

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 ECU Banner reporting tool is called Argos. ECU 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.

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

Depending on your current banner account status.

You do not have a banner account. You need 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

You do have a banner account. You need 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 (Email username)
- c. Business area
- d. What data is needed from Argos? (class roster, budget info, etc.)

For more information about these forms, contact the Banner Help Desk: 622-8101.

TRAINING

Individual training session or group session contact charlotte.hisle@eku.edu or call 622-8101.

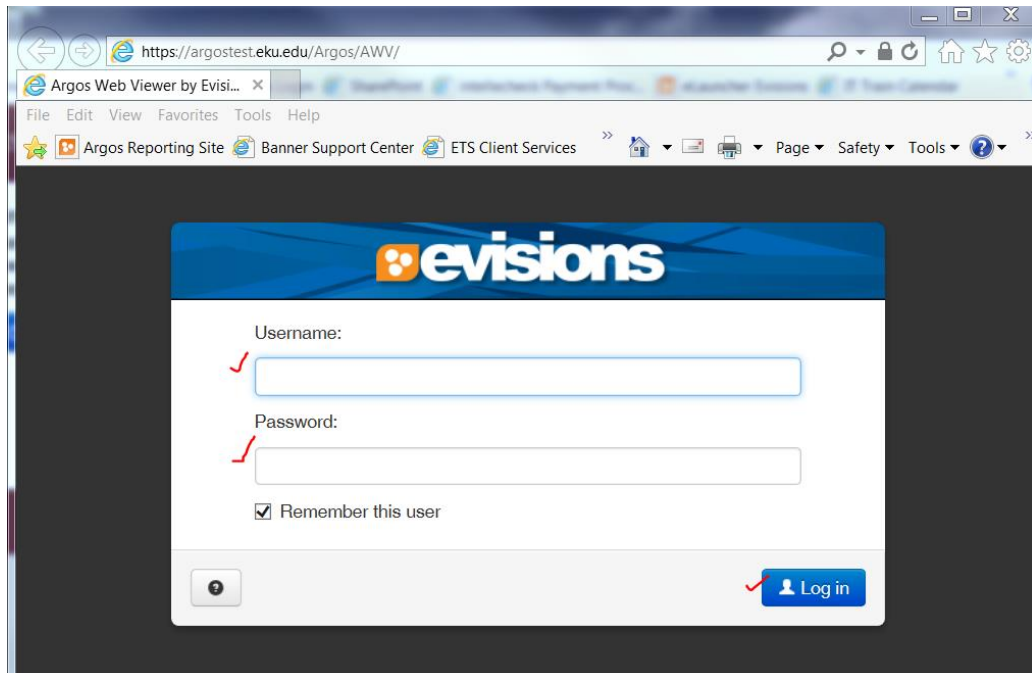
'Argos Web Viewer' Instructions

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:

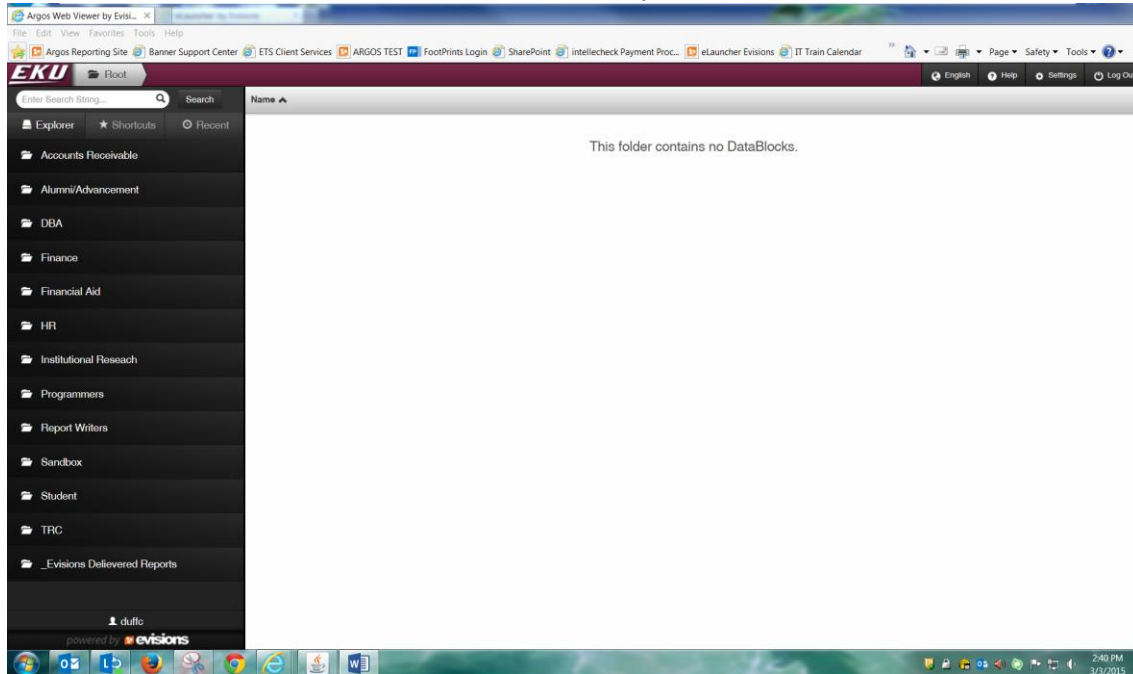


- C. You can also access Argos from <http://it.eku.edu/banner>

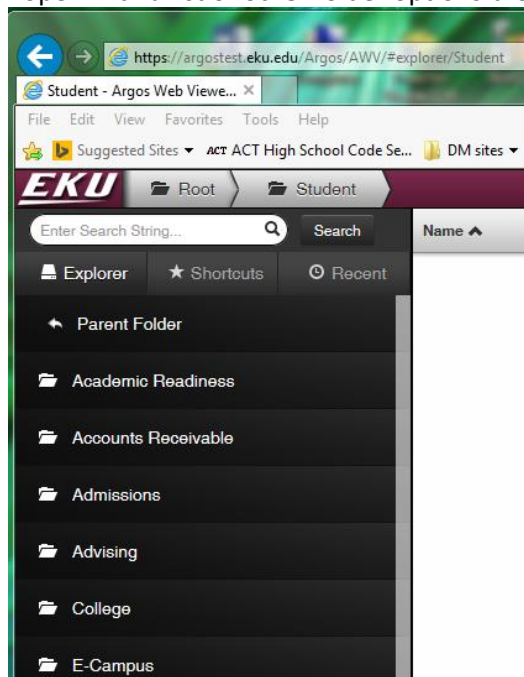
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STEP 2:

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.



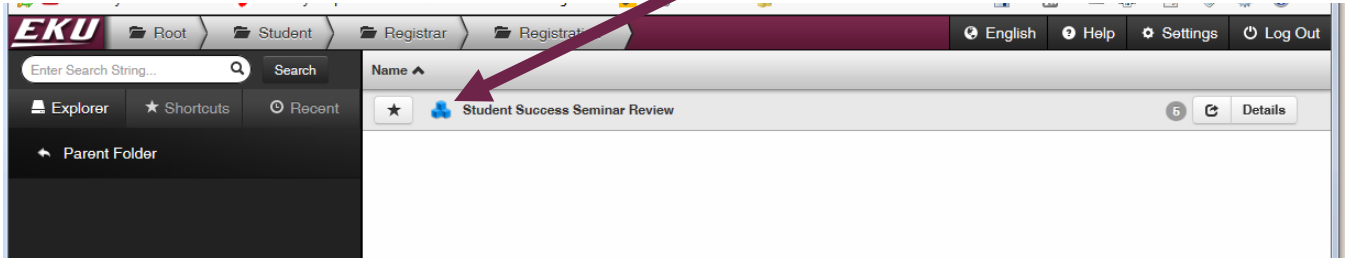
Once you click on your parent folder, it will open with a list of other folder options broken down into sections/areas:



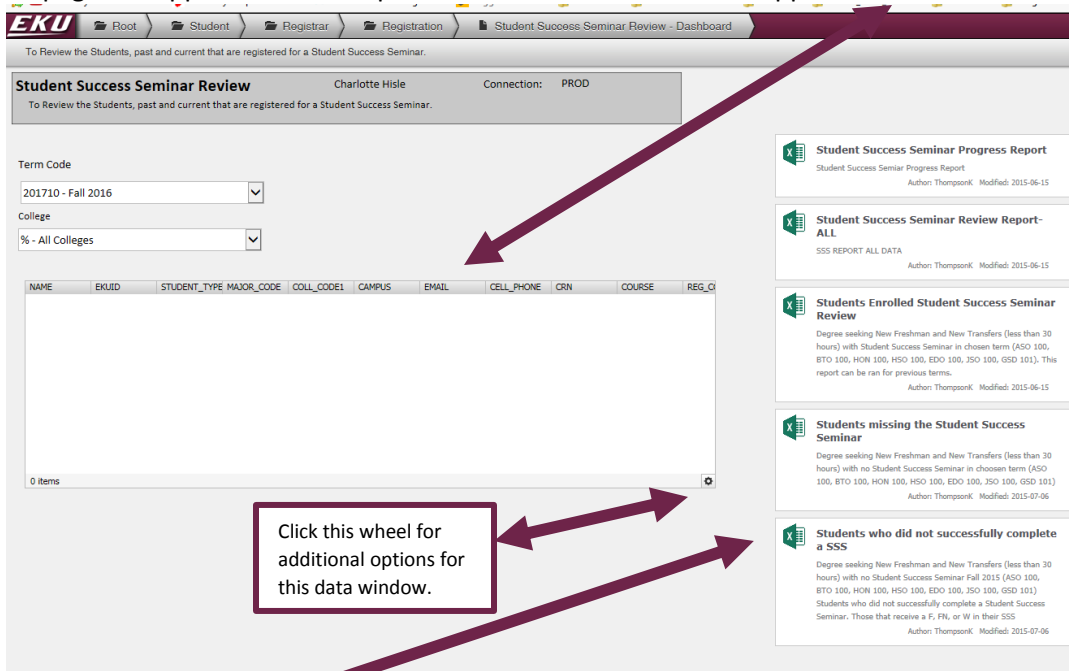
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STEP 3:

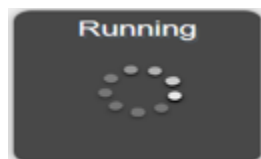
Click on one of the business area folders to see datablocks. Click on the datablock.(You will get a list of reports based on your access.)



The report parameter page will appear. Enter the parameters. The basic data will appear in this window.

