ARGOS VIEW REPORTS

VERSION 4.4.1

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EASTERN KENTUCKY UNIVERSITY

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Questions about Argos

What is Argos and why do I need to learn Argos?
The new EKU Banner reporting tool is called Argos. EKU will no longer use Oracle to write reports. You do not need to understand programming to create or run an Argos report. It is much more user friendly and it is available to all faculty, staff and administrators to use directly. It is important that everyone evaluate their needs for report writing, establish a procedure within their department, and identify report writers and viewers within their department.

How do I get a report written in Argos?
Upon approval from your department's data steward, you will need to make the request via Footprints. (**See page 15**)

What is a DataBlock and why is it important?
DataBlocks contain user input forms and queries to retrieve information from one or more data sources. In other words it identifies data from Banner to be grouped together and then a report writer creates a report based on the data identified in a DataBlock. Multiple reports can be written using one DataBlock.
DataBlocks are the foundation for any report written in Argos and the department of Information Services is coordinating the efforts to establish a core of DataBlocks for the campus community of report writers to use. DataBlocks are created by Information Services programming staff. Once a DataBlock is formed, reports can be created based on the DataBlock.

How do I request a DataBlock?
The DataBlock request must be submitted, via Footprints. It is important to be thorough in your request of a DataBlock and be sure you have included all information needed on the report. Modifying a DataBlock in the future is possible, but all reports using that DataBlock will need to be checked.

How long does it take for a DataBlock or Report to be created?
Datablocks and reports can generally be created in 7-10 business days. Some may take longer depending on complexity. You will be notified when the DataBlock is created.

Getting Started

To gain access into the Argos system, users need access to both Banner and Argos.
1. To print and fill out the Banner Access Request form, please visit:
    http://forms.eku.edu/sites/forms.eku.edu/files/banner_access_form_2015.pdf
2. To login to Footprints and request an Argos account, please visit:
    https://itservice.eku.edu/MRcgi/MRentrancePage.pl
    Please include the following:
    a. Name
    b. Active directory name
    c. Business area
    d. What access is needed in Argos (reports, folders and user group)
3. For more information about these forms, contact the Banner Help Desk: 622-8101.

User Classes

The first item needed to begin as an Argos user is your access class. To find out which class fits you best, consult Information Services staff. The following are the available user classes:

Report Viewer

This is the default levels for most users. Report Viewers can run Argos reports that have already been created. Any user who just needs to run reports and doesn't traditionally write them would fit well in this class.

Report Writer

This is for more advanced, select group of users. With this account you can create reports from DataBlocks that have already been created. You can run Argos reports that have already been created. The main report user in a department might fit in this category.

DataBlock Designer

DataBlocks are created by the programming staff in Information Services.

'Argos Web Viewer' Instructions

STEP 1:

    A. First go to the Argos link: https://argostest.eku.edu/ for TEST, or https://argosprod.eku.edu/ for PROD, click on the **Argos Web Viewer**.

