

ARGOS – Ad hoc Report Generation and Output Solutions

What is Argos?

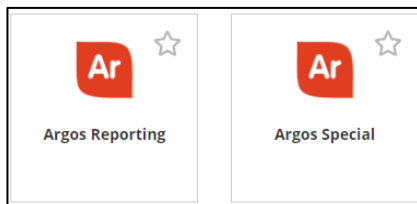
Argos allows you to access Banner data, create reports, perform analysis and view the data in different ways. Specifically, users will view information by use of Dashboards and generated a printed format by use of Reports.

How to request access to Argos

Current Banner users will need to submit an IT work order requesting access to Argos. If possible, include the types of reports needed on the access sheet.

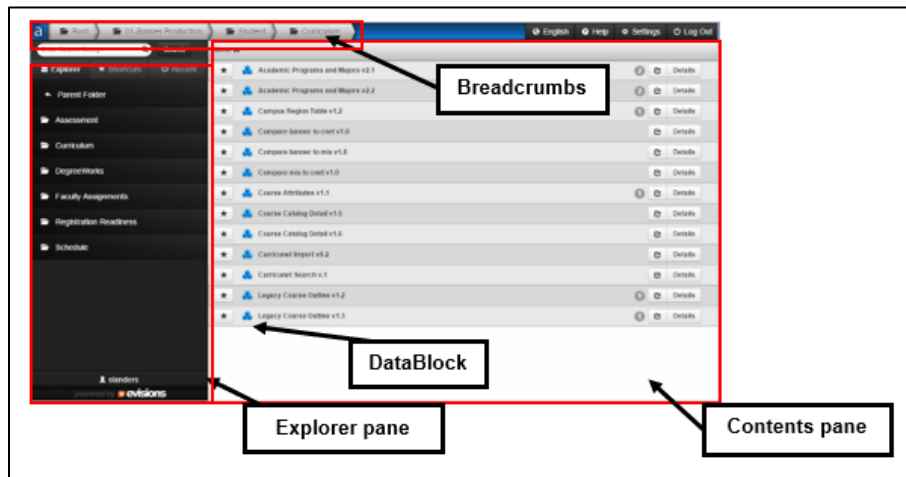
Accessing Argos

1. Log into [myCuesta](#)
2. Click on the Argos Reporting or Argos Special icon
Note: **Argos Reporting** (web viewer) is the easier-to-use web-based tool and is the preferred method for accessing data. **Argos Special** is available for those requiring unique reports not available via Argos Web Viewer.



3. Navigate to the desired Dashboard or Report. To log out, click **Log Out** button.

Components of ARGOS



- The **Explorer pane** displays the subfolders of the selected parent folder.
 - Click **Explorer** to navigate folders
 - Click **Shortcuts** to view saved shortcuts
 - Click **Recent** to view list of previously run Dashboards and reports
 - To view the contents of a folder, click that folder in the Explorer pane.
 - To move back to a parent folder, click a folder in the Breadcrumbs.

- To quickly select another subfolder, hover over a parent folder in the Breadcrumbs and then select a subfolder from the dropdown list.
- The **Breadcrumbs** displays the current selected folder and the associated parent folder(s).
- The **Contents pane** displays the contents of the selected folder.
- **DataBlocks** are pre-formed collections of Banner data. Information in a DataBlock can be displayed on the screen (via Dashboards) or in printed format (via reports).

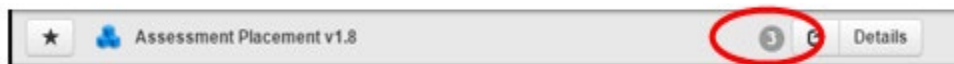
Running Dashboards

A Dashboard is a shortcut to a form created by a DataBlock Designer. Each DataBlock contains one or more Dashboards.

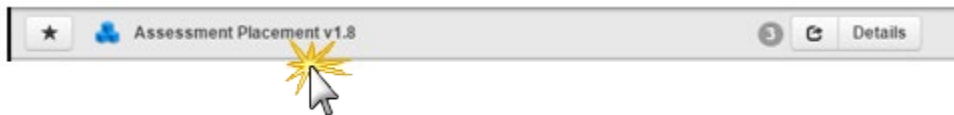
Run Dashboard

1. Select the desired folder.
2. Locate the desired DataBlock in the Contents pane.

Note: The number to the right of the DataBlock name indicates the number Dashboards available.

