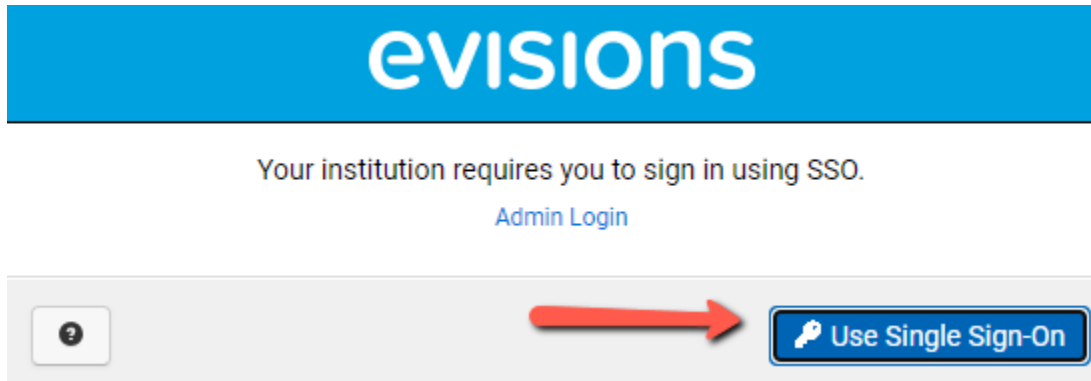


Running Reports in Argos

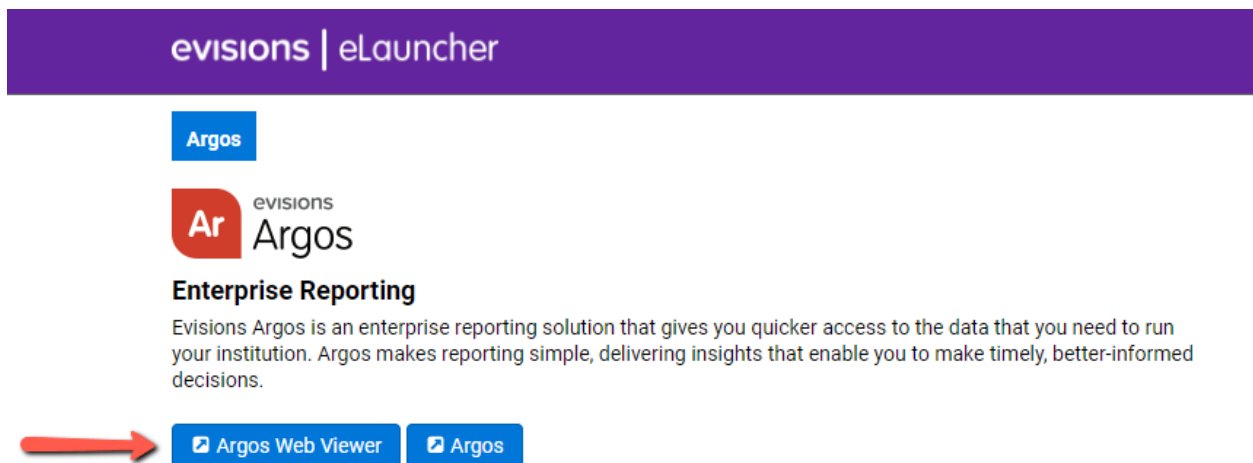
Logging In to the eLauncher

In your web browser, navigate to <https://argos.emerson.edu/>.

Use Single Sign-On issue to log into Argos. Click “Use Single Sign-On”.



Select the **Argos Web Viewer**.














