
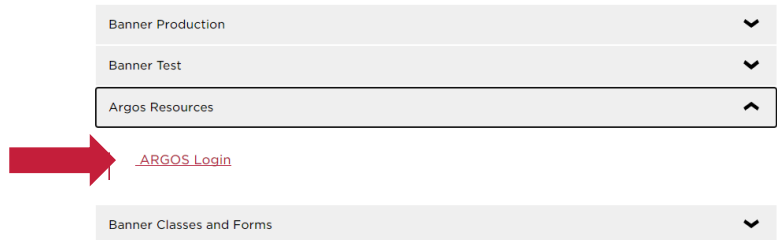


How to Login, Access, and Run a Report in Argos

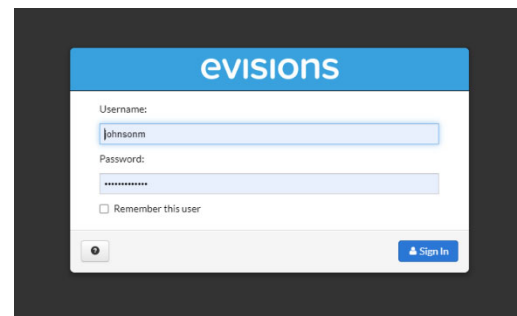
1. Do you need an Argos account? 
Email govstech@apsu.edu and in the subject line put “Argos Account Request.”
2. To access Argos, go to apsu.edu/banner and click on Argos Login.

Banner Resources

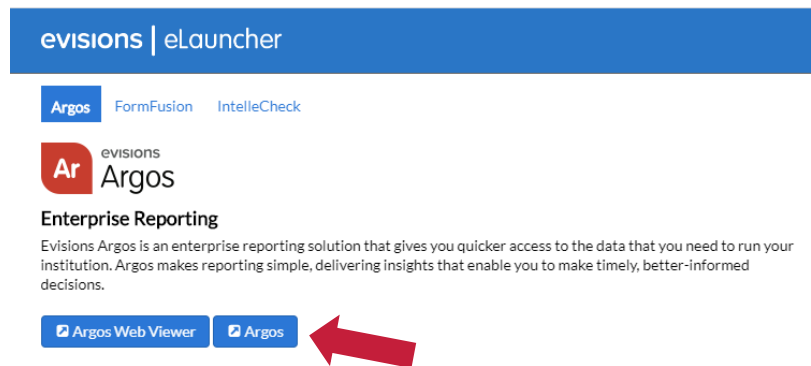
Use the links options below to access Banner or Argos resources.



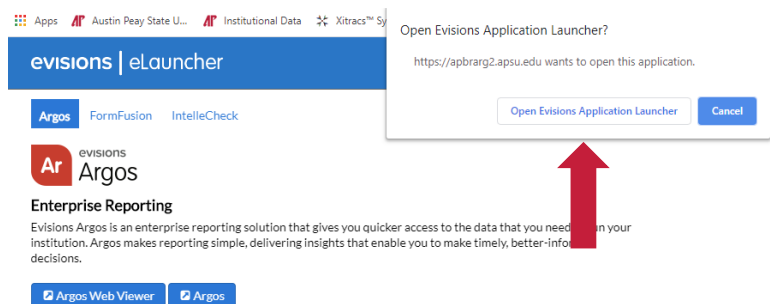
3. Your username and password will be the same as your APSU email.



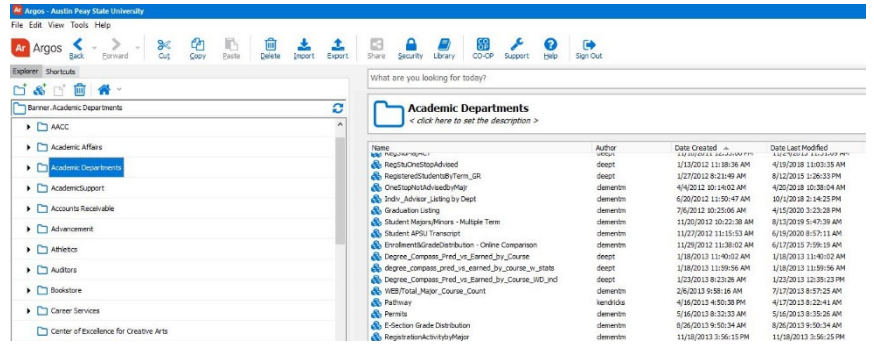
4. There are two options. We recommend the full version Argos. The Argos Web Viewer may be used, but it is a lite version and is not fully functional.