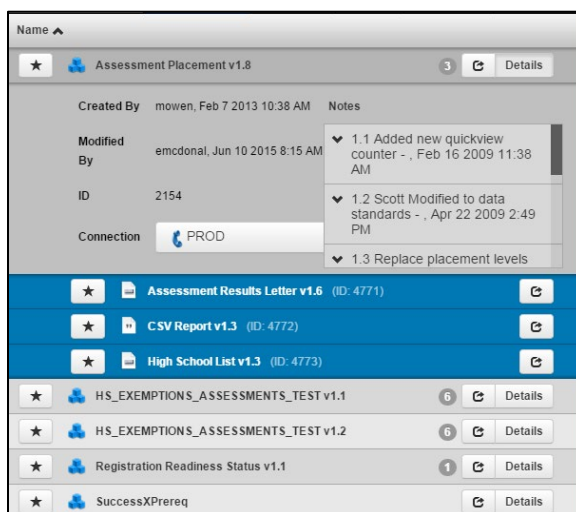


3. Click the **DataBlock name** to run the default Dashboard

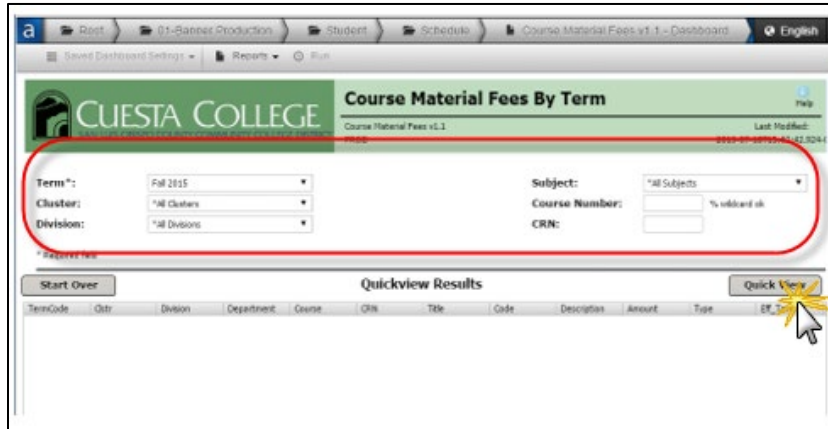


Or

Click the **Details** button, then click on the desired **Dashboard name**.



- Choose the desired parameters from the available lists, then click the **QuickView** button.
Note: You can sort the order of each column by clicking on the column name.



Home

Root

Files

Schedule

Course Material Fees v.1.1 - Dashboard

English

Help

Settings

Logout

Save Dashboard Settings

Reports

Run

Share

Refresh

Close



CUESTA COLLEGE

San Luis Obispo County Community College District

Course Material Fees By Term

Course Material Fees v.1.1
PROD

Last Modified:
2013-07-18T15:02:42-924

Term*:
Fall 2015

Cluster:
*All Clusters

Division:
*All Divisions

Subject:
*All Subjects

Course Number:
% wildcard ok

CRN:

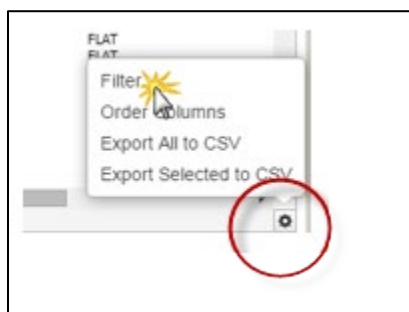
* Required field

Quickview Results											
Start Over	Quick View										
TermCode	Cstr	Division	Department	Course	CRN	Title	Code	Description	Amount	Type	Eff_Term
201507	01	0101	EMS	EMS 107A		Advanced Car	EMSC	EMS 107A Ma	15	FLAT	201203
201507	01	0101	EMS	EMS 107B		Pediatric Adv.	EMSC	EMS 107B Ma	15	FLAT	201203
201507	01	0101	EMS	EMS 107C		Prehospital T	EMSC	EMS 107C Ma	15	FLAT	201203
201507	01	0101	EMS	EMS 201		Emerg Med T	EMSA	EMS 201 Mat	25.5	FLAT	201403
201507	01	0101	EMS	EMS 201		Emerg Med T	EMSF	EMS 201 ICC	25.5	FLAT	201403
201507	01	0101	EMS	EMS 201	70290	Emerg Med T	EMSF	EMS 201 ICC	25.5	FLAT	201403
201507	01	0101	EMS	EMS 201	70294	Emerg Med T	EMSA	EMS 201 Mat	25.5	FLAT	201407
201507	01	0101	EMS	EMS 210		Paramedic Th	EMSG	EMS 210 Mat	249	FLAT	201407
201507	01	0101	EMS	EMS 210	73463	Paramedic Th	EMSG	EMS 210 Mat	249	FLAT	201407
201507	01	0101	EMS	EMS 211		Paramedic Th	EMSH	EMS 211 Mat	45	FLAT	201407
201507	01	0101	EMS	EMS 211L		Paramedic Sk	EMSH	EMS 211L Ma	22.5	FLAT	201407
201507	01	0101	EMS	EMS 212		Paramedic Cl	EMSI	EMS 212 Mat	7.5	FLAT	201407
201507	01	0101	LVN	LVN 100A		Lvn Basic Iv T	ELVD	LVN 100A Ma	68	FLAT	200707
201507	01	0101	LVN	LVN 101AL		Skills Lab I: B	ELVI	LVN 101AL Ma	90	FLAT	201407
201507	01	0101	LVN	LVN 101AL		Skills Lab I: B	ELVI	LVN 101AL Ma	90	FLAT	201407
201507	01	0101	LVN	LVN 101AL	73461	Skills Lab I: B	ELVI	LVN 101AL Ma	90	FLAT	201407
201507	01	0101	LVN	LVN 102AL		Skills Lab II: ...	ELVI	LVN 102AL Ma	33.5	FLAT	201503
201507	01	0101	LVN	LVN 102AL		Skills Lab II: ...	ELVI	LVN 102AL Ma	33.5	FLAT	201503
201507	01	0101	LVN	LVN 102AL	72904	Skills Lab II: ...	ELVI	LVN 102AL Ma	33.5	FLAT	201503
201507	01	0101	MAST	MAST 001Z		Intro Med As	SPHA	MAST Fee	5	FLAT	200507
201507	01	0101	MAST	MAST 109		Phlebotomy	EMEN	MAST 109 NC	51	FLAT	201403
201507	01	0101	MAST	MAST 109		Phlebotomy	EMEO	MAST 109 NC	51	FLAT	201403

