



# ARGOS REPORT VIEWER TRAINING


UNIVERSITY OF THE VIRGIN ISLANDS

*EXCERPTED FROM EVISIONS ARGOS REPORT VIEWER TRAINING MANUAL AND EVISIONS ARGOS WEB VIEWER TUTORIAL*

# INTRODUCTION

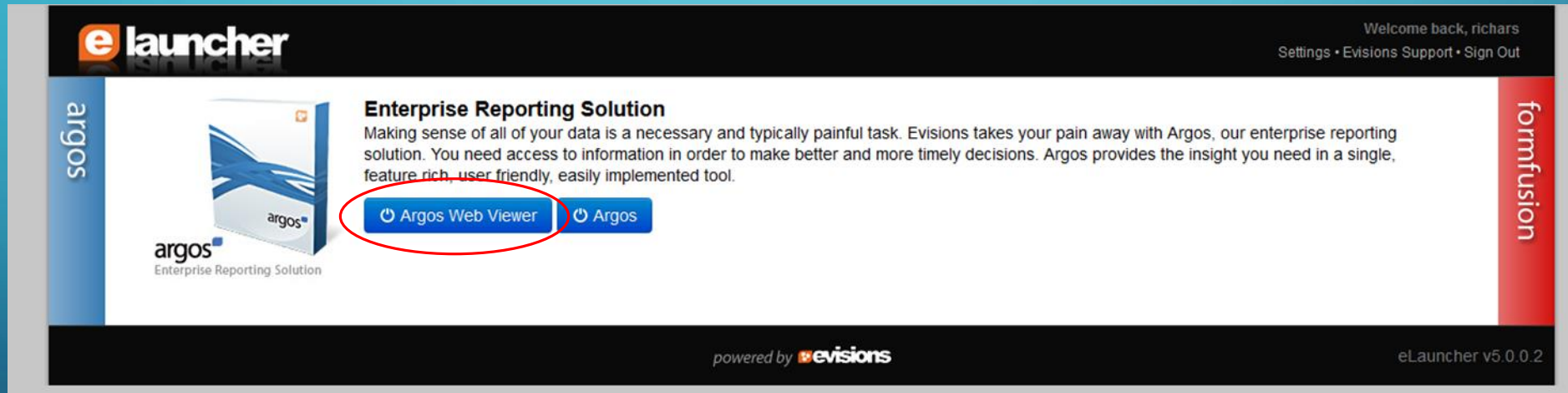
- Argos is a powerful reporting tool designed to be used by the novice user to the advance technical user to build and deploy reports and dashboards across the enterprise.
- Argos is divided into three types of users
  - DataBlock Designers – “power users” who create DataBlocks
  - Report Writers – intermediate users who use DataBlocks to build a variety of reports
  - **Report Viewers** – casual users who run reports and save and distribute the output in a variety of useful formats.

# GETTING STARTED

- To launch Argos application login to myCampus.uvi.edu using your UVI network login credentials.
- Locate the Argos icon () under the Staff Launchpad menu (located on the left-hand side of the screen) on the myCampus homepage.
- Click the Argos link to navigate to the Argos launchpage.
  - Argos is single sign-on (SSO), therefore, once you launch Argos from myCampus, no additional login information is required.

# EVISIONS LAUNCH PAGE

As a report viewer, you will run reports via Argos Web Viewer. To launch Argos Web Viewer, click the Argos Web Viewer Button.



The screenshot displays the Evisions eLauncher interface. At the top left is the 'e launcher' logo. At the top right, it says 'Welcome back, richars' with links for 'Settings • Evisions Support • Sign Out'. The main content area features the 'argos' logo on the left and 'formfusion' on the right. The central text reads: 'Enterprise Reporting Solution' followed by a paragraph: 'Making sense of all of your data is a necessary and typically painful task. Evisions takes your pain away with Argos, our enterprise reporting solution. You need access to information in order to make better and more timely decisions. Argos provides the insight you need in a single, feature rich, user friendly, easily implemented tool.' Below this text are two buttons: 'Argos Web Viewer' and 'Argos'. The 'Argos Web Viewer' button is circled in red. At the bottom, it says 'powered by evisions' and 'eLauncher v5.0.0.2'.

# ARGOS WEB VIEWER

- The Web Viewer allows users to run Argos dashboards and reports in your browser.