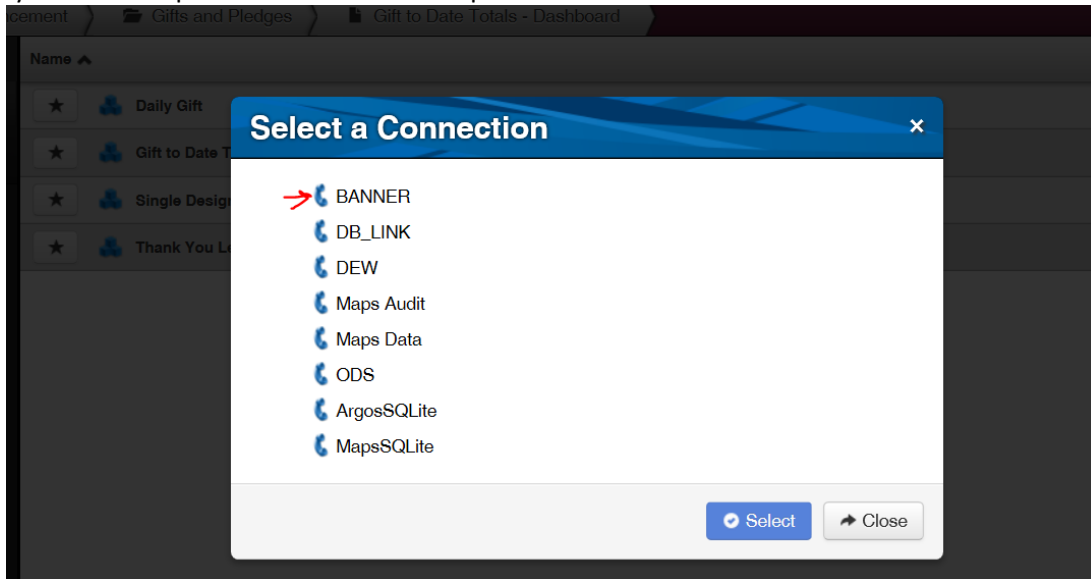


Click on one link to get the data in excel format. A report can be created in a pdf format if requested. The report will start running:



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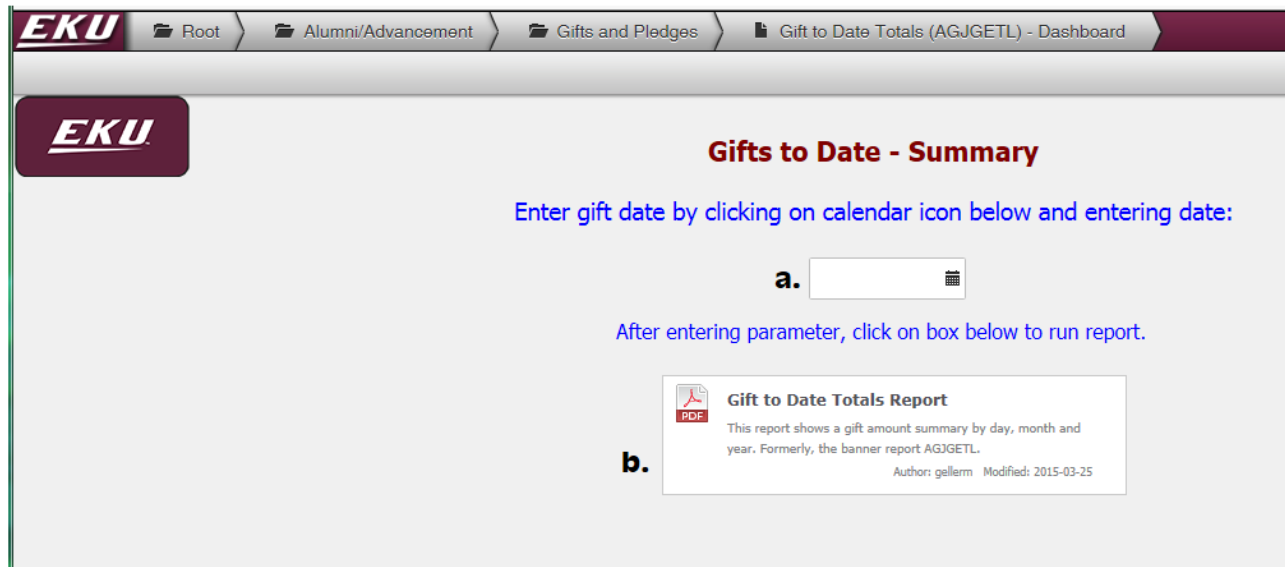
Sometimes you may click on a report and this will come up:



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.