Navigation Area

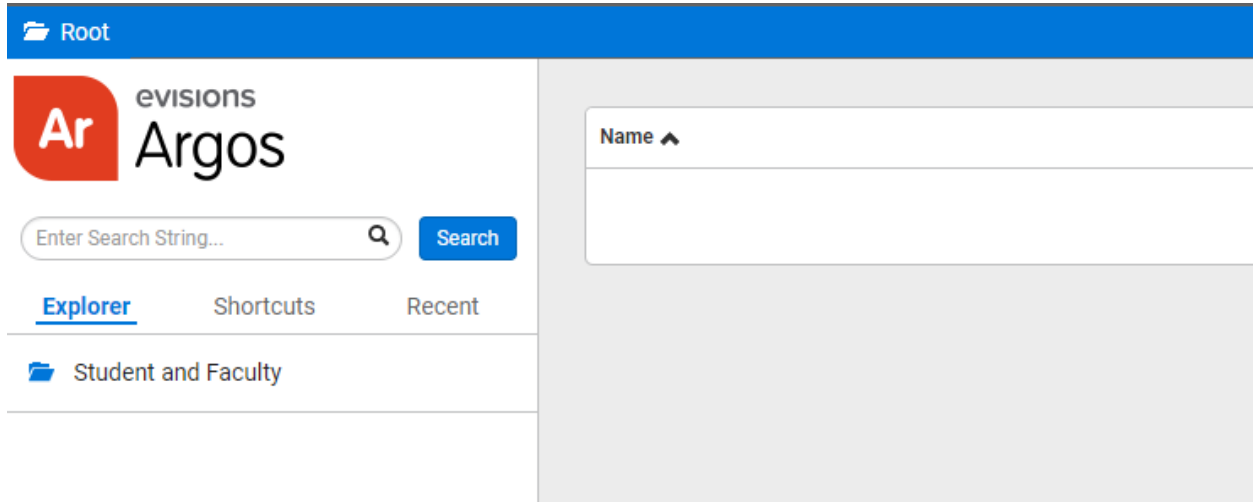
This area contains the objects that you can perform actions on. There are three different views you can use for the Navigation area by clicking the desired tab (Explorer or Shortcuts). Each of these views is described below.

Explorer view

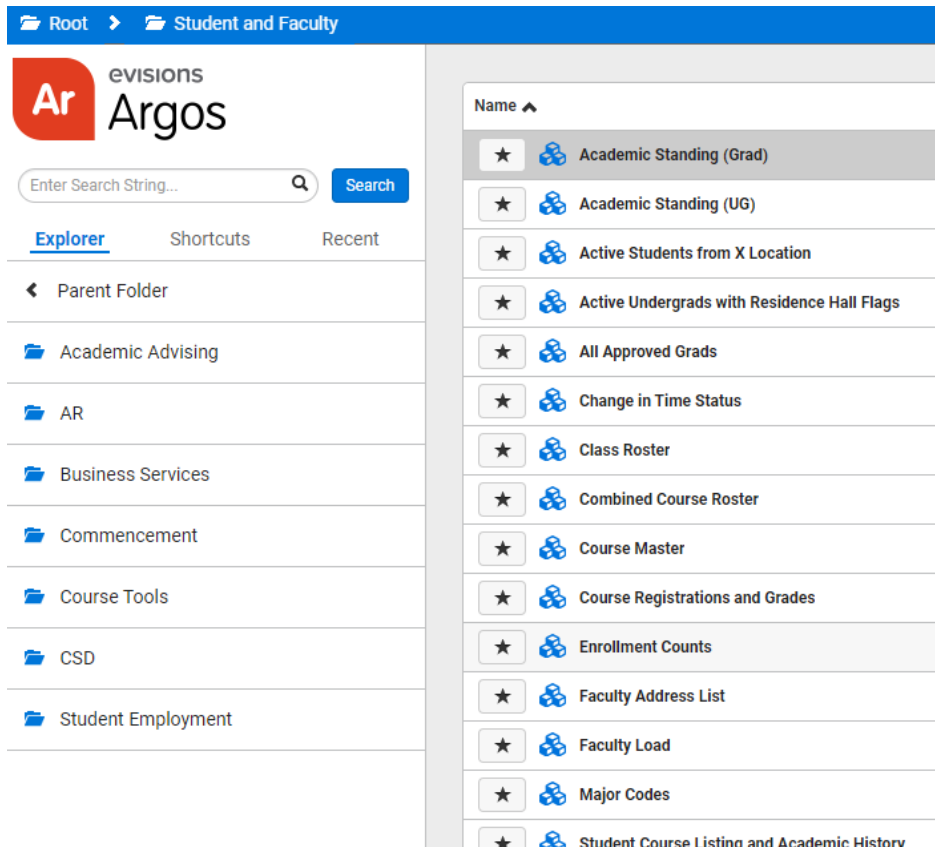
The Explorer is the default view for the Navigation area, in which a simple menu of available folders and objects is displayed. Argos objects that can be found in the Explorer include:

Icon	Explorer Object	Description
	Folders	<i>Contains objects, including other folders.</i>
	DataBlocks	<i>The "parent" object for one or more reports.</i>
	Dashboards	<i>Display-only reports for quick reference.</i>
	System Created Dashboard	<i>The dashboard that is automatically created by Argos for every new DataBlock. The system dashboard is always called "Dashboard" and cannot be renamed or deleted.</i>
	User Created Dashboard	<i>This dashboard is created by users. Dashboards can be used to view information quickly without having to run a report.</i>
	CSV Report	<i>A comma-separated values report.</i>
	Banded Report	<i>A fully-formatted report.</i>
	Extract Report	<i>A text report that meets pre-defined specifications.</i>
	Delimited Extract Report	<i>An extract report that uses a user defined delimiter (tab, commas, and spaces are common delimiters).</i>
	Fixed Width Extract Report	<i>An extract report the width of each field is defined by the user.</i>
	XML Extract Report	<i>An extract report whose output is an XML file.</i>

Folder view



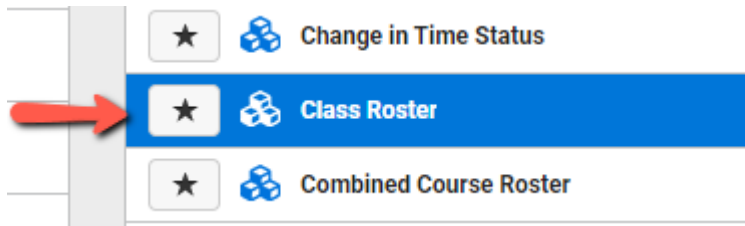
Explorer view shows the available folders, based on security settings. Click on the folder to see the datablocks and reports available.



Shortcuts View

If you use a DataBlock or report frequently, you can click on the star next to its name. This gives you the “Create Shortcut” option. Adding objects to the Shortcuts makes it easier to find what you need. Click on the **Shortcuts** tab to view shortcuts.

This view can be very convenient as it shows only your available shortcuts. 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” (see figure on the right). Deleting or renaming a shortcut has no effect on the original object.



Create Shortcut ×

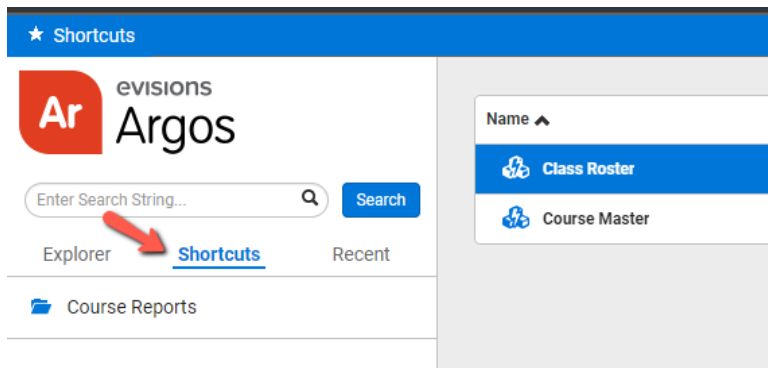
DataBlock Class Roster

Name

Location <Root>

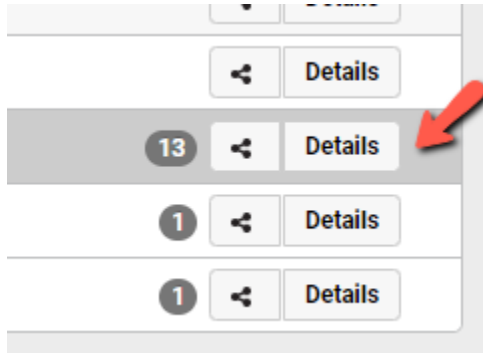
Privacy

Your shortcuts can be found under the “Shortcuts” view.