The screenshot shows a web browser window displaying the Argos Web Viewer interface. The address bar shows the URL <https://argos.uvi.edu/Argos/AWV/#explorer/>. The browser's address bar contains several tabs, including "Most Visited", "Getting Started", "University of the Virgi...", "University of the Virgi...", "myCampus Login", "Argos Test", "Argos Prod", "New Tab", "Common Data Eleme...", "Banner Login", "Cascade Server", "Spiceworks", "ScreenConnect", "Ellucian - Sign In", "FirstBank", "FedLoan", "Scotia OnLine", and "New Tab". The browser's address bar also shows "Root" and "English", "Help", "Settings", and "Sign Out".

The interface features a search bar at the top left with the text "Enter Search String..." and a "Search" button. Below the search bar, there are three tabs: "Explorer", "Shortcuts", and "Recent". The "Explorer" tab is active, showing a list of folders on the left side of the screen:

- 0-Executive Dashboards
- Admin and Finance
- Admissions
- Admissions common reports
- Aimee
- CSS
- Financial Aid
- General
- IR
- ITS Automated Reports
- Student

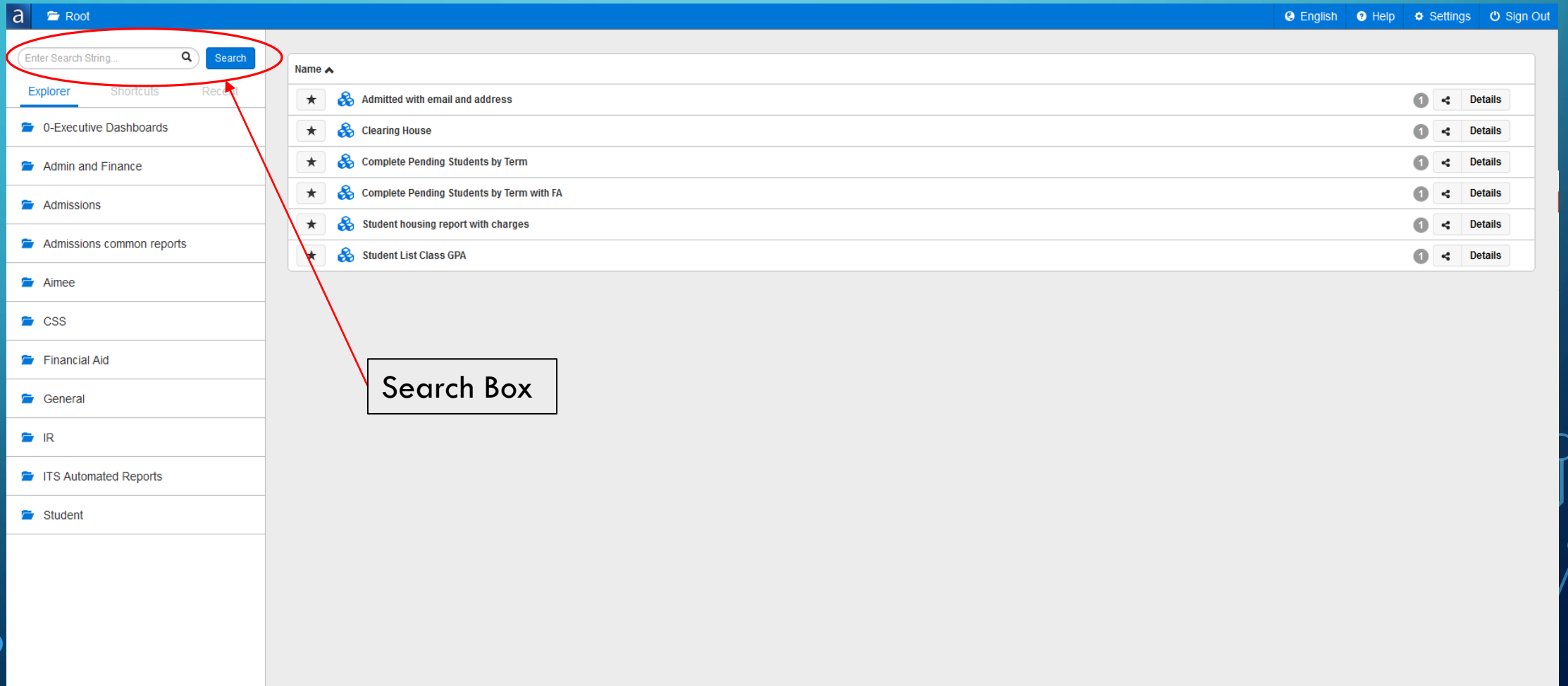
The main content area displays a list of reports under the heading "Name ▲". Each report entry includes a star icon, a report name, a small icon, a number in a circle, and a "Details" button:

Name ▲		
★ Admitted with email and address	1	Details
★ Clearing House	1	Details
★ Complete Pending Students by Term	1	Details
★ Complete Pending Students by Term with FA	1	Details
★ Student housing report with charges	1	Details
★ Student List Class GPA	1	Details

At the bottom left of the interface, the user's name "richars" is displayed next to a person icon.