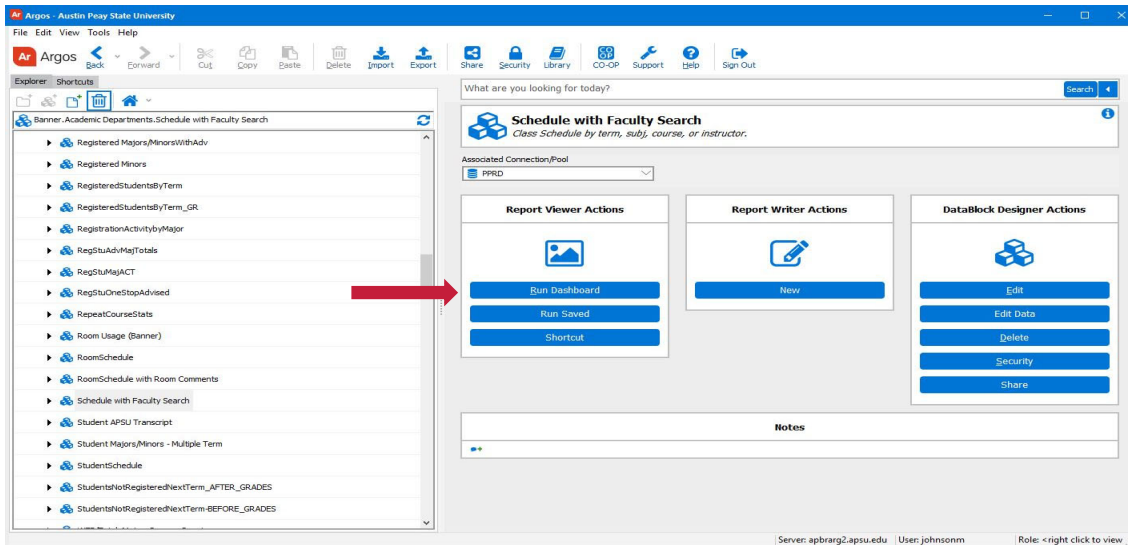
5. Choose Open Evisions Application Launcher on the pop-up window.



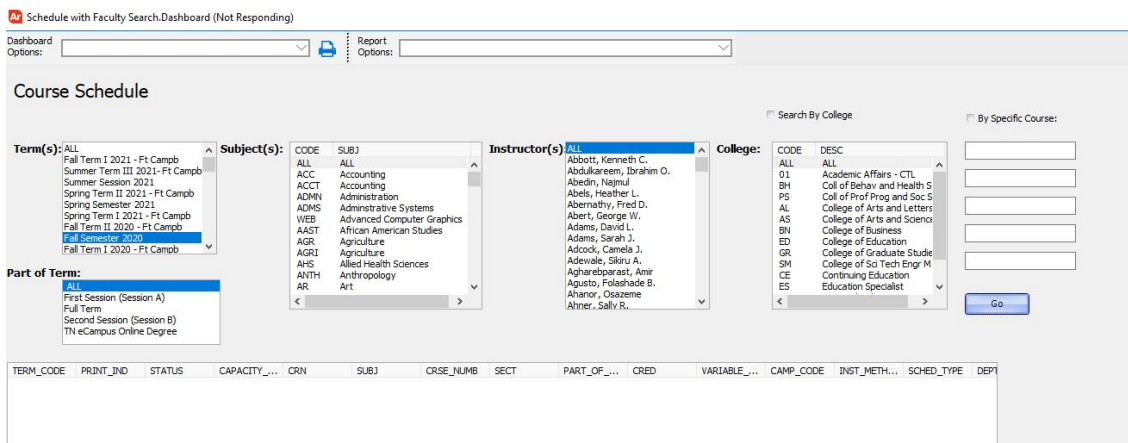
- In Argos, you will have a folder based on the area you work in. A majority of our users are in the Academic Department folder. Find the report you need to run and click on it.



