INFORMATION TECHNOLOGY

Enterprise Application Systems

Argos Report Viewer Guide

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Information Technology

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Contents

Accessing Argos

Argos reports are accessed throughout the Banner Home page and there are two different report viewers (Argos Web Viewer and Argos Viewer).

1. Double click the shortcut icon on your computer desktop to display the Mt. SAC/Banner Portal.

2. Type the following URL http://banner.mtsac.edu in your computer internet browser, then press **Enter** to display the Mt. SAC/Banner Portal.

For Argos sample reports, click on 'Argos' on the footer of the Banner home page.

How to Log in to Argos

There are several modules under the Login column on the side of the Home screen, Production (PROD), Testing (TEST), Training (TRNG), Pre-Production (PPRD) and Banner 8 Testing (UPGR).

1. Click on the module you want to work on, usually Production (PROD) / Argos unless you were asked to test (TEST) and for training we would use (TRNG) / Argos.

2. Enter your Banner SSO user ID and password.
3. Press **Enter** on your keyboard or click **Log in,** when Argos connects you will be on the program's welcome screen (eLauncher).

Here you will have the option to select the Argos Web Viewer or Argos Report Viewer.

Argos Main Menu

The Argos menu has the familiar Windows GUI interface and it includes the standard menu items.

Title Bar: Lists the name of the program (Argos – Mount San Antonio College).

 Menu Bar: Allows you to access pull-down menus (greyed out items not available sometimes).

Tool Bar: Access to commonly-used features. Pointing at an icon on the toolbar causes a pop up message displaying what the icon is for.

Objects: The main menu left window contains the Explorer and Shortcut tabs with the objects you can perform actions on. (Report Viewers do not have privileges to add, modify, or delete objects within the Explorer tree).

The main menu is the starting point for navigating through Argos and it's divided in two areas (Navigation and Action).
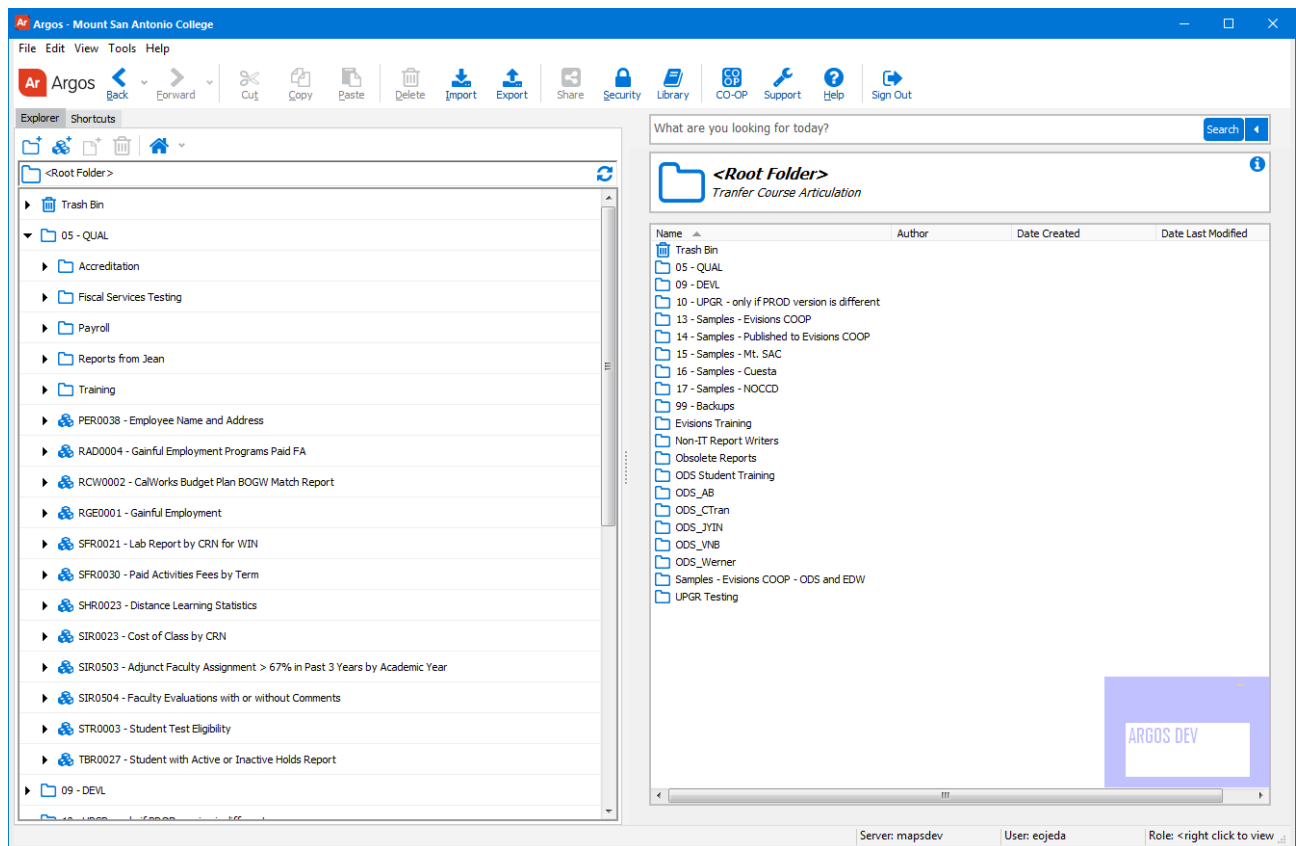
Explorer View