    B. This will bring up the login screen. Enter your AD (Email) username and password and click Log in.

          If you choose to click the 'Remember this user' option, it will remember your username only, but not your password:
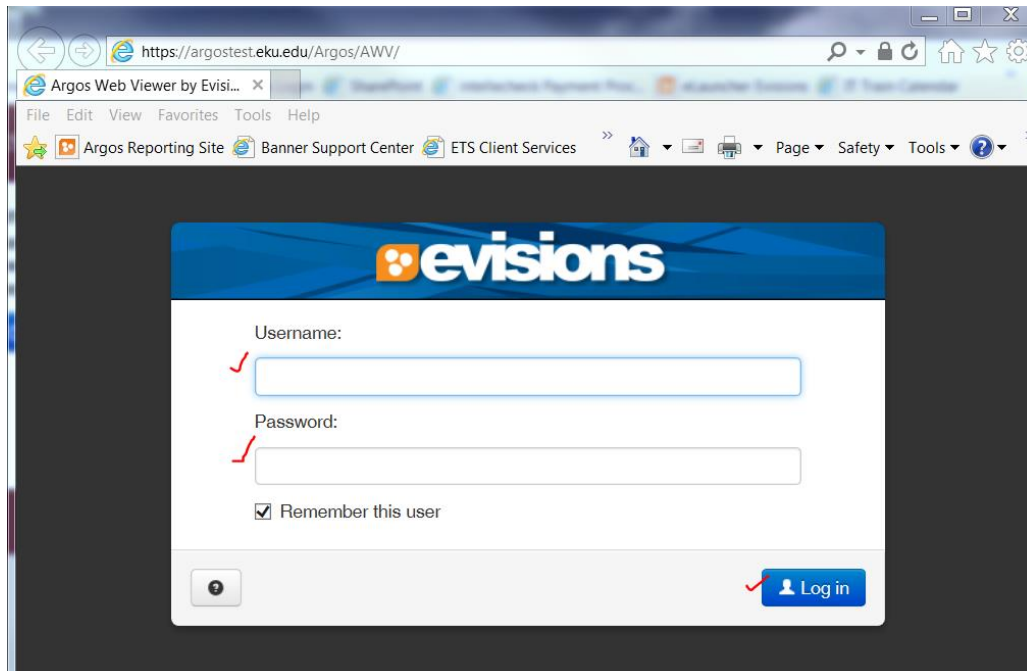

    C. You can also access Argos from http://it.eku.edu/banner

STEP 2:
You are now in Argos and you will see the folder structure on the left side of the page. Remember, you will only have access to reports you are granted in Banner. You can search the folders for other reports you may have access to, or ones that you want. Here you will click on an area: (i.e. HR, Finance, Student..). This is the 'parent' folder.
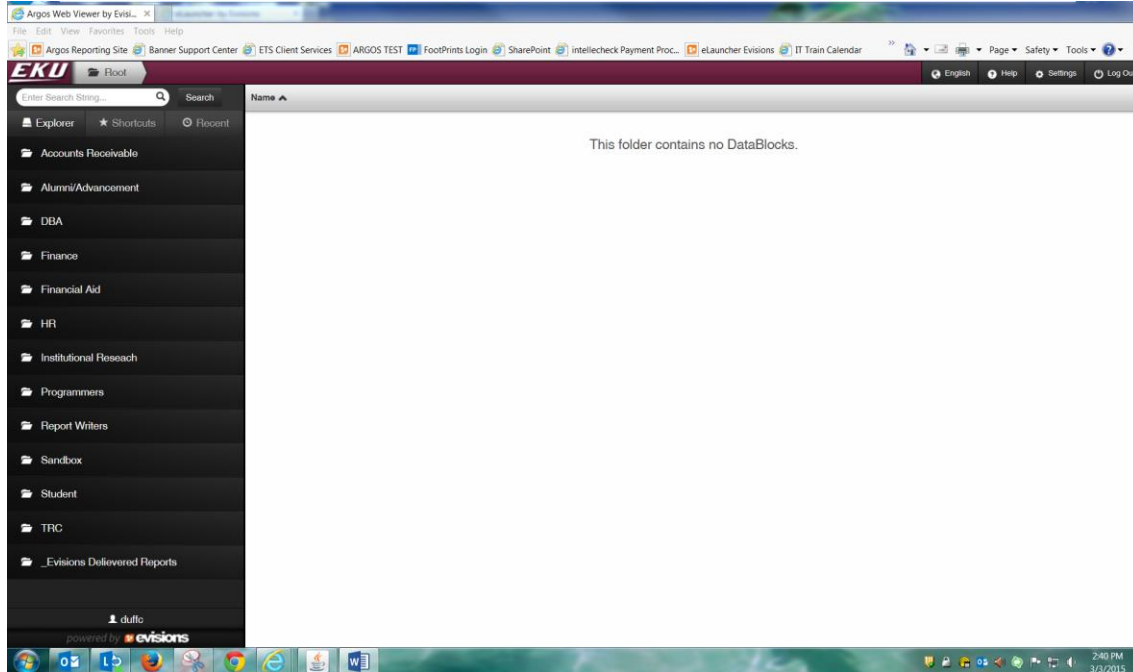
Once you click on your parent folder, it will open with a list of other folder options broken down into sections/areas:
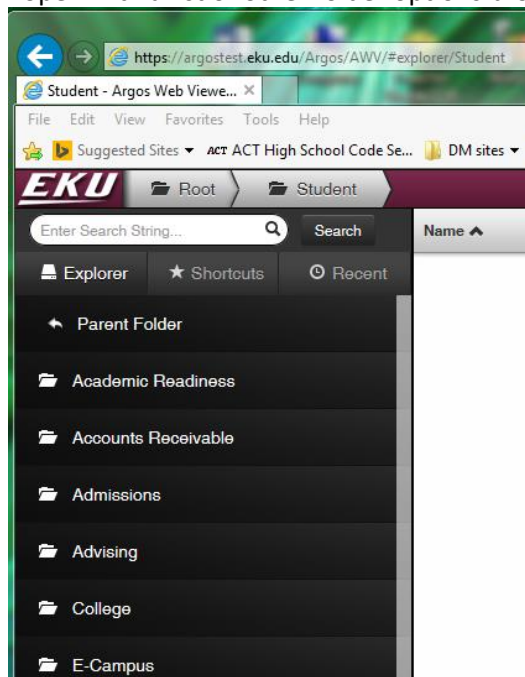
STEP 3:

Click on one of the business area folders to see datablocks. Click on the datablock.(You will get a list of reports based on your access.)
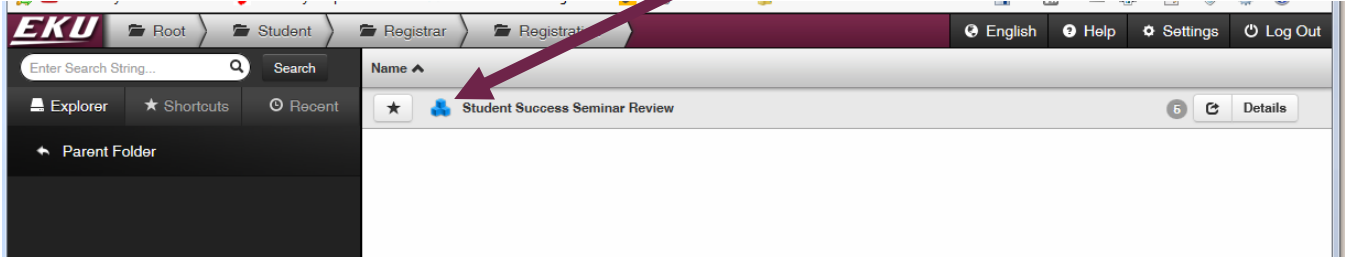
The report parameter page will appear. Enter the parameters. The basic data will appear in this window.

