

# ARGOS Reports Basic User Guide

*Stetson University, Institutional Research & Effectiveness*

## WHAT IS ARGOS?

ARGOS is a tool which allows authorized users to access and analyze data within BANNER.

## WHY USE ARGOS?

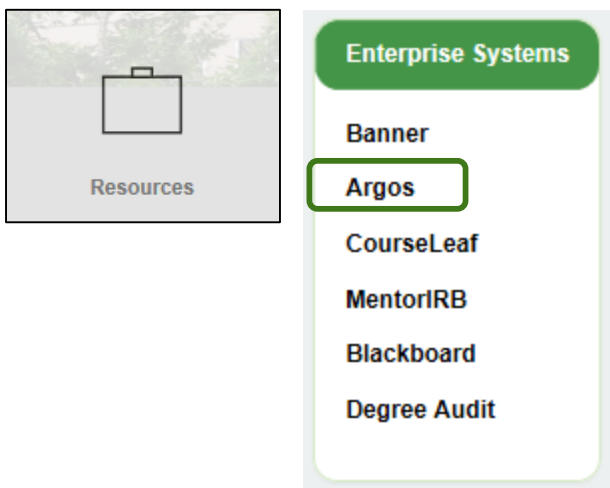
Predefined reports exist within ARGOS to assist with program planning and assessment. Some helpful reports include:

- Enrollment by Major (by Term, College, Level)
- Enrollment by Subject (Term Comparison)
- Course Enrollment (by Term, College, Level)
- Course Seat Report (by College, Term, and Department)

## ACCESS TO ARGOS

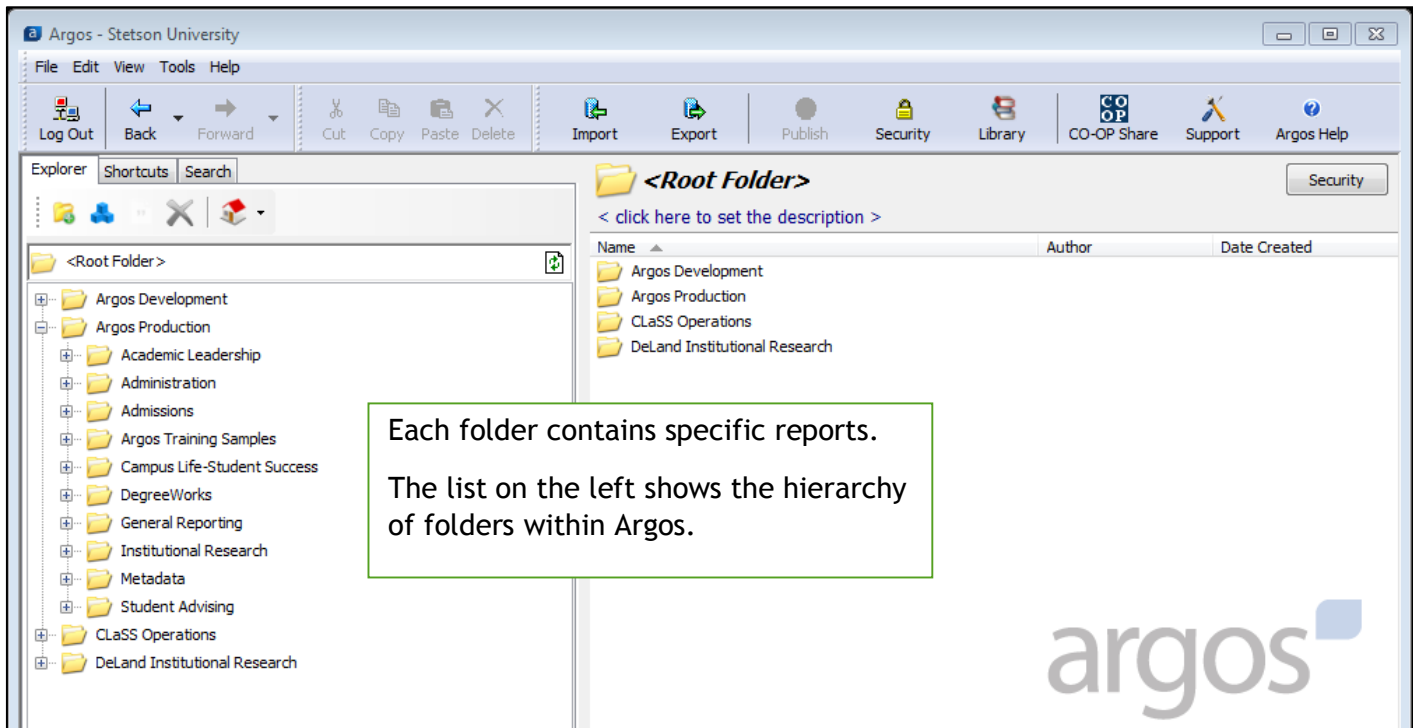
To receive security access to view Argos reports contact the IT Help Desk.