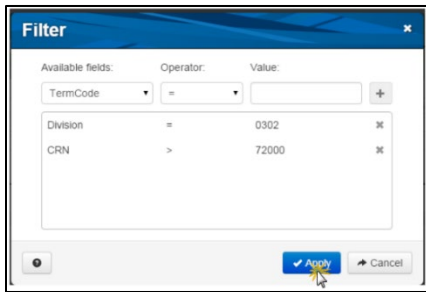
When complete, click the **Close** button in the window's upper-right corner.

Filter Dashboard Results

- After running a Dashboard query, click the sprocket icon in the lower-right corner, then click **Filter**.

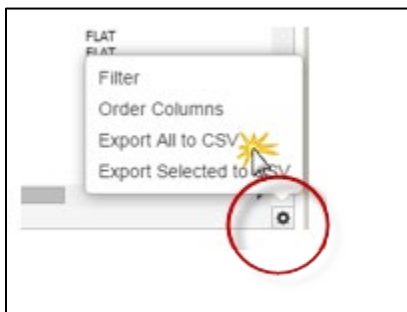


2. Create one or more filter parameters, then click the **Apply** button.



Save Dashboard Results

1. After running a Dashboard query, click the sprocket icon in the lower-right corner, then click **Export All to CSV**



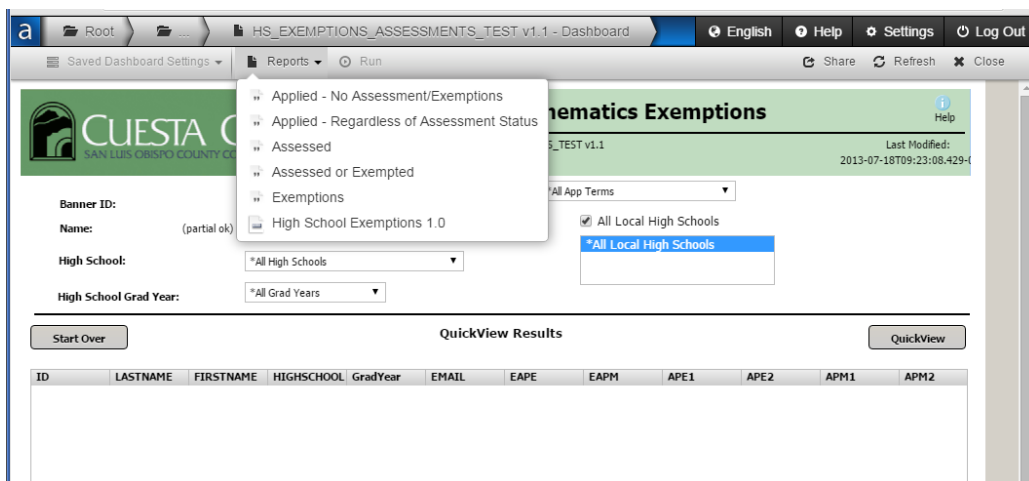
2. Depending on the browser you are using you will then need to either “save as”, or locate the downloaded file.

Report Generation

Argos allows easy generation of preformatted reports.

Generating a Report

1. Select a desired DataBlock.
2. Click the **Reports** button, just below the Breadcrumbs.
A dropdown list will display available reports for the DataBlock.



3. Click the desired report, and then click the **Run** button.
4. Depending on the browser you are using you will then need to either “save as” or locate the downloaded file.

Shortcuts

Shortcuts allow you to save, in one location, links to frequently used DataBlocks.

Add Shortcut

1. Click the star icon next to the DataBlock.
2. Optional: Type a name in the **Name** field.
3. Select **My Shortcut**.
4. Click the **Create** button.
A confirmation will appear.
5. Either click **Close** to close the confirmation window or click **View Shortcut** to view list of shortcuts.

6. You can now access the shortcut by clicking the Shortcuts tab in the Explorer pane.