Click this wheel for additional options for this data window.
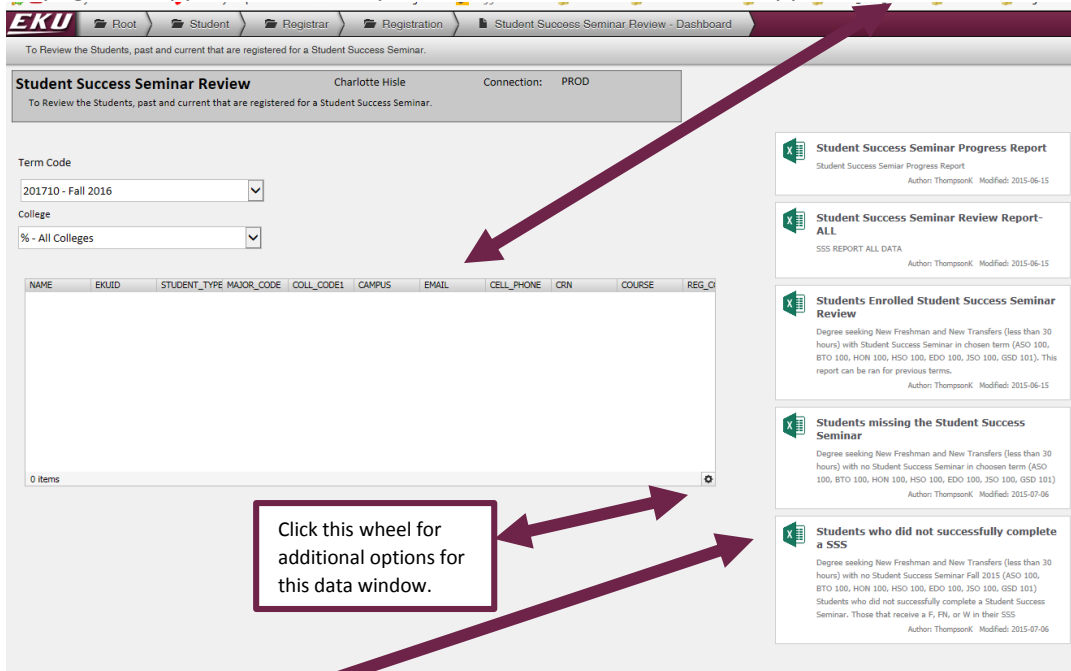
Click on one link to get the data in excel format. A report can be created in a pdf format if requested.
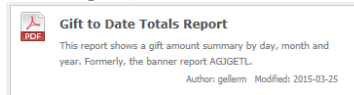The report will start running:
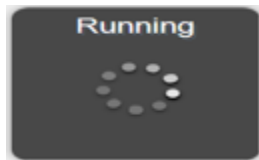
Sometimes you may click on a report and this will come up:
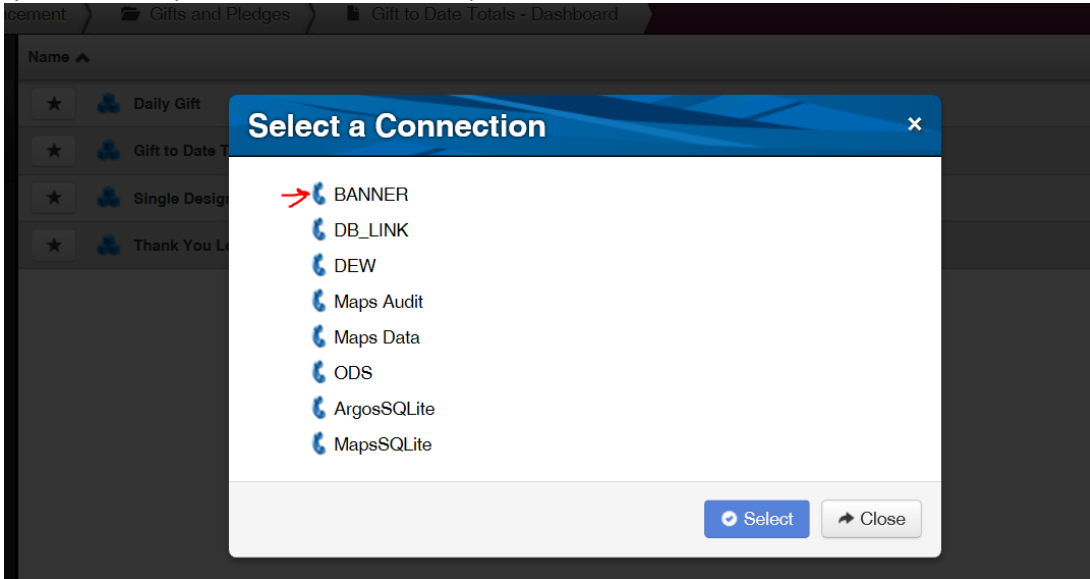
Choose Banner and click on Select. (Please contact the banner office at 622-8101 to get this fixed.)
Enter your parameters: (See screen shot below.)