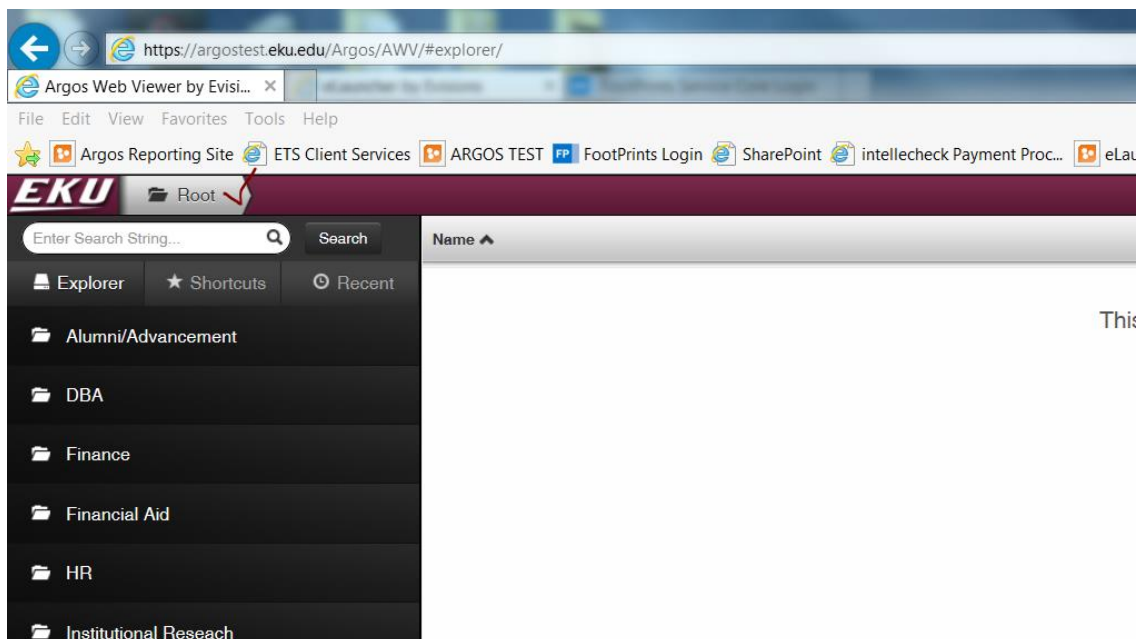
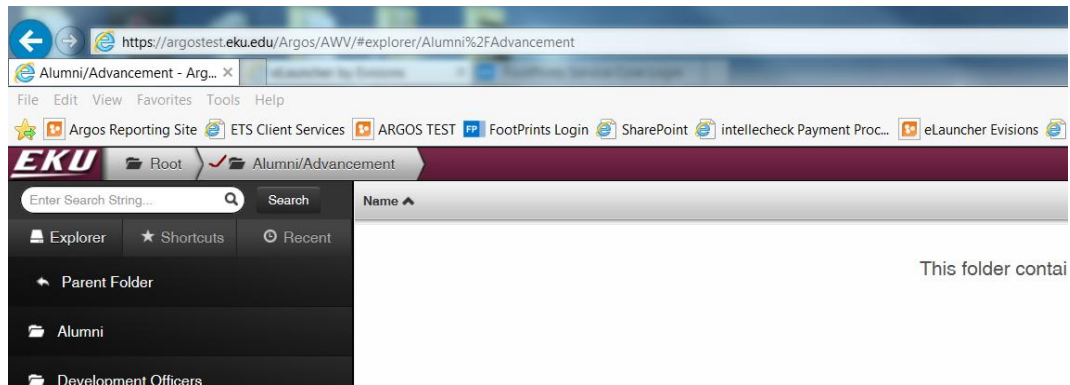
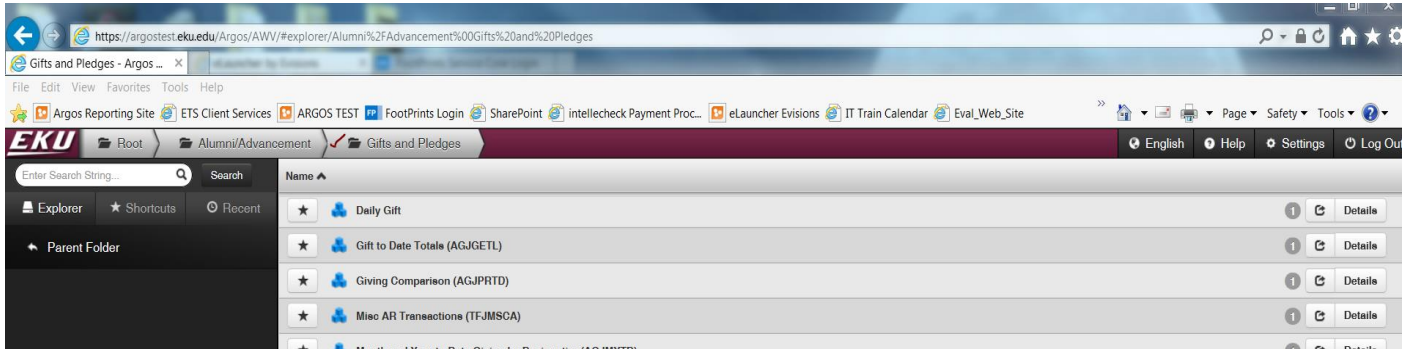