The Explorer is the default view for the Navigation area, in which a simple menu of available folders and objects are displayed. Argos objects that can be found in the Explorer include:

Folders: Contains objects, including other folders

DataBlocks: The "parent" object for one or more reports

Dashboards: Display-only reports for quick reference.

CSV Report: A comma-separated values report

Banded Report: A fully-formatted report

Extract Report: A text report that meets pre-defined specifications

Schedule: Reports may be scheduled to run automatically

📄	Banded Report
📄	Extract Report
DEL	Delimited Extract Report
FIX	Fixed Width Extract Report
XML	XML Extract Report
📅	Schedule

Shortcuts View

A Shortcut is a reference to a DataBlock or Report. It can be shared (so all users can see it) or private.

You can even rename a shortcut to something other than the original name. To find the original object in the Explorer view, right-click a shortcut and choose "Locate". Deleting or renaming a shortcut has no effect on the original object.

Data Blocks

The DataBlock is the foundation from which all reports are created and contains Forms and Queries. Only users with DataBlock Designer privileges can create DataBlocks.

Parts of the DataBlock

Queries obtain data from a database (Banner) and the results of a query may be displayed on-screen on a dashboard, or output to a CSV, banded, or extract report. Dashboards and reports are "child" objects of the DataBlock in the Argos Explorer tree.

Forms hold the information that you see on a dashboard when you run it. Dashboards are used for two purposes:

- To obtain input selections from the user executing the report. The input selections can be passed to the queries to limit the results.

- To display results on the screen.

When you run a report, it launches the default dashboard associated with that DataBlock. The dashboard allows you to enter any parameters that are needed to run the report. These parameters are then passed to the queries that retrieve the data.

All reports underneath a DataBlock (CSV, banded, or extract) use the same queries in that DataBlock. The difference between the report types is in how the data (query results) are displayed.

Dashboards

All DataBlocks have at least one dashboard which is created along with the DataBlock. The dashboard is used to gather any input parameters that are needed when you run a report.
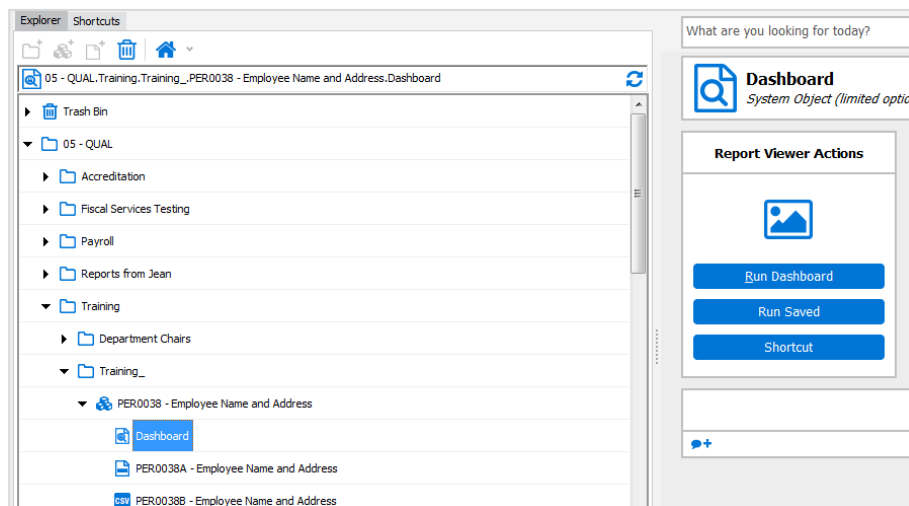
Reports

A Report defines how the data collected in the DataBlock will be displayed and it can be one of three different types.