As an ARGOS user, you will have access to run existing reports. Once you have authorization, log in to MyStetson and click on 'Resources'. Select Argos from the Enterprise Systems menu.










# ARGOS USER INTERFACE

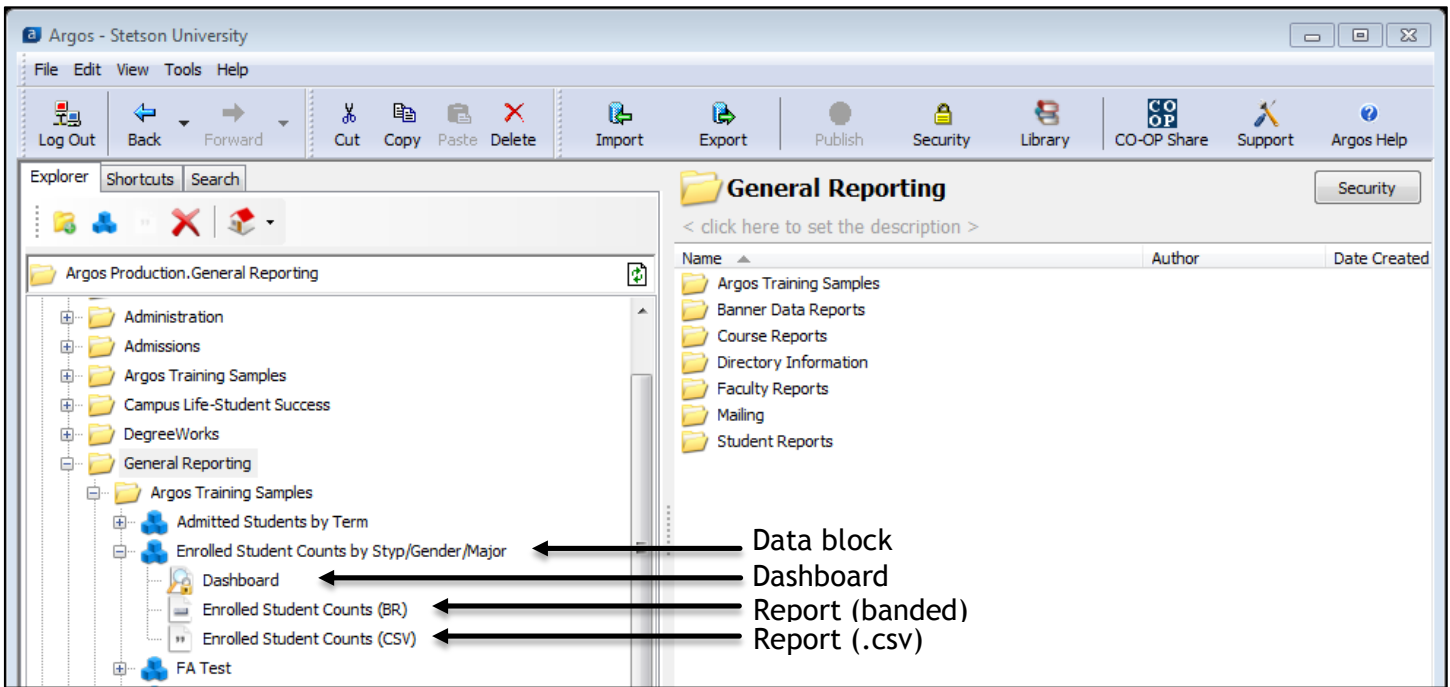
The main Argos interface window appears as shown below. The folders shown may vary based on the level of access granted to each user.