Gifts to Date Totals Report
This report shows a gift amount summary by day, month and year. Formerly, the banner report AGJGETL.
Author: gellerm Modified: 2015-03-25

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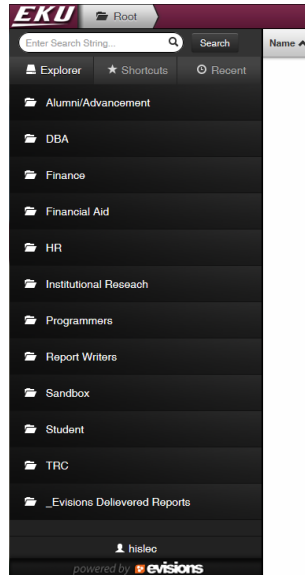
STEP 4:

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:

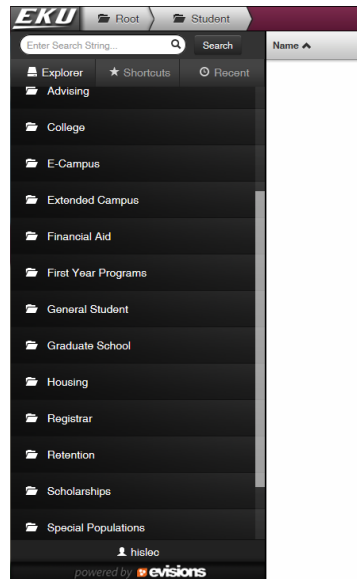


Sharing a report in Argos viewer by email:

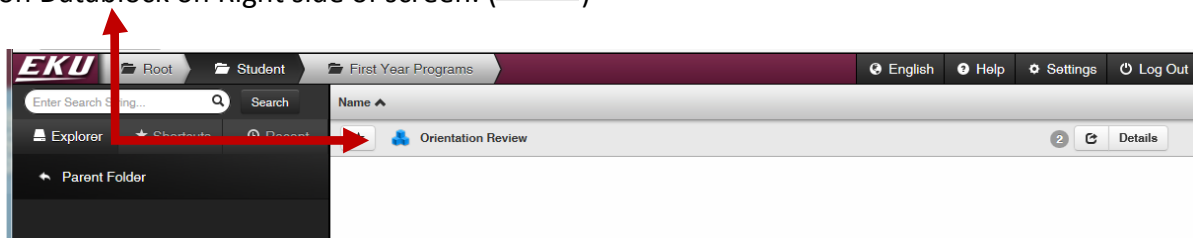
1. Choose Folder (Module):