       a. Enter the date. (Calendar icon to the right.) `05/27/2015`
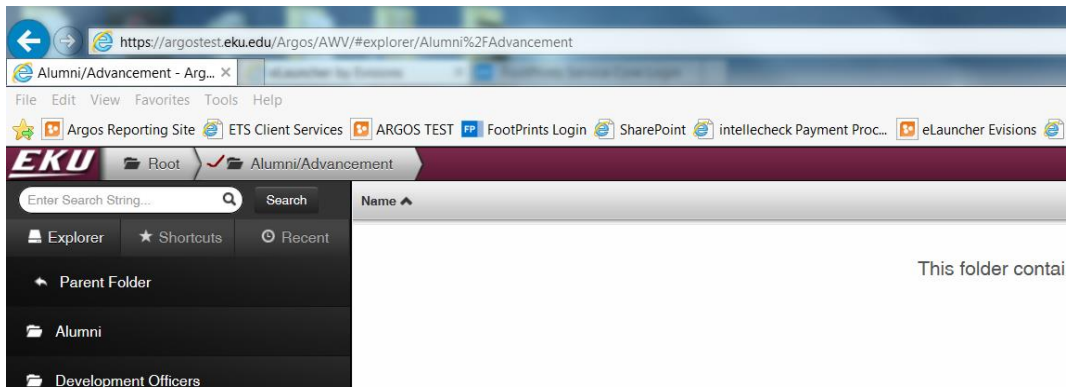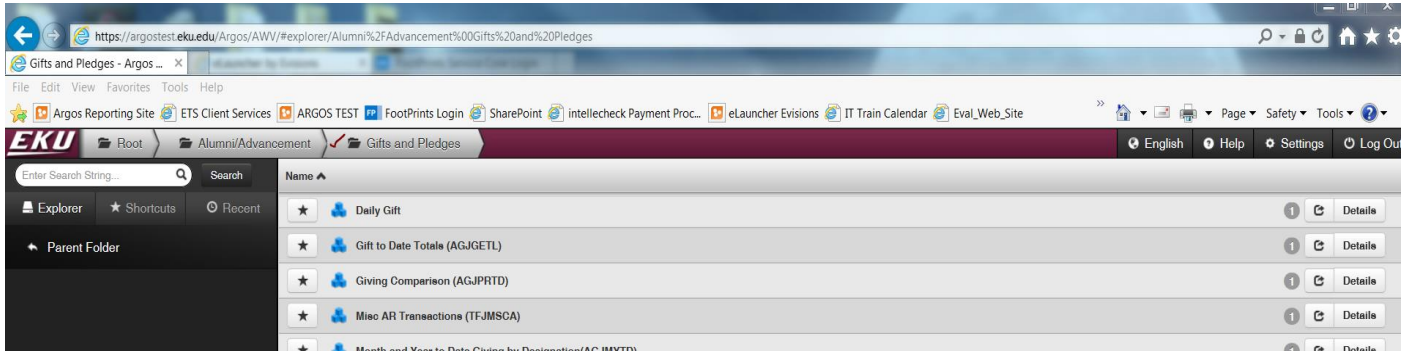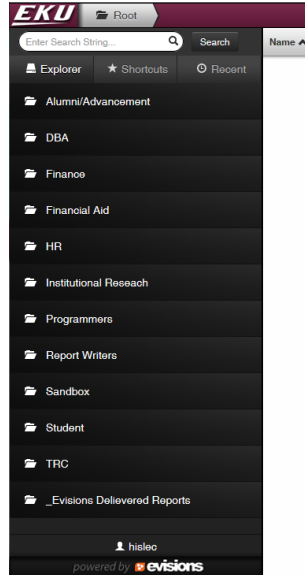
       b. Click Gift to Date Totals Report.
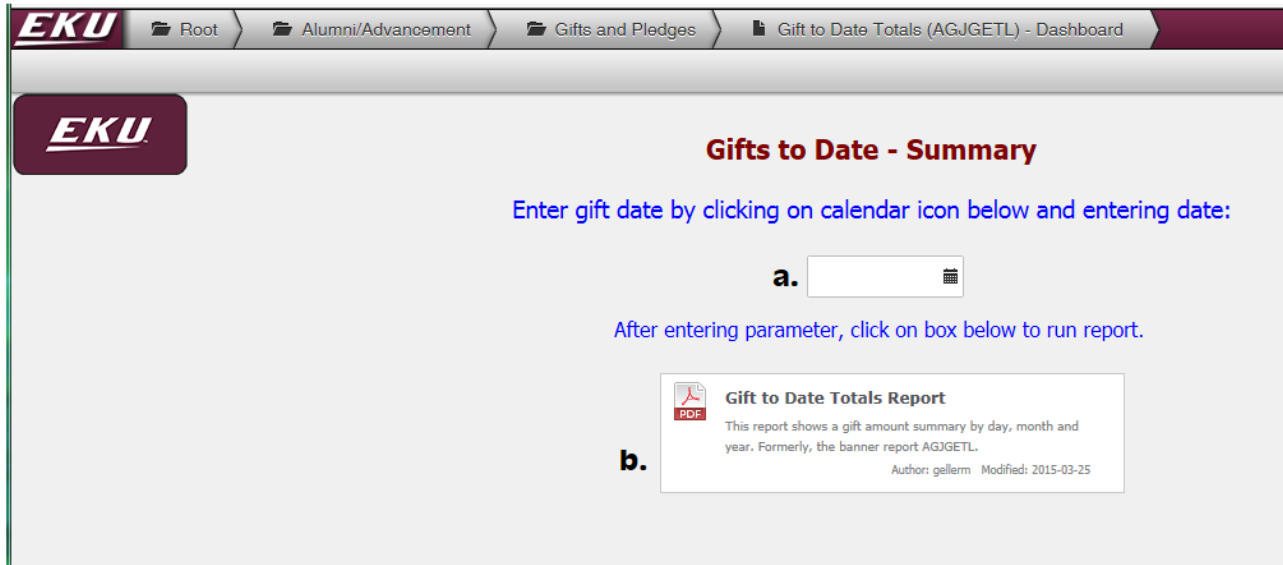