Click the  next to the folder to view reports contained in the folder.

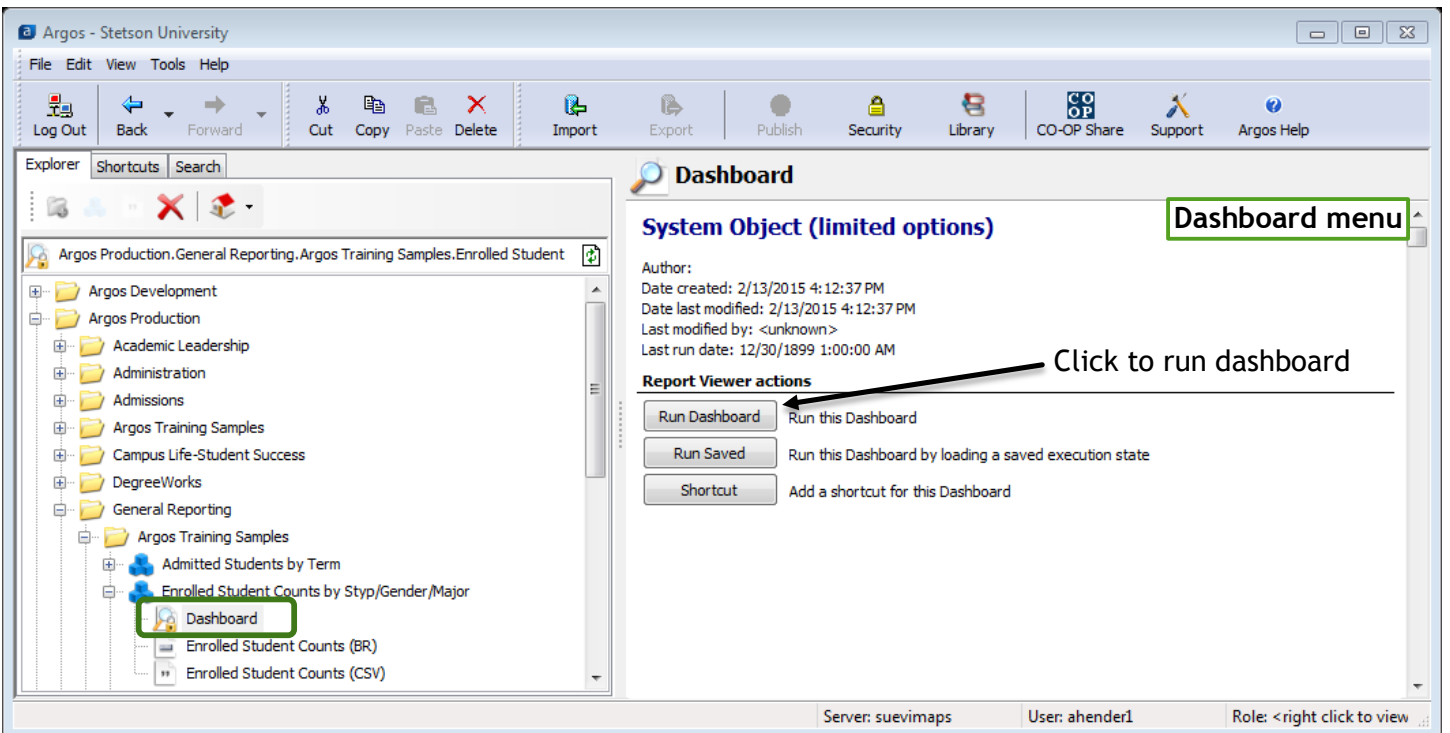
Folders contain different types of reports:

- Data Blocks 
  - Data blocks are the foundation of the reports and cannot be modified.
  - Click the  next to the data block to view dashboards and reports contained within the data block.
- Dashboards  - Dashboards are interactive reports which allow users to select terms, colleges, or other common attributes.
- Reports   - Reports are spreadsheet files of the data contained within the report.
  - Banded reports  (BR) contain formatted data tables which can be saved as .pdf files.
  - CSV reports  contain raw data which can be saved as .csv files to open in Excel.