2. Choose Folder (Area):

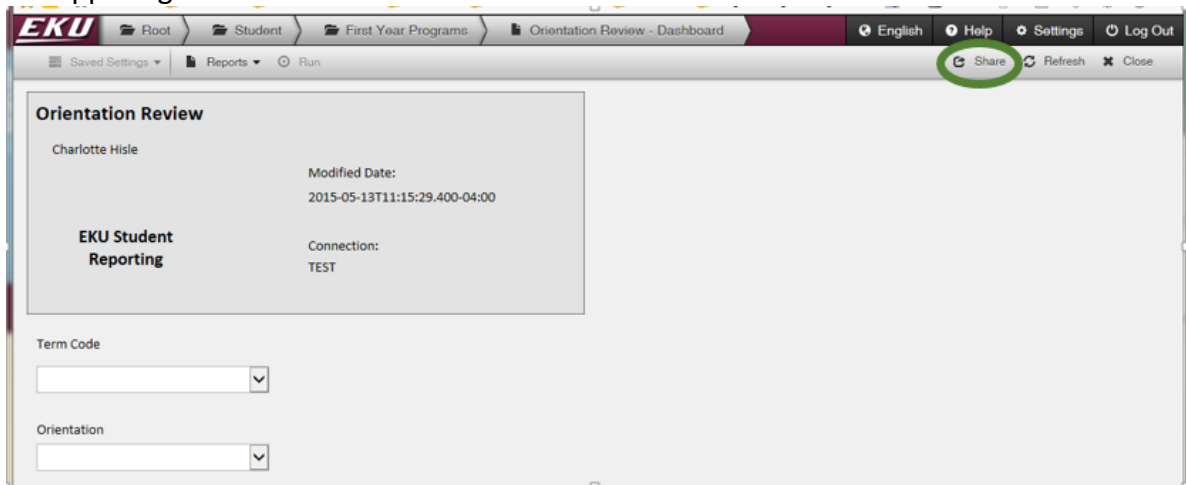


3. Click on Datablock on Right side of screen: ()

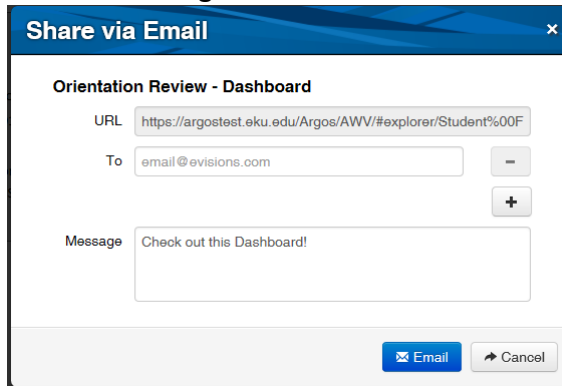


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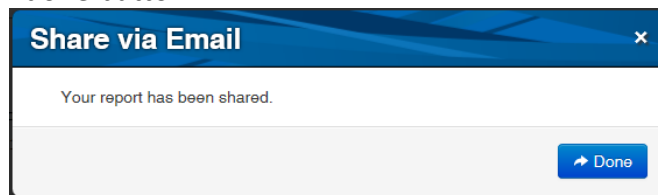
4. Click share in upper right hand corner of screen:



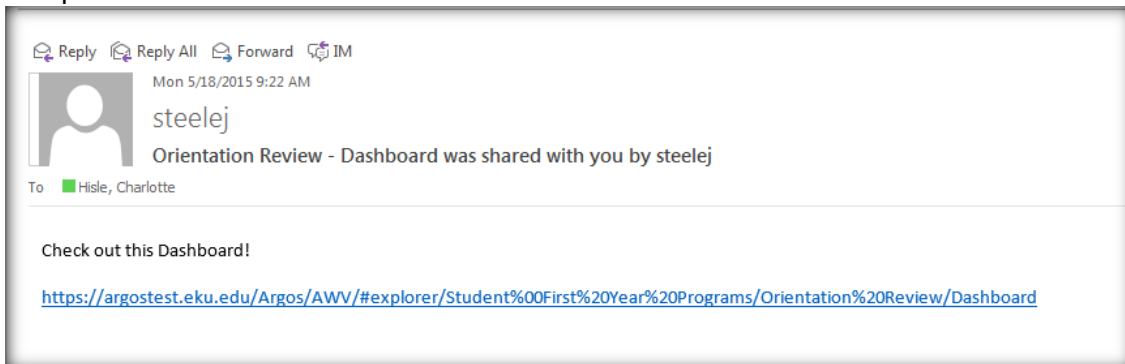
5. This window appears. Fill in the 'To' and 'Message' fields and click Email button



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.