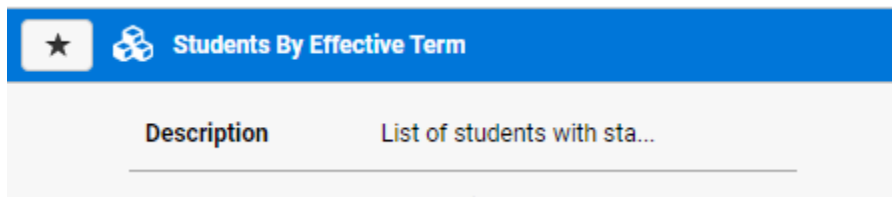


Datablock details

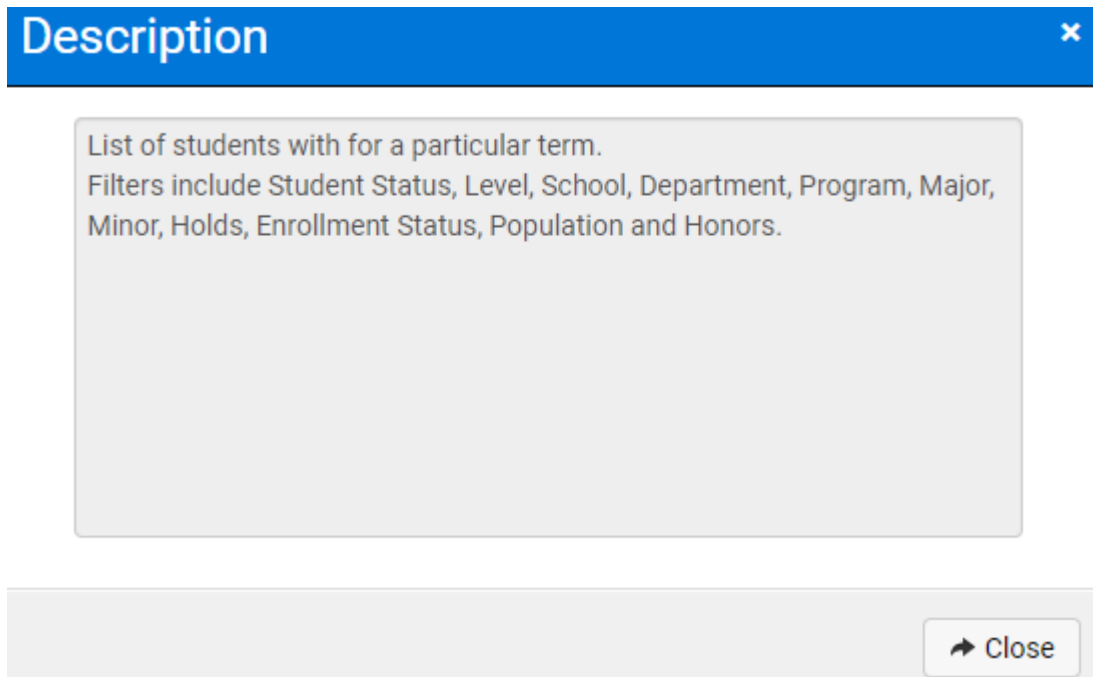
To find out more about a datablock, including the report(s) underneath it, click on the Details button.



The number to the left is the number of reports under that datablock.



Clicking on the description will show the complete description.



Under the description, the available reports are listed.

★	CSV	Active Students and Registration Totals Report (ID: 1954)
★	CSV	Active Students No Registration (ID: 1957)
★	CSV	Active, Under-Registered Report (ID: 1956)
★	CSV	Hold Report (ID: 1959)
★	CSV	Incoming Students Report (ID: 1958)
★	CSV	Post Deposit Deferrals sand Withdrawls by Term (ID: 1955)
★	CSV	Student Address Report (ID: 1952)
★	CSV	Student PIN Report (For Status Selected) (ID: 1949)
★	CSV	Students (Active or On Leave) By Term Report (ID: 1947)
★	CSV	Students (All Statuses) By Term Report (ID: 1950)
★	CSV	Students (Graduated or Inactive) By Term Report (ID: 1951)
★	CSV	Students By Effective Term Report (Extract All) (ID: 1953)
★	CSV	Students for a Major (ID: 1948)

You can also search for a report in the search bar.



Major

▼ " Reports

Major Codes Report
Student and Faculty > Major Codes

Major Restrictions (SSARRES) (Catalog) Report
Student and Faculty > Course Tools > Major Restrictions (SSARRES) (Testing)

Major Restrictions (SSARRES) (Extract All) Report
Student and Faculty > Course Tools > Major Restrictions (SSARRES) (Testing)

Major Restrictions (SSARRES) (Section) Report
Student and Faculty > Course Tools > Major Restrictions (SSARRES) (Testing)

Students for a Major
Student and Faculty > Students By Effective Term

Running Dashboards and Reports

You can run a report (CSV, banded, extract, or crosstab) or dashboard by clicking on the datablock or the report itself. This will bring up the filter page.