## RUNNING ARGOS REPORTS

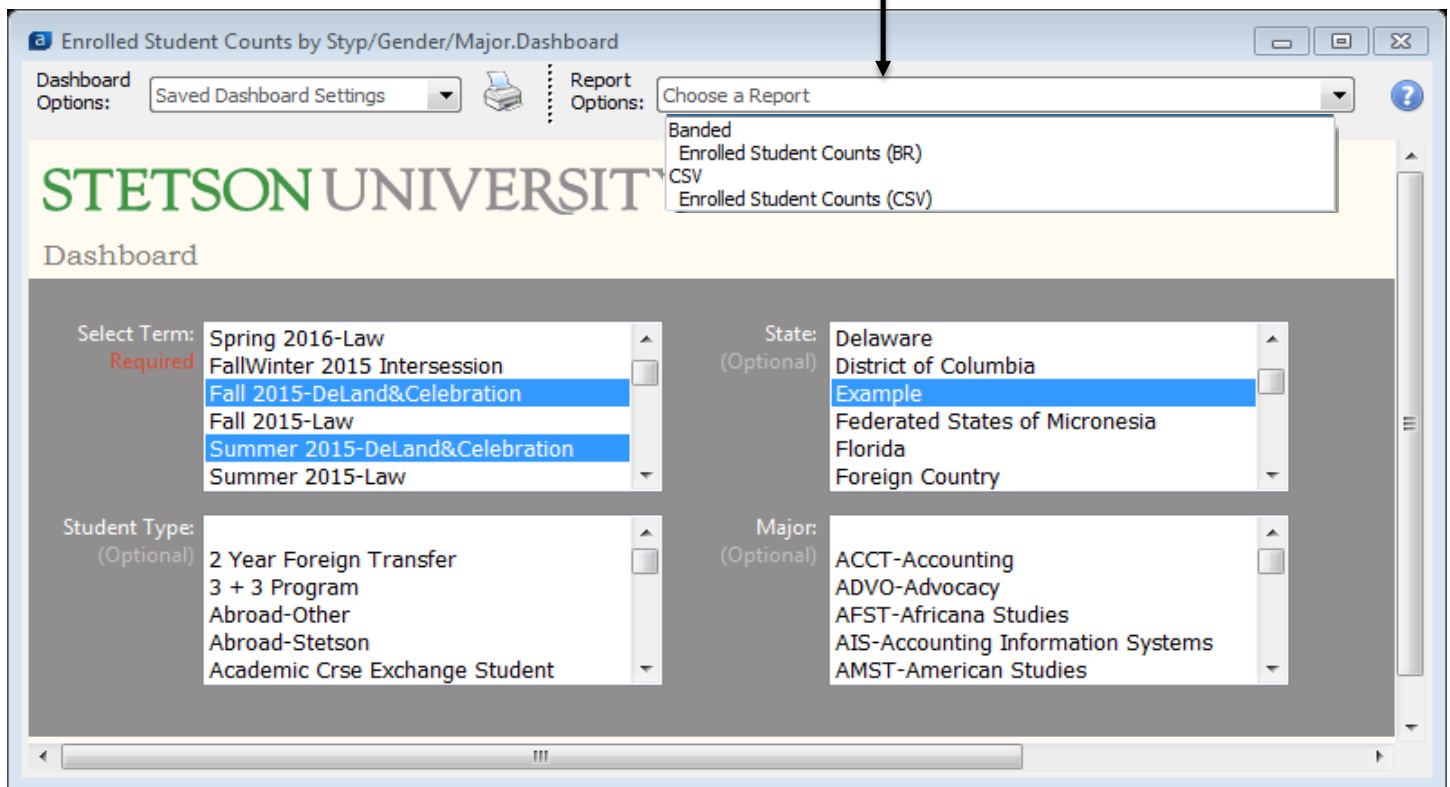
To run a report, double click the dashboard icon in the left panel or click once to open the dashboard menu (shown in the right panel).