Types of Reports

Banded Report

Banded reports are fully-formatted PDF reports that give the report writer complete control over the location and appearance of the information in the report.

CSV Report

A "Comma Separated Value" file is generated by the report, which can then be viewed in spreadsheet software such as MS Excel.

Extract Report

An Extract Report is designed to create output files that meet pre-defined specifications. This feature is especially useful for creating delimited output that is more complex than a simple comma-separated file (CSV), for creating a fixed-width file in which each field is precisely positioned on a given line, or for creating an XML file.

Running Dashboard and Reports

You may run a dashboard/Report by any of the following methods:

1. Click on the **Run Dashboard** or **Run Report** button when the dashboard or report is selected.

2. Right-click on the dashboard or Report icon and select **Run Dashboard** or **Run Report** from the menu.

3. Double-click on the dashboard or report.

4. Right-click on the DataBlock and select **Run Dashboard** from the menu to run the default dashboard for that DataBlock.

5. You can view a report that was previously executed and saved by clicking **Run Saved**.
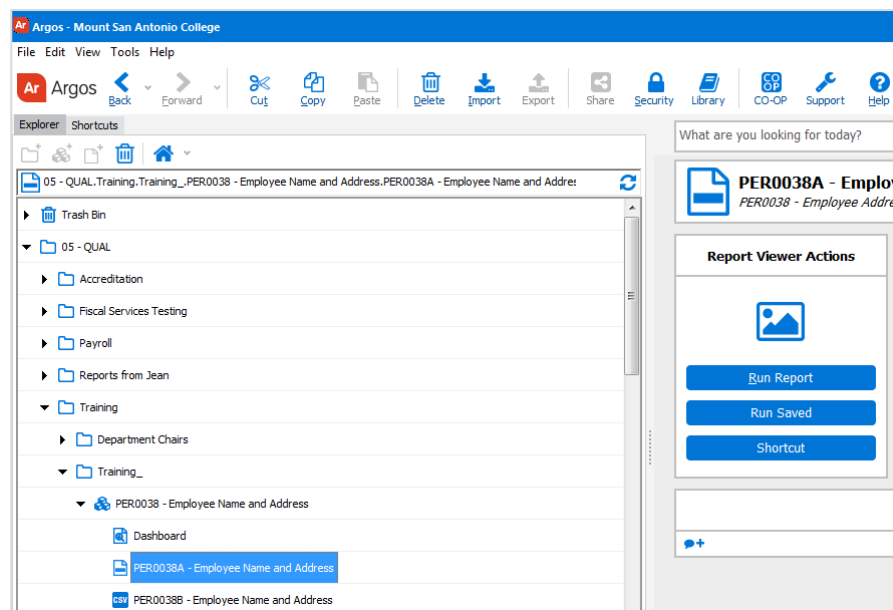
*Running a report or dashboard opens the default dashboard for that report, which is the screen that allows you to input any **required** parameters needed to generate the report.*
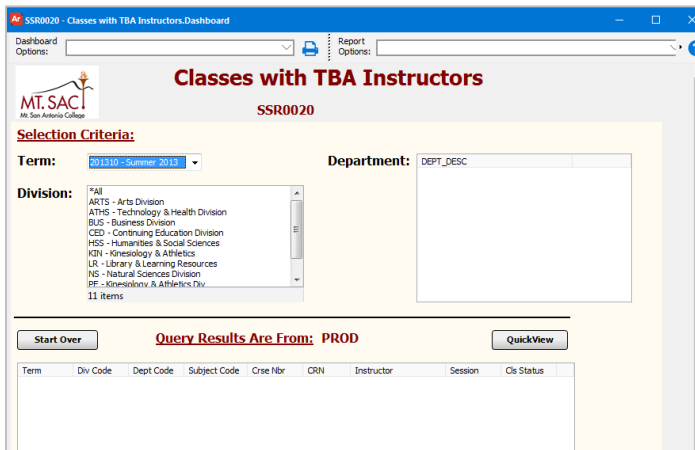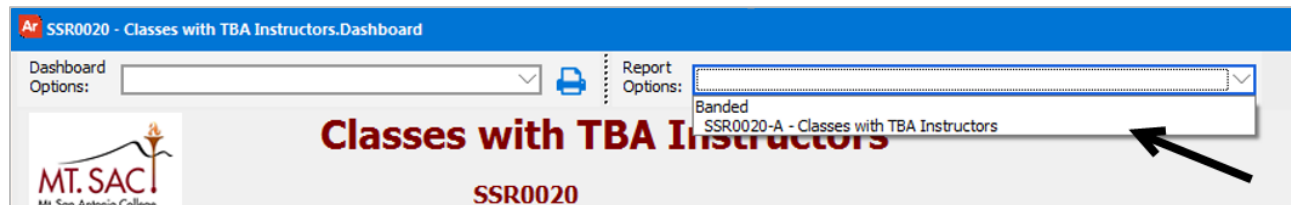

The toolbar at the top of the dashboard allows you to:

• Save dashboard settings and manage saved settings for parameter entry.