# ARGOS WEB VIEWER - SEARCH

- Enter a name or partial name to locate folders, reports, and DataBlocks that match your search terms.



The screenshot displays the ARGOS Web Viewer interface. At the top, there is a navigation bar with 'Root' on the left and 'English', 'Help', 'Settings', and 'Sign Out' on the right. Below the navigation bar, there is a search bar with the placeholder text 'Enter Search String...' and a magnifying glass icon, followed by a blue 'Search' button. The search bar and button are circled in red. Below the search bar, there are three tabs: 'Explorer', 'Shortcuts', and 'Recent'. The 'Explorer' tab is active, showing a list of folders and reports. A red arrow points from a box labeled 'Search Box' to the search bar. The main content area shows a list of search results under the heading 'Name'. Each result includes a star icon, a folder icon, the name of the folder/report, a count in a circle, a left arrow icon, and a 'Details' button.

Name
★ Admitted with email and address
★ Clearing House
★ Complete Pending Students by Term
★ Complete Pending Students by Term with FA
★ Student housing report with charges
★ Student List Class GPA

# ARGOS WEB VIEWER - EXPLORER PANE

- The Explorer pane displays a list of folders. Click on a folder to view its contents

The screenshot shows the ARGOS Web Viewer interface. The top navigation bar includes 'Root', 'English', 'Help', 'Settings', and 'Sign Out'. Below the navigation bar, there is a search bar and tabs for 'Explorer', 'Shortcuts', and 'Recent'. The 'Explorer' tab is selected and circled in red. A red arrow points from the 'Explorer' tab to the 'Explorer Tab' label. The Explorer pane displays a list of folders on the left and a list of reports on the right. The folders listed are: 0-Executive Dashboards, Admin and Finance, Admissions, Admissions common reports, Aimee, CSS, Financial Aid, General, IR, ITS Automated Reports, and Student. The reports listed are: Complete Pending Students by Term, Complete Pending Students by Term with FA, Student housing report with charges, and Student List Class GPA. Each report has a star icon, a refresh icon, and a 'Details' button.

**Explorer Tab**

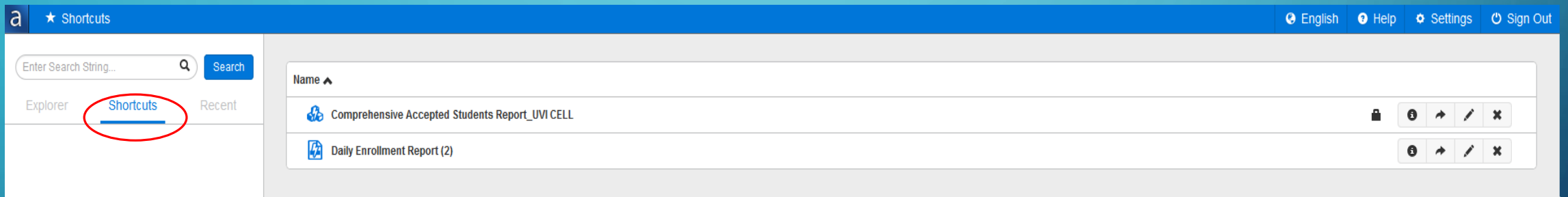
List of folders displayed in the Explorer pane.

Name	id	address	Details
0-Executive Dashboards	1		Details
Admin and Finance	1		Details
Admissions	1		Details
Admissions common reports	1		Details
Aimee	1		Details
CSS	1		Details
Financial Aid	1		Details
General	1		Details
IR	1		Details
ITS Automated Reports	1		Details
Student	1		Details

Name	id	address	Details
★ Complete Pending Students by Term	1		Details
★ Complete Pending Students by Term with FA	1		Details
★ Student housing report with charges	1		Details
★ Student List Class GPA	1		Details

# ARGOS WEB VIEWER – SHORTCUTS TAB

- Quick access to heavily used DataBlocks or reports. To add a DataBlock or report to the Shortcuts tab, click the star icon to the left of any DataBlock or report.





