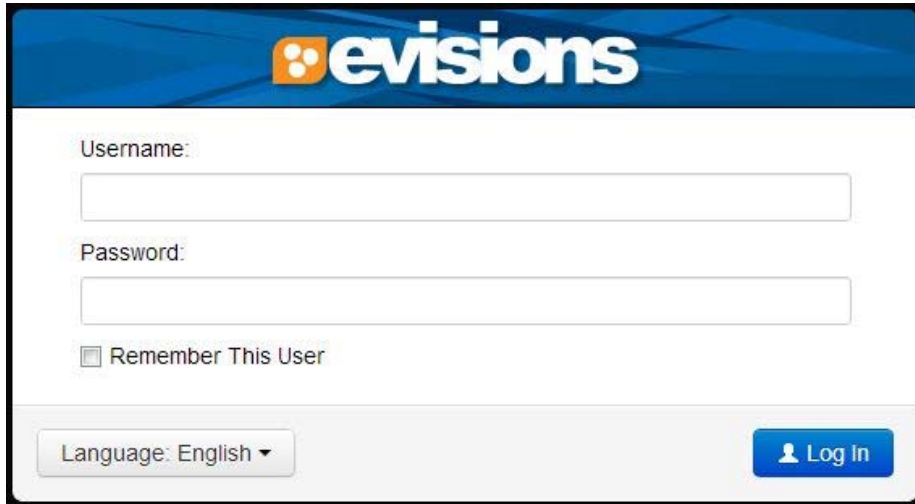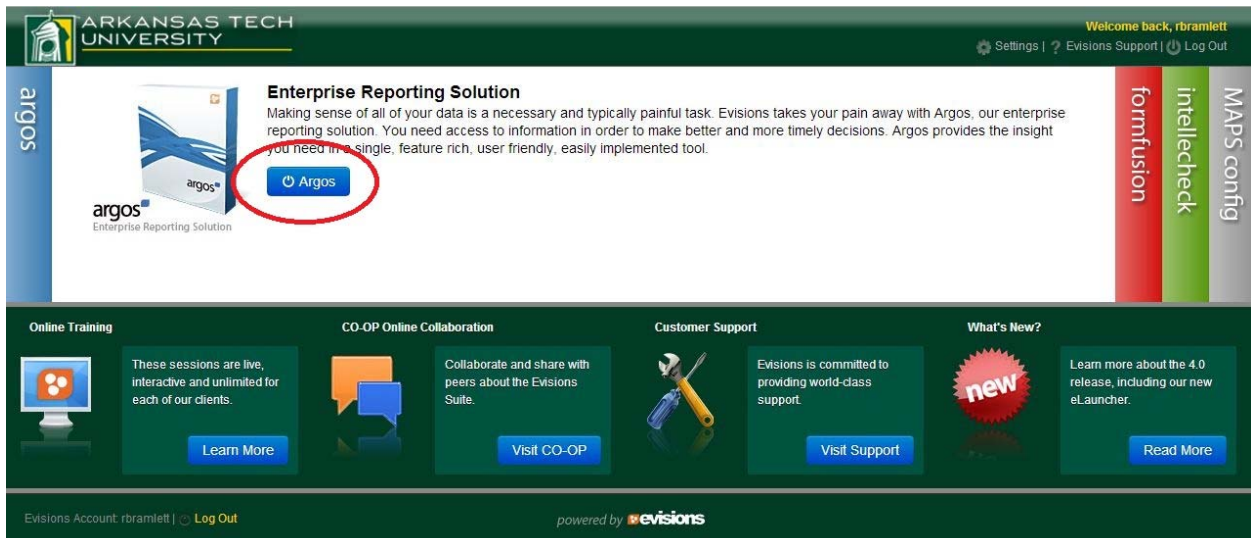# Argos

Running an Argos Report

1. Click on the link in the OneTech Argos channel. Argos will come up with a Login box for you
   to type in your Username and Password.

Type in the same Username and Password as you normally would to login to OneTech and
click the "Log In" button at the bottom of the box.