Root > Student and Faculty > Students By Effective Term - Dashboard

Saved Dashboard Settings | Reports | Run

Emerson COLLEGE

Students By Effective Term

Term: 202230 - Summer 2022

Term 1 for Credits: None

Term 2 for Credits: None

Student Status(es): No Preference

- AS-Active
- AM-Active (Marlboro)
- AW-Administrative Withdrawal
- DS-Duplicate Status

Student Level: No Preference

School(s): No Preference

Major(s): No Preference

Minor(s): No Preference

Registration Hold Code(s): No Preference

Honors: No Preference

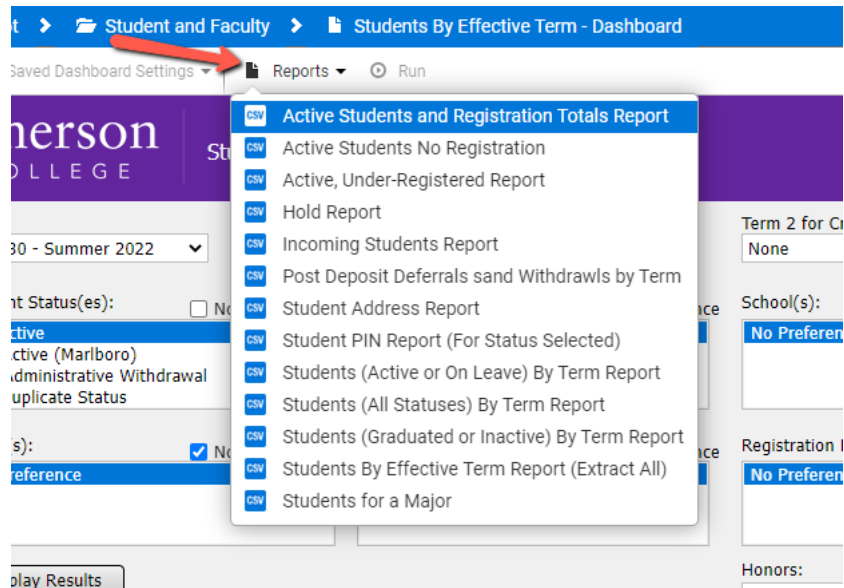
Display Results

Term	Term Description	Last SGBSTDN Term	Student ID	Last Name	First Name	Preferred First Nam	E
------	------------------	-------------------	------------	-----------	------------	---------------------	---

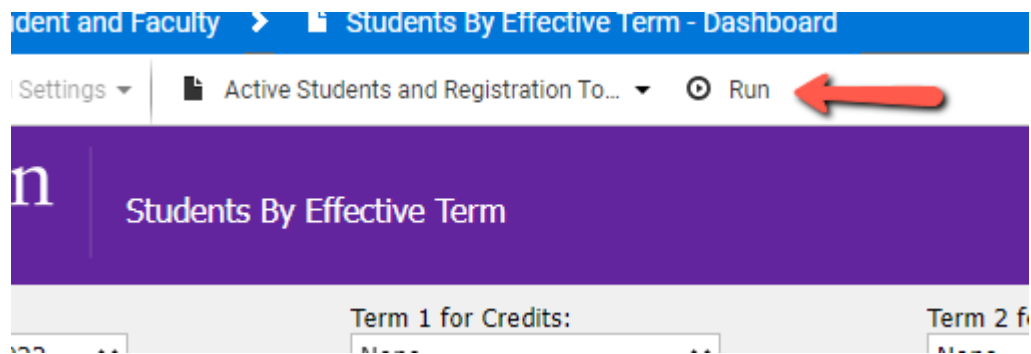
The “No Preference” option is the same as choosing all of the items in that box. Unchecking the “No Preference” box will show the choices for that item.

To multi-select an item, hold Ctrl and then click the items (PC) or hold Command and click the items (Mac).

Once the filters are selected, choose the report to run from the dropdown.



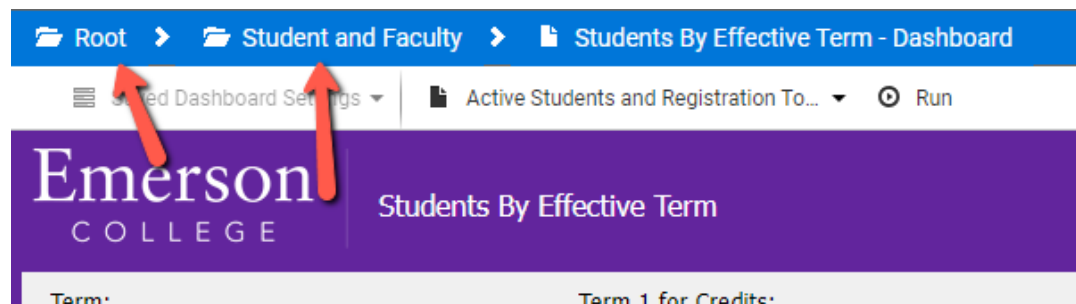
Select Run.