# ARGOS WEB VIEWER – RECENT TAB

- The Recent tab is a convenient way to get back to the last 10 DataBlocks and reports you ran.

The screenshot displays the ARGOS Web Viewer interface. The top navigation bar includes a search bar, a 'Search' button, and links for 'English', 'Help', 'Settings', and 'Sign Out'. The main content area is divided into a left sidebar and a central pane. The sidebar contains a search bar, 'Explorer', 'Shortcuts', and a 'Recent' tab, which is circled in red. Below the sidebar, a box labeled 'Last DataBlock that was ran.' points to the 'Admitted Yield by Student Type' report. The central pane shows a list of reports under the heading 'Recent Tab'. Each report entry includes a star icon, a DataBlock icon, the report name, and a 'Details' button. The reports listed are:

Name	Details
A-Standing_registrations	Details
Accepted by High School	1 Details
Accepted Students List	4 Details
Accepted Students Student Housing	1 Details
Accepted University offer	1 Details
Admitted Yield by Student Type	1 Details
New freshmen paid deposit not registered	1 Details
New Student University Acceptance only	1 Details
New Students Dashboard_by_School	4 Details

# ARGOS WEB VIEWER – CONTENT PANE

- The Content pane shows the DataBlocks and reports in the current folder.

The screenshot shows the ARGOS Web Viewer interface. The top navigation bar includes 'Root' and 'Admissions common reports'. The left sidebar contains a search bar and navigation options like 'Explorer', 'Shortcuts', and 'Recent'. The main content area displays a list of DataBlocks and reports. Each item has a star icon on the left and a 'Details' button on the right. Some items also show a count of child reports. Callouts provide instructions on how to use these features.

Name	Star	Details	Child Reports
A-Standing_registrations	★	Details	
Accepted by High School	★	Details	1
Accepted Students List	★	Details	4
Accepted Students Student Housing	★	Details	1
Accepted University offer	★	Details	1
Admitted Yield by Student Type	★	Details	1
New freshmen paid deposit not registered	★	Details	1
New Student University Acceptance only	★	Details	1
New Students Dashboard_by_School	★	Details	4

**Content Pane**

**DataBlock**

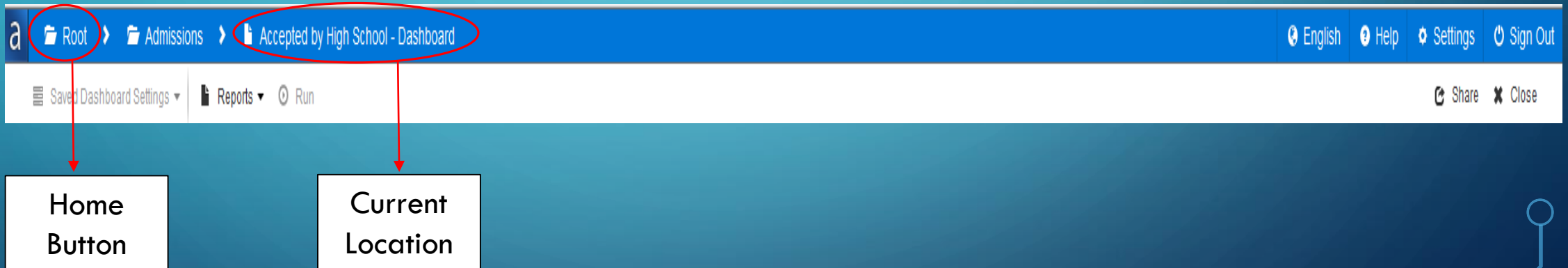
The Details button shows the reports underneath the DataBlock.

Number of child reports found under the DataBlock.


Click the Star button to create a shortcut to a DataBlock or report.

# ARGOS WEB VIEWER - NAVIGATION

- Click the Home button to go back to the root folder.
- You can see your current location by looking at the breadcrumb trail at the top of the screen. Click on any folder in the breadcrumb to jump to that location.



# WHAT IS A DATABLOCK?

- A DataBlock is the foundation from which all reports are created. They contains user input forms and queries to retrieve information from one or more data sources.
- A DataBlock is essentially acts as the “parent” of a report and a DataBlock can contain multiple “child’ reports.
- In Argos, a DataBlock is denoted by the following icon: 

# DATABLOCKS (CONT'D)

- A DataBlock contains various formats to view information.
  - Dashboards – display-only reports for quick reference
  - CSV Report – A comma-separated values report (Excel)
  - Banded Report – a fully formatted report
  - Extract Report – A text report that meets pre-defined specifications
  - Schedule – reports may be scheduled to run automatically



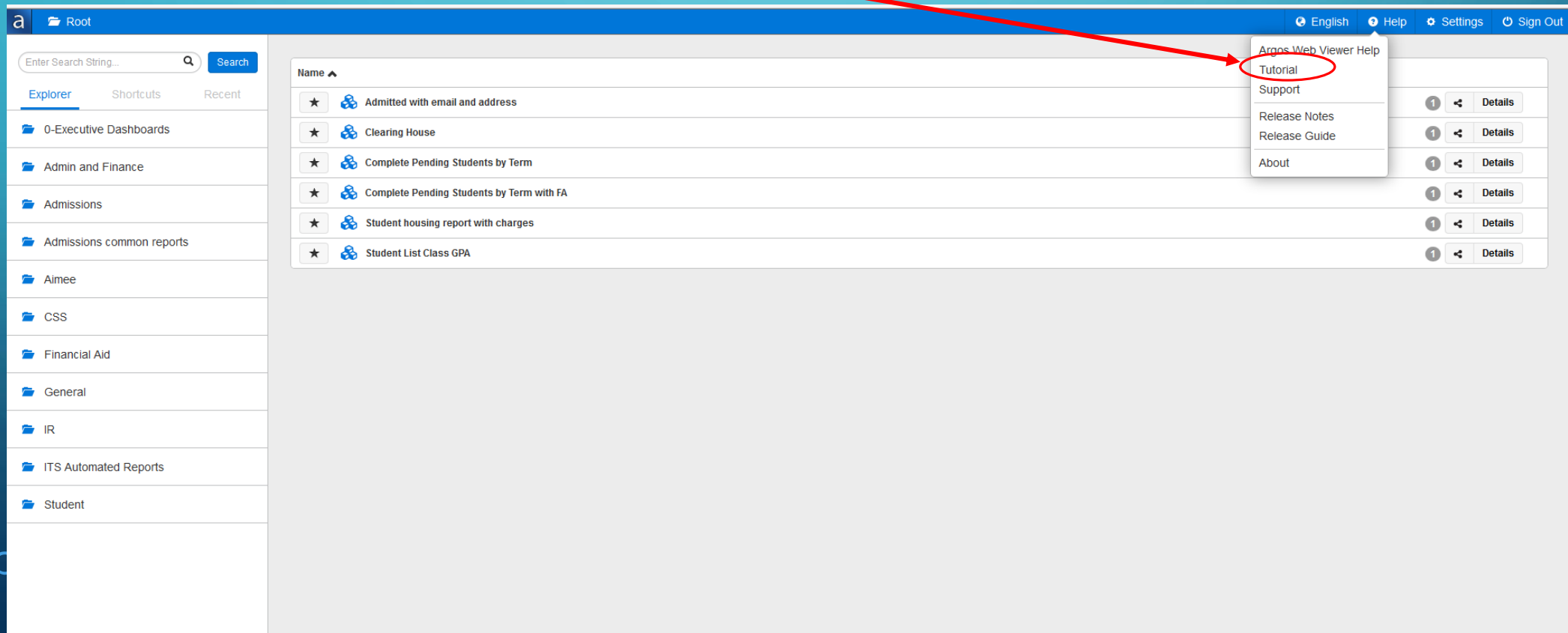
LIVE DEMO

# SOURCES

- Argos Report Viewer Manual

- <http://webhelp.evisions.com/HelpFiles/Argos/5.1/en/Content/Resources/PDF%20files/Argos%20Report%20Viewer%20Guide.pdf>

- Argos Web Viewer Tutorial



The screenshot shows the Argos Web Viewer interface. The top navigation bar includes 'English', 'Help', 'Settings', and 'Sign Out'. A search bar is located on the left. The main content area displays a list of reports under the heading 'Name ▲'. A red arrow points from the 'Argos Web Viewer Tutorial' bullet point in the text above to the 'Argos Web Viewer Help Tutorial' menu item in the top right corner of the interface.

Name ▲	Details
★ Admitted with email and address	1 Details
★ Clearing House	1 Details
★ Complete Pending Students by Term	1 Details
★ Complete Pending Students by Term with FA	1 Details
★ Student housing report with charges	1 Details
★ Student List Class GPA	1 Details