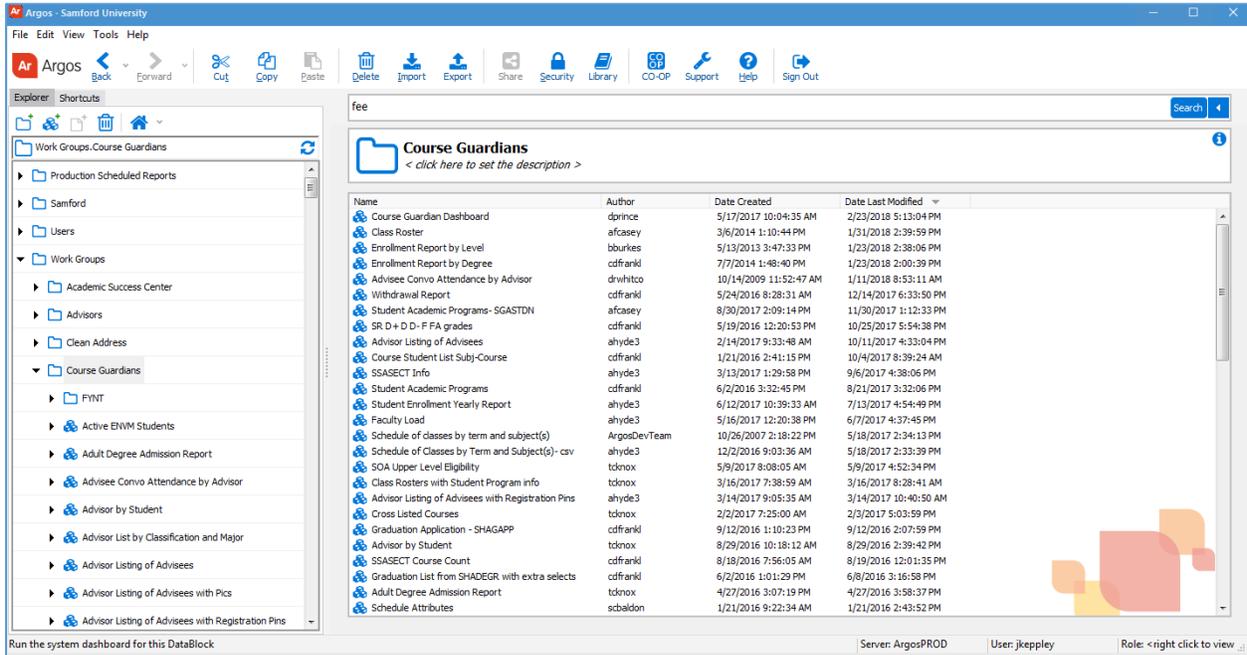