STEP 4:
Navigating back to the report list: once you have completed running a report, click on the tabs at the top to return to the list of reports or to the folders. By clicking on the Root tab this will bring you back to the folder structure with all folders:
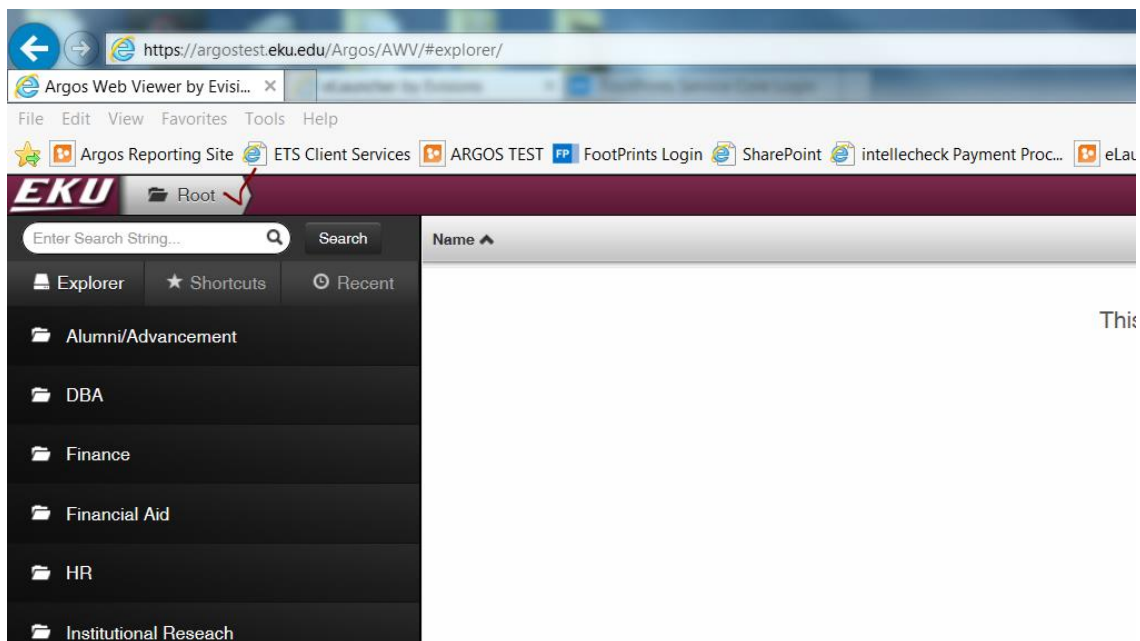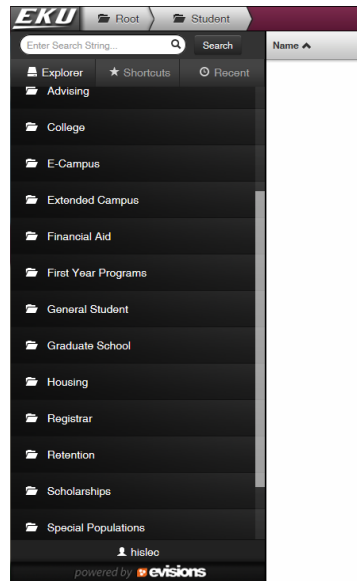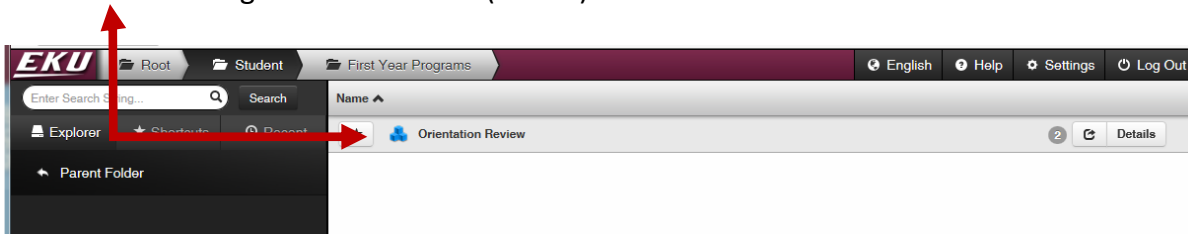
Sharing a report in Argos viewer by email:
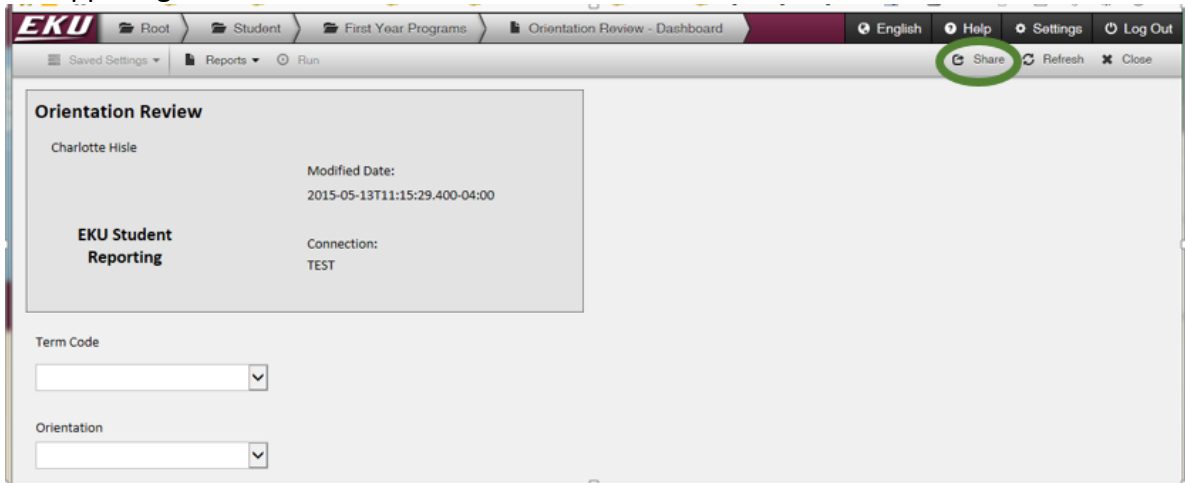
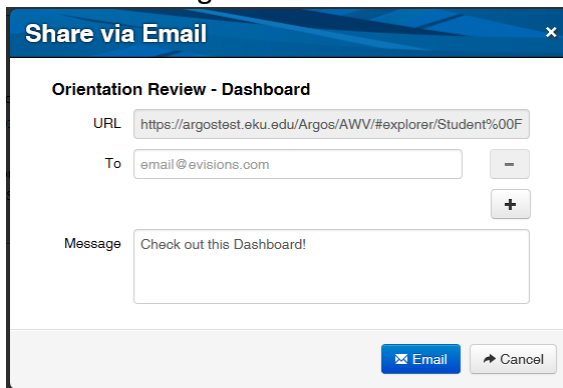1. Choose Folder (Module):