The file will be saved to your computer when it is done.

Navigation

To return to the list of datablocks, click on one of the entries in the breadcrumb.



Administrative Options

Report Scheduling

In Argos, report scheduling is an administrative task.

To request receiving a report on a schedule, just put in a ticket with the help desk.

<https://support.emerson.edu/hc/en-us/requests/new>

Please include the following information:

- The name of the datablock
- The name of the report
- How often you want to receive it (daily, weekly, monthly)
- Day(s) of the week to receive it
- Time of day to receive it
- Emails of those to receive it
- End date (if applicable)

Note: term based report setting may need to be updated each term.

Saved Dashboard Settings

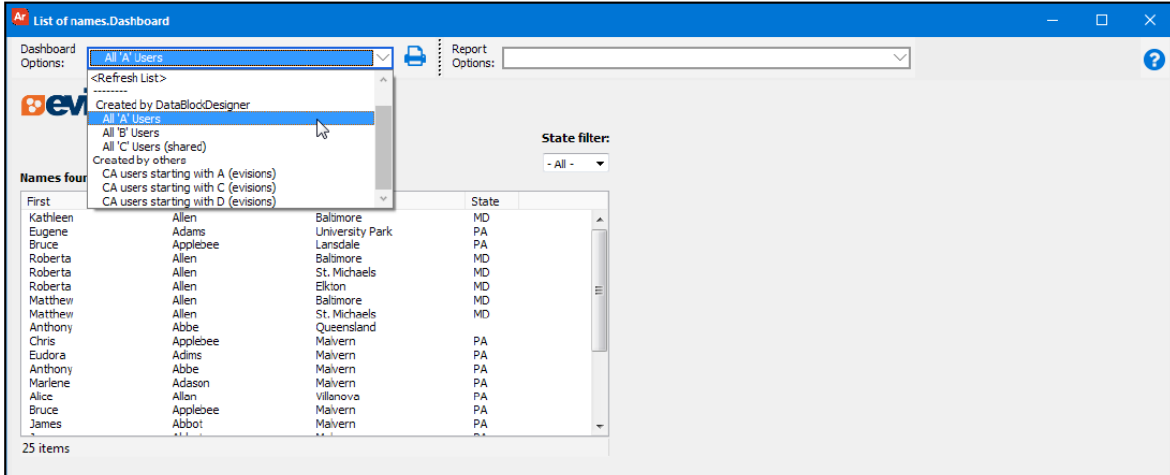
In Argos, saving dashboard settings is an administrative task.

Saved dashboard settings allow a user to select a set of filters each time.

The screenshot shows the Emerson College Faculty Address List dashboard. At the top, there are two dropdown menus: "Dashboard Options:" set to "CSD - Faculty Addresses (shared)" and "Report Options:". Below this is a purple header with the Emerson College logo and the title "Faculty Address List". The main content area contains four filter sections: "Term:" with a dropdown set to "202310 - Fall 2022"; "School:" with a dropdown set to "No Preference"; "Department:" with a dropdown set to "No Preference" and a list of departments including "0000 - Undeclared", "CMST - Communication Studies", "CSD - Comm Sciences and Disorders", "INST - Inst for Lib Arts/Intd Studies", "JRNL - Journalism", and "KW - Kasteel Well Program"; and "Staff Type:" with a dropdown set to "No Preference". A "Display Results" button is located at the bottom left of the filter area.

To use a saved dashboard setting, select it from the dropdown list next to Dashboard Options.

To load a previously-saved setting that you or another user created, select it in the list.



The dashboard will update to reflect the parameters specified in the saved setting.

The **<Refresh List>** menu option updates the list of saved dashboard settings to see if other users have shared additional saved settings since you launched the dashboard. Otherwise, you will see any changes automatically the next time you open the dashboard.

If you have created a custom ordering in the Manage Saved Settings dialog, you will also see an option to **<Clear Custom Display Order>**. Selecting this option returns your saved settings to their default order. Note that if you have a custom ordering in place, any new saved settings will be added to the bottom of the appropriate section instead of appearing in alphabetical order.

To request receiving a report on a schedule, just put in a ticket with the help desk.

<https://support.emerson.edu/hc/en-us/requests/new>

Please include the following information:

- The name of the datablock
- The list of filter choices