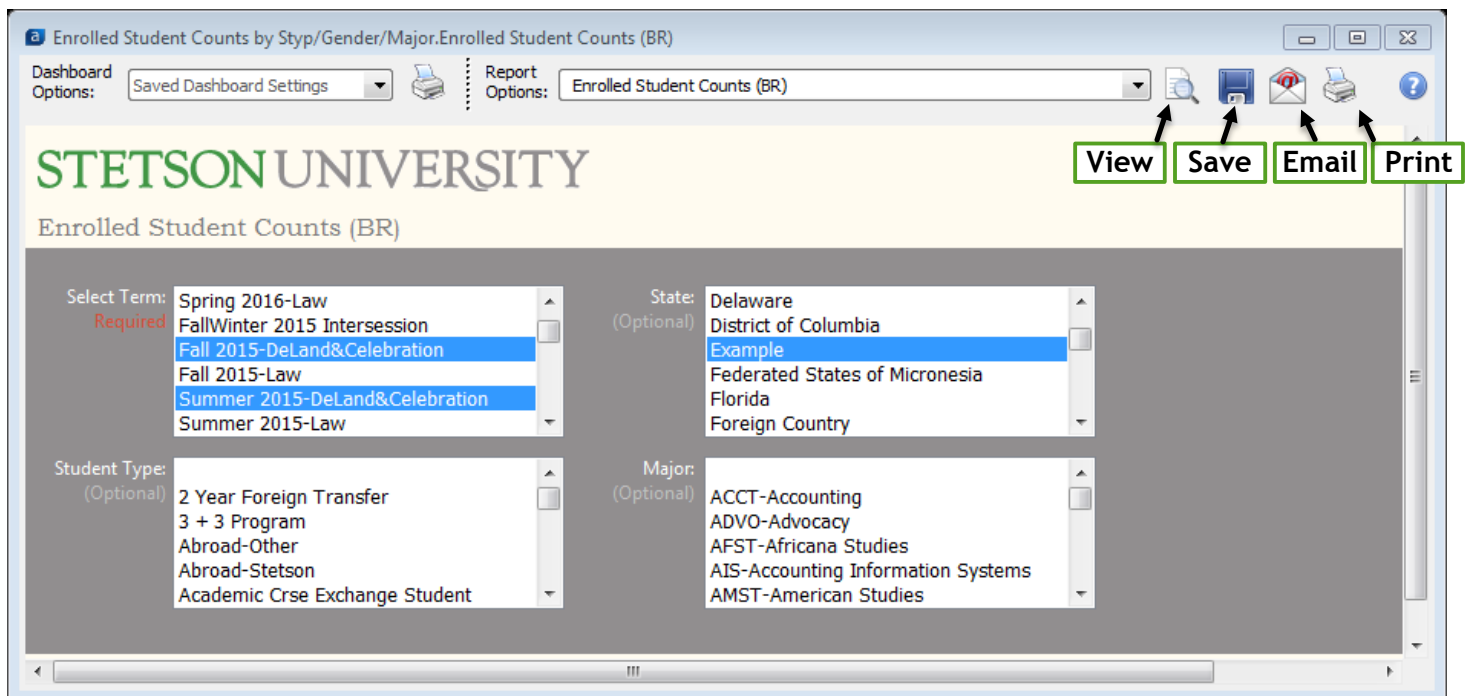
The dashboard window opens and allows users to select parameters for the report.

Select the term for the report (hold ctrl and click on terms to select multiple terms). If desired, select additional optional parameters.