2. Choose Folder (Area):

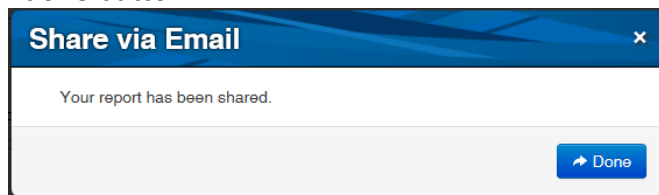3. Click on Datablock on Right side of screen: ()

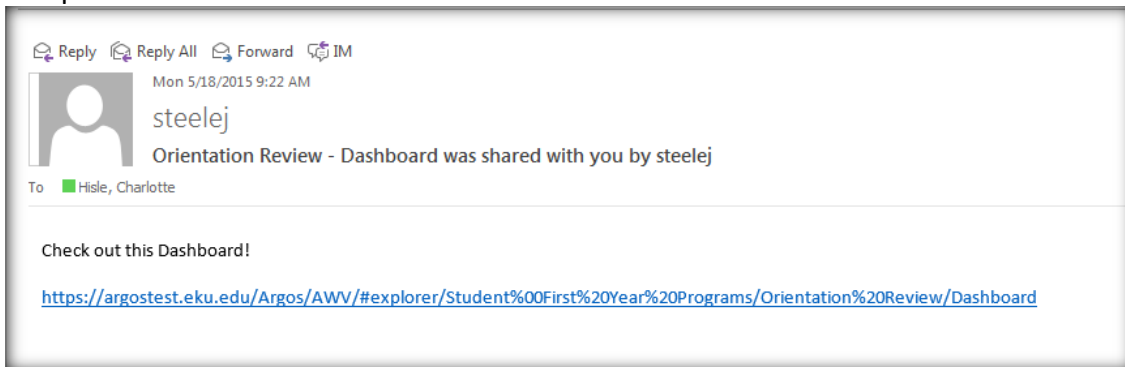4. Click share in upper right hand corner of screen:

5. This window appears. Fill in the 'To' and 'Message' fields and click Email button

6. This window will appear. Click done button.

7. This is a sample of the email that will be received:

Person receiving the email will click on link and sign into Argos to run the report.