• Print the dashboard form.

• Select a report to run. You may choose any report associated with this DataBlock.

• Preview the report (banded reports).

• Save the report to disk (banded, CSV, and extract reports).

• Email the report (banded, CSV, and extract reports).

• Print the report (banded).

Selecting the Report to Execute

If this DataBlock has any child reports (banded, CSV, or extract), they are listed in the Report Options drop down.

Select the report you wish to execute, and then click the Preview, Save, Email, or Print button.

Saving and Managing Settings

The Dashboard Options drop-down on the left of the toolbar allows you to save the parameters and settings used to run the report.

Select Save Current Settings to launch the dialog box below, where you can specify a name for this set of parameters.

Select Manage Settings to delete, order, and identify which setting is assigned as the default when the report is run. To assign a setting as default, select the setting name then click the pin icon.

Saving Reports to File

The Save to File option allows you to save the report under four different file types.

1. Adobe PDF (.pdf)

2. Rich Text Format (.rtf) e.g. Microsoft World

3. Microsoft Excel Workbook (.xls)

4. Text Document (.txt)

Executing Reports using Shortcuts

- *Shortcuts are useful for users who run the same reports on a regular basis. Rather than navigating through the Explorer tree to find the report you need to run, create a shortcut for easy access.*

- Right click on the report in the Explorer Tree.

- Select Add To Shortcut.

- Alternatively, select the report and click the Shortcut button in the right pane of the Explorer tree.

- A prompt to choose if the report will be shared or accessible only to you will pop up. Selecting My Shortcut makes the shortcut to the report viewable only to the user who created it and selecting Shared allows everyone to use it. Only DataBlock Designers and Administrators can create shared shortcuts.
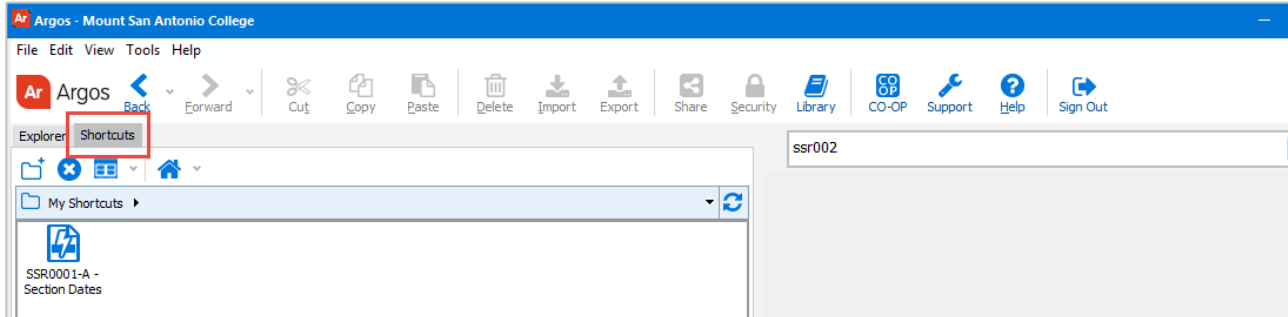
Print Options

Print Form – When Print Form (the icon in the Dashboard Options area) is selected, a Print screen is displayed. The sliding percentage at the lower right zooms the image on the screen but is not considered in the printed output. The Fit Width drop down provides choices to either fit the image or scale it on the printed output.

Print Report – The Print Report function (Banded) allows you to print the report in your local or network printer.

Email Reports

Email - allows you to send the report to one or more email addresses.

Using/Getting Help

Argos has several kinds of help that can give you immediate online assistance:

- **Argos Help.** This tool lets you access Argos documents directly from the program. These electronic documents look the same as the hard copy versions, regardless of the computer you are using.

- **Online Support Request.** help.mtsac.edu self-service portal.

- **Email.** helpdesk@mtsac.edu

- **Call us.** (909) 274-4357