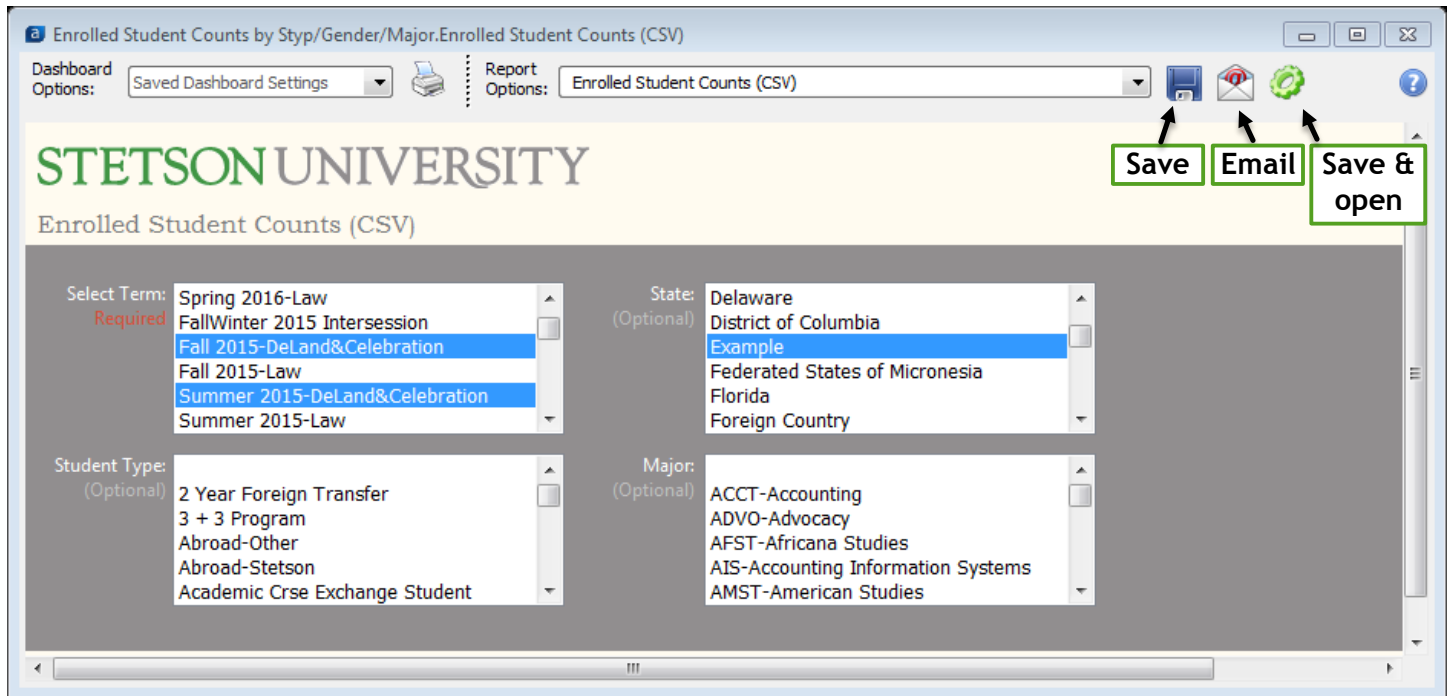
Once parameters are selected, click on the “Choose a Report” drop down menu.



If a banded report is selected from the report options drop down menu, icons become available to view, save, email, or print the .pdf report.



If a CSV report is selected from the report options drop down menu, icons become available to save or email .csv report. CSV reports open as Excel documents.



## FOR MORE HELP:

### IT Helpdesk

(for ARGOS access)

Call: 386-822-7217

Email: [support@stetson.edu](mailto:support@stetson.edu)

Visit: Ground floor of Lynn Business Center

<http://www.stetson.edu/administration/information-technology/help-desk/index.php>

### Institutional Research

(for data and report questions)

Call: 386-852-7255

Email: [iro@stetson.edu](mailto:iro@stetson.edu)

Visit: 2<sup>nd</sup> floor, DeLand Hall

<http://www.stetson.edu/administration/institutional-research/>

Detailed Argos help guides are available from evisions:

<http://webhelp.evisions.com/HelpFiles/Argos/4.5/en/Default.htm>