file
- **Use format "Variable.Field"** - include the variable name with the field name
- **Include byte order mark (BOM)** - check this box when using extended ASCII text to ensure that characters with special formatting are exported correctly.
- **Save** - saves the new output file to the name and location you specify
- **Launch** - saves the new output file to the name and location you specify and then opens the file for you.

Save

- Allows the user to select/deselect fields to print and save the results as “Comma Separated” file (compatible with Excel).
- Click “Save”.
- Go to save location and name the file.
- User must go to the saved location to open the file.

Launch

- Allows the user to select/deselect fields to print and save the results as “Comma Separated” file (compatible with Excel).
- Click “Launch”.
- Go to save location and name the file.
- The file opens (“launches”) automatically.