2. A screen similar to the one shown below will come up.

The sideways tab for Argos should already be open. Click on the 'Argos' button in the middle of
the screen (circled in red in the picture above).

3. A screen similar to the one shown below will come up.
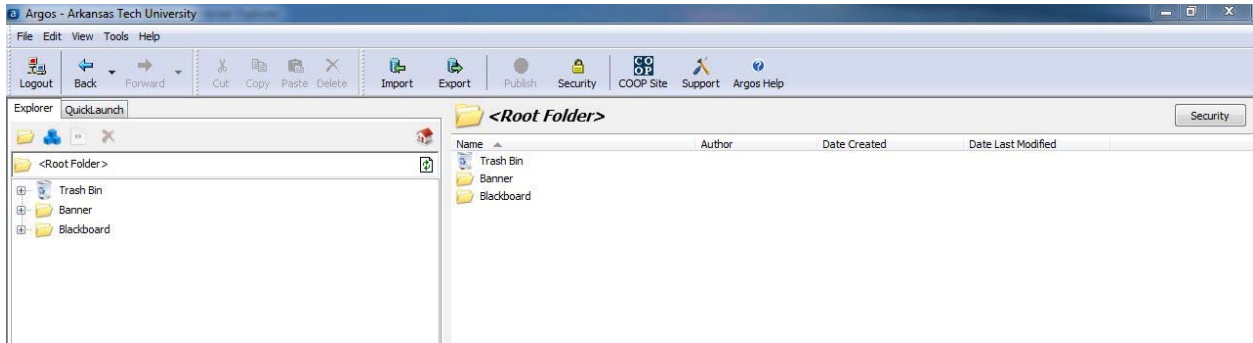
Note: This screen shot and the following will vary by content depending on which folders you have access to.

Next to the folder titled "Banner," click on the plus sign to expand the listing.
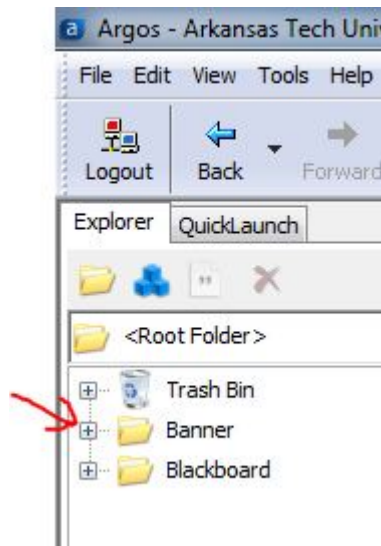
4. Click the plus sign next to the next folder you wish to open, such as 'General Faculty Reports' or 'Advising Office,' depending on which folders you have access to. Continue working down the 'tree' by clicking plus signs until you have reached the DataBlock in which you are interested in running a report from.

Note: A DataBlock is shown by the trio of blue blocks.

5. Once you have reached the DataBlock you are looking for, click the plus sign next to it. Under the DataBlock is a dashboard and a list of reports that can be run from this DataBlock (in most cases, there is only one report available, but not always). The icon next to the report title signifies what kind of report it is.

Dashboard

The dashboard [icon] is the first object available. It is a quick view report the system automatically generates whenever a DataBlock is created. To run the dashboard, make sure you have gone down the 'tree' until there are no plus signs to the left of the dashboard. Then click on the dashboard, and in the main area on the right, click the top button that says "Run Dashboard." If you do not see the button for "Run Dashboard," you do not have a dashboard selected.
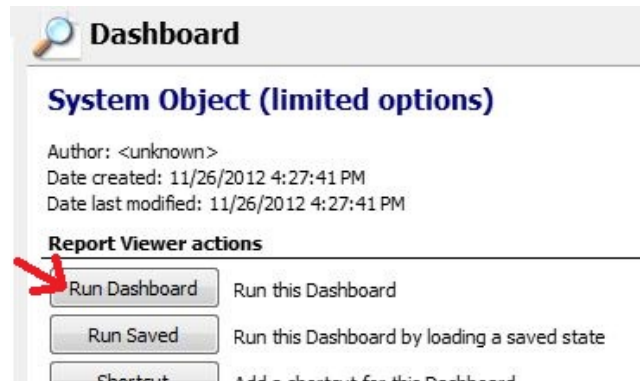
Note: For more information on ways to use this object, see number "6. Dashboard Options" and number "7. Report Options" below.