- The report example below is "Schedule with Faculty Search." Click on Run Dashboard.



- Here is an example of the dashboard. Notice you have several choices you can make. You will choose term, part of term, subject, instructor, but you can also run it by college or a specific course. Then click on Go.



9. The report will display in the large white box.

The screenshot shows the 'Schedule with Faculty Search Dashboard' interface. At the top, there are dropdown menus for 'Dashboard Options' and 'Report Options'. Below these are filter sections: 'Course Schedule', 'Term(s): ALL' (with a list of terms including Fall Term I 2021 - FT Camp), 'Subject(s):' (with a list of subjects like ACC, ADMN, AGR, ANTH), 'Instructor(s):' (with a list of names like Abbott, Kenneth C.), and 'College:' (with a list of college names like Academic Affairs - CTL). There are also checkboxes for 'Search By College' and 'By Specific Course:'. A 'Go' button is located at the bottom right of the filter area.

TERM_CODE	PRINT_IND	STATUS	CAPACITY	CRN	SUBJ	CRSE_NUMB	SECT	PART_OF...	CRED	VARIABLE...	CAMP_CODE	INST_METH...	SCHED_TYPE	DEPT	
202084	Y	ACTIVE	ALMOST FULL	3028	AAST	2200	W1	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3030	AAST	2200	W7	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	4094	AAST	2200	8	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3029	AAST	2200	W2	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3032	AAST	2250	6	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3033	AAST	3020	6	1	1	3		14M	HYB	LEC	L
202084	Y	ACTIVE	ALMOST FULL	2000	ACCT	2010	W6	1	3		14M	DVC	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2005	ACCT	2010	W1A	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	1758	ACCT	2010	1	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2001	ACCT	2010	9	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2002	ACCT	2010	W10	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2003	ACCT	2010	11	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2004	ACCT	2010	25A	A	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2006	ACCT	201L	03	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2009	ACCT	201L	08	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2017	ACCT	201L	W1A	A	0		14M	WEB	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2017	ACCT	201L	W1A	A	0		14M	WEB	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2007	ACCT	201L	04	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2010	ACCT	201L	11	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2012	ACCT	201L	38	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2013	ACCT	201L	31	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2014	ACCT	201L	33	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2015	ACCT	201L	34	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2016	ACCT	201L	23A	A	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2020	ACCT	2020	W1B	B	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	1760	ACCT	2020	7	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2018	ACCT	2020	W10	1	3		14M	DVC	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2019	ACCT	2020	25B	B	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2021	ACCT	3001	5	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2022	ACCT	3010	6	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2024	ACCT	3100	6	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3803	ACCT	3110	12	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2025	ACCT	3110	W1	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2026	ACCT	3210	W8	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2027	ACCT	3410	12	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2028	ACCT	4210	8	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2029	ACCT	4310	W4	1	3		14M	DVC	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2186	ACCT	4401	93	1	1		14M	PRA	FLD	L	
202084	Y	ACTIVE	ALMOST FULL	2030	ACCT	4510	10	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3337	AGRI	1310	6	1	3		14M	HYB	LEC	L	

3127 items, 1 selected

10. You can save the report by clicking Report Options. There are also ways to sort and filter the data that we will explain in other videos and pdfs.

The screenshot shows the 'Report Options' dropdown menu. The word 'Schedule' is selected and highlighted in blue. To the right of the dropdown are three icons: a floppy disk (save), an envelope (email), and a gear (settings).

We have a corresponding video that goes along with these pdf directions called AgrosAccess_1.

Questions?

Please contact DSIR at 931-221-6760 or dsir@apsu.edu.



Decision Support & Institutional Research

PDF-video AgrosAccess_1.wmv