

Argos Quick Reference Guide

Change your password

Argos will never prompt you to change your password, however, we recommend that you change your Argos password every time you change your Banner password.

Click on 'Tools' in the top menu bar, then 'Change Password'.

Enter your CURRENT password in the first field.

Enter a NEW password in the next field, then retype it in the last field. Click OK. Note the Password strength box.

Run a Quickview

You can either double-click on the datablock title or the datablock icon or you can single-click on the title, then click on the Quickview button on the right.

Fill out the parameter form

There are many methods of entering data in a parameter form - drop-down boxes, list boxes, buttons, calendars etc.

You may select multiple items in some lists. Use Ctrl+click to highlight non-sequential items. To select a block of items click on the first one then hold down your shift key and click on the last item. All items in the block will be selected.

In a Quickview the results will display on the bottom of the parameter form. You can sort the data by clicking on the title of the column. You can rearrange the columns by clicking on the column title and dragging it to a new position in the results box.

Save/Sort results

In the body of the Results box, right-click and the 'Save Results/Edit Sort' button displays. To Save, highlight Save, then left-click. A box displays allowing you to select which fields to save to Excel. Click on 'Launch' and a save box displays.

CRN	Subj	Crse	Acct
20380	ART	100 C	W
20381			W
20382			W
20385			W
20386	ART	100 C	W

Select a folder to save

in and name the file and leave type as (*.csv). Click on the 'Save' button and your file now displays in Excel. To change sort, click Edit Sort and select the fields in the left box and click the arrow to move them to the right box.

Reports vs. Quickviews

Some datablocks are created to run only as a quickview with the results displaying in the parameter form screen. This is the icon for these reports.

Some datablocks can be run as a quickview as well as a formatted report. Some datablocks can only be run as a formatted report and the icon is the same for these.

If the parameter form you are using does not have a 'Display Results' box, that report must be run by clicking on the plus sign to the left of the datablock icon. This opens the list of reports.

To run a report, click on the report name and then click 'Execute' in the right side of the screen.

Enter the parameters and press 'Next' in the lower right of the screen. Click on 'Preview' and your report will display in the Previewer.

The icons on the top allow you to move through the report, change the size of the image and print and save.

QuickLaunch

Reports that you run frequently can be put in your QuickLaunch. Click on the report or datablock you want to add and then right-click. Click on 'Add to QuickLaunch' or click the QuickLaunch button on the right. When you click on the QuickLaunch tab, an icon for that report will display in your list.

To remove a QuickLaunch item, highlight it and press the 'Delete' button. The QuickLaunch icon will be deleted, not the actual report in the Explorer tree.