Report Types

The three main types of reports are the quick view report (now called dashboard) [icon] , the comma delimited (or CSV) report [icon] or [Del] , and the banded report [icon] . To run a report, make sure you have gone down the 'tree' until there are no plus signs to the left of the report name. Instead, one of the above four icons should be next to it. Click on the report you want to run, and in the main area on the right, click the top button that says "Run Report" (or "Run Dashboard" if it is an old quick view report). If you do not see the button for "Run Report," you do not have a report selected.
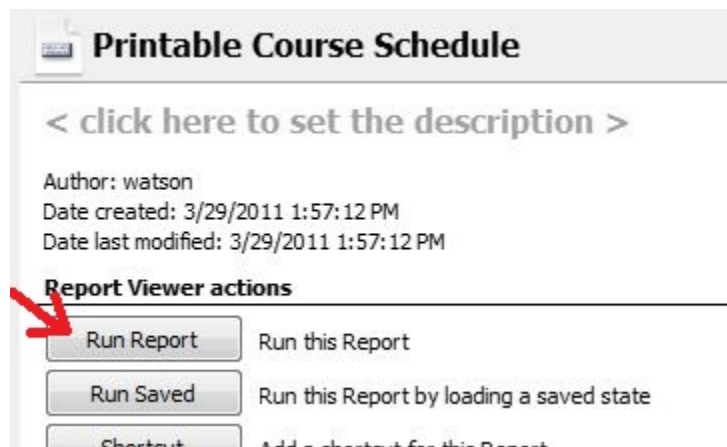
Quick View Report

The quick view report shows the results of the report on the screen. The results of the on screen report may be saved to Excel by right clicking in the square where the results are shown and selecting "Save results..."

OLAP Cube

There is a special kind of quick view report that can be found in Argos. It is called an OLAP cube. There are not many of them currently in Argos, but they are considerably different than a typical quick view. If the name of the DataBlock you are looking at says "OLAP" at the end of it, the quick view report underneath it is just that. You select the criteria you wish to run the report for, click the "Submit" button, and wait for the results to populate in the cube.
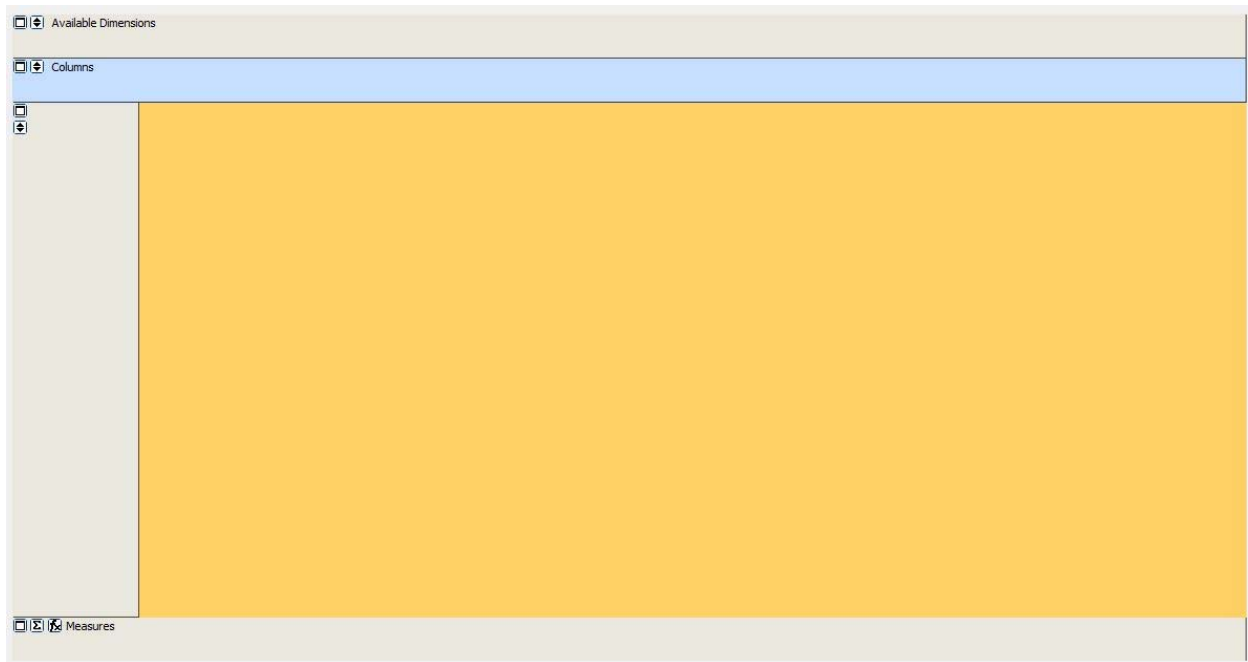
The cube will probably take a while to populate since the code is trying to retrieve all information you would need once manipulating the cube. These cubes allow you to move different dimensions (fields) around to see the data in different ways. There will be a default dimension in 'Columns' and Row, but you are able to move down the 'Available Dimensions" from the top of the cube down to 'Columns' or Rows depending on how you want the data displayed. If multiple dimensions are to be shown in the cube, a plus sign will show up next to a field that can be expanded. Click on the plus to expand the field and then on the minus to contract. When you are done with the cube, click the 'X' in the top right corner of the screen.
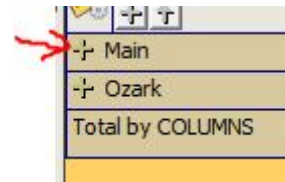
Comma Delimited Report

The comma delimited (CSV) or report may or may not show any results on the screen. You may choose your criteria and use the 'Report Options' at the top of the screen. See number "7. Report Options" below for more information.

Banded Report

The banded report ☐ is much like the CSV report in that it may or may not show any results on the screen. You may choose your criteria and use the 'Report Options' at the top of the screen. See number "7. Report Options" below for more information.

6. *Dashboard Options* – When you open a dashboard or a report, in the upper left corner of the screen is a dropdown box called 'Dashboard Options.'
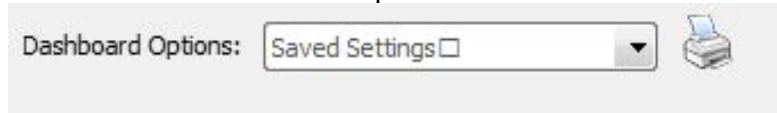

Until some settings are saved for the report, the only options available in the dropdown will be 'Manage Settings' (which is still unusable until there are some saved settings to edit or delete) and 'Save Current Settings.'

Save Current Savings
Saving the current settings would be beneficial if you were running the report for the same settings numerous times. For instance, in the 'Course Information by Department' report, all semester you may run the report for the same term and department and only want to display primary instructors. Instead of selecting these options each time you open the report, you can select them once, click '<Save Current Settings>' from the dropdown menu, and then name the current settings for future use (Description is optional). The next time you open the report, the name of the saved settings will also be in the dropdown menu. This will allow you to simply choose the saved settings by name from the menu and run the report as normal.

   Note: Numerous settings may be saved at the same time.

Manage Saved Settings
Once some settings have been saved for the report, the '<Manage Saved Settings>' menu item may be used to edit, delete, choose a default setting, or change the order of the saved settings in the dropdown menu.
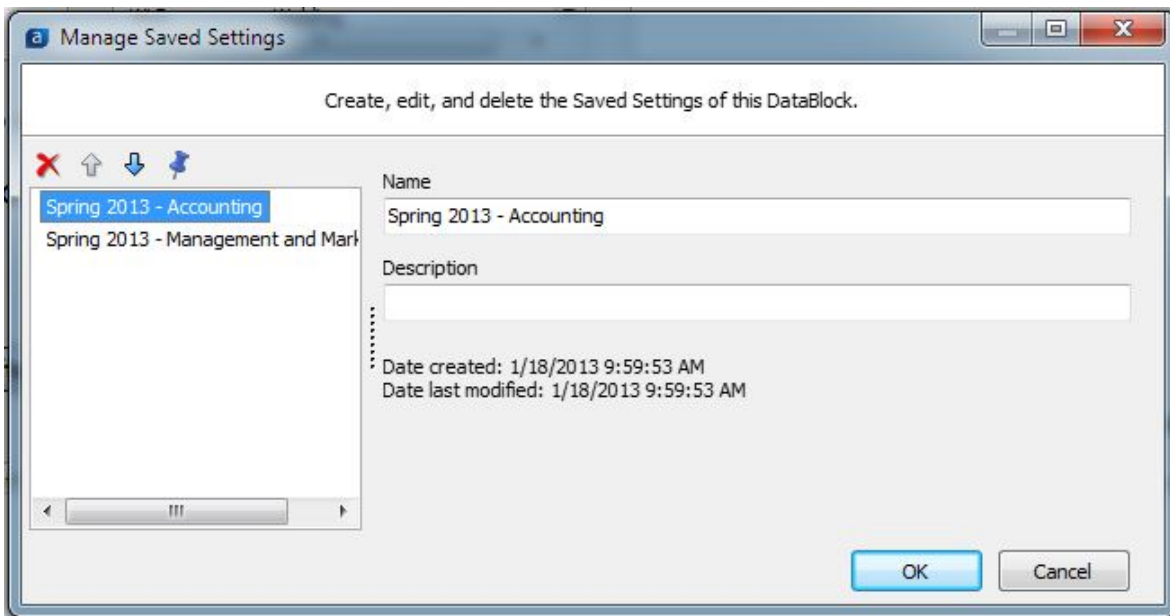
When the name of a saved setting is selected, the available options will be shown in color, while the others will remain grayed out. The red 'X' will delete the saved setting selected, the up arrow will move the saved setting up the list order, the down arrow will move the saved setting down the list order, and the thumbtack will set the saved setting as the default when the report is opened. You may also change the name or description by typing in the boxes to the right of the list. Be sure to hit the 'OK' button to save the changes you have made.

7. *Report Options* – Instead of having to open and close the various reports from the same DataBlock, or go to the next screen for saving and printing options, the 'Report Options' dropdown box is available at the top of the screen for each dashboard and report. If you are running a dashboard or quick view report, where the results are displayed on the screen, you probably will not need these options, otherwise they will be very important.

When you open a dashboard, the 'Report Options' menu says to 'Choose a Report.' Unless the only reports under a DataBlock are all dashboards or quick views (which will say 'No available reports'), a list of all the reports for the DataBlock will be shown in the dropdown menu. Select the report you wish to run from the menu. (**Note**: If you opened a report, instead of a dashboard, directly from the tree structured menu, the report you wish to run will already be selected in the dropdown box. You *may* switch to a different report using the dropdown menu.) Once a report is selected, several icons will appear next to the dropdown box. An explanation of the various options (depending on the report type) follow.

Comma Delimited Options

If the selected report is a comma delimited report or , the following options will be

available:
From left to right, the options are: save the report, email the report, or 'save the report and open it with the associated application.' Saving the report will bring up the typical 'Save to File' box, where it will allow you to name the file and chose the file type from the 'Save as type' dropdown box. Emailing the report brings up the 'Send an Email' box, which allows you to enter the 'To' email address(es), subject, and body of the email, as well as providing you with the ability to name the attachment (which is the report) and choose the file format. For our purposes, the 'save the report and open it with the associated application' option is the same as the regular 'saving the report' option.

Banded Report Options

If the selected report is a banded report , the following options will be available:

  From left to right, the options are: preview the report, save the report, email the report, or print the report. Previewing the report will allow you to view the report before saving, sending, or printing the report incase changes need to be made to the input parameters. There are also options to print or save the report from the preview screen. Saving the report will bring up the typical 'Save to File' box, where it will allow you to name the file and choose the file type from the 'Save as type' dropdown box. Emailing the report brings up the 'Send an Email' box, which allows you to enter the 'To' email address(es), subject, and body of the email, as well as providing you with the ability to name the attachment (which is the report) and choose the file format. Printing the report brings up the

print option box, where you can choose the printer, which pages you wish to print, and how many copies.

What if Argos will not come up on my computer?

1. Argos may be used in any of the three main browsers: Internet Explorer, Chrome, or Firefox. If you are using Firefox, make sure Java is activated.

2. Once the browser has been verified, check that your browser *settings* are correct.

- In Internet Explorer 8, in the upper right corner, there is a tool bar:
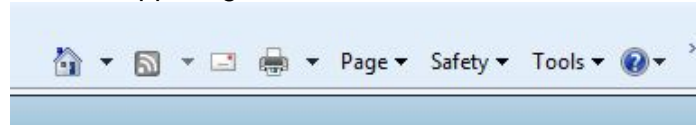
Click on the "Tools" drop-down menu, which is second from the right. The very last choice on the drop-down menu is "Internet Options." Click on it. A box will pop-up with the "General" settings on the screen. Click on the last tab that says "Advanced." Scroll all the way to the bottom of the list and make sure your settings match those shown below:
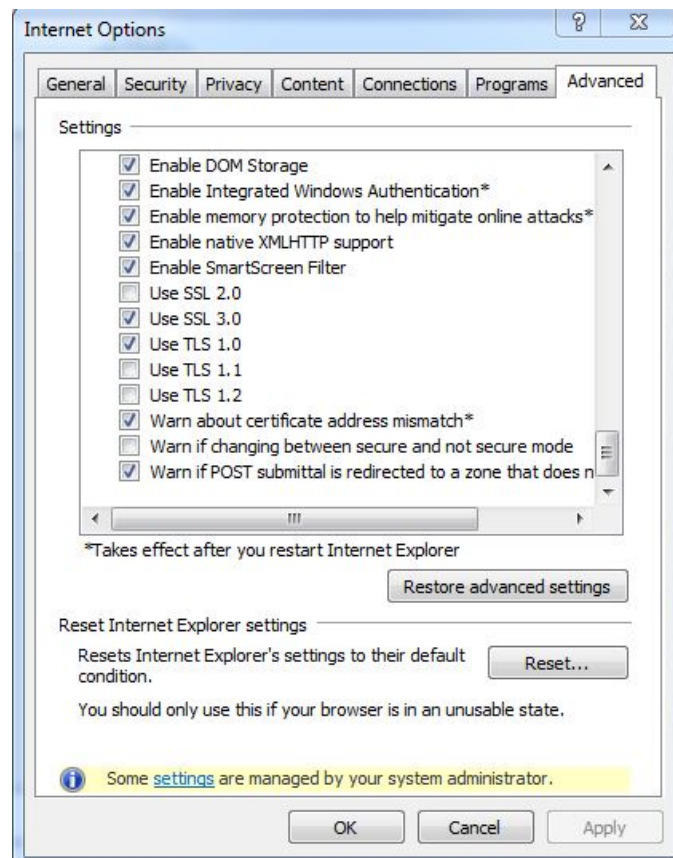
Click the "OK" button at the bottom of the box, then close Internet Explorer completely so that the new settings will take place once re-opened. Open Internet Explorer again and try to get into Argos.

- The default settings in Chrome and Firefox should be sufficient to running Argos. If you are having issues with either of these browsers, please contact the Help Desk at 968-0646.

What if I cannot login to Argos?

1. To gain access to Argos, you or your supervisor must fill out a Security Access Request Form found in the OneTech channel 'Employee Resources.' This form must be completed and signed by the proper supervisors and delivered to Human Resources before access may be granted.

Note: This form is used for various systems across campus. If you currently have access to one of the other systems via a Security Access Request form, be aware that a new form replaces an old form. Please include the access to the other systems on your form in order to keep the access you currently have.

2. Once the form has been completed and process by both Human Resources and Computer Services, you should be able to login using your normal OneTech username and password. If this does not work, please contact the Help Desk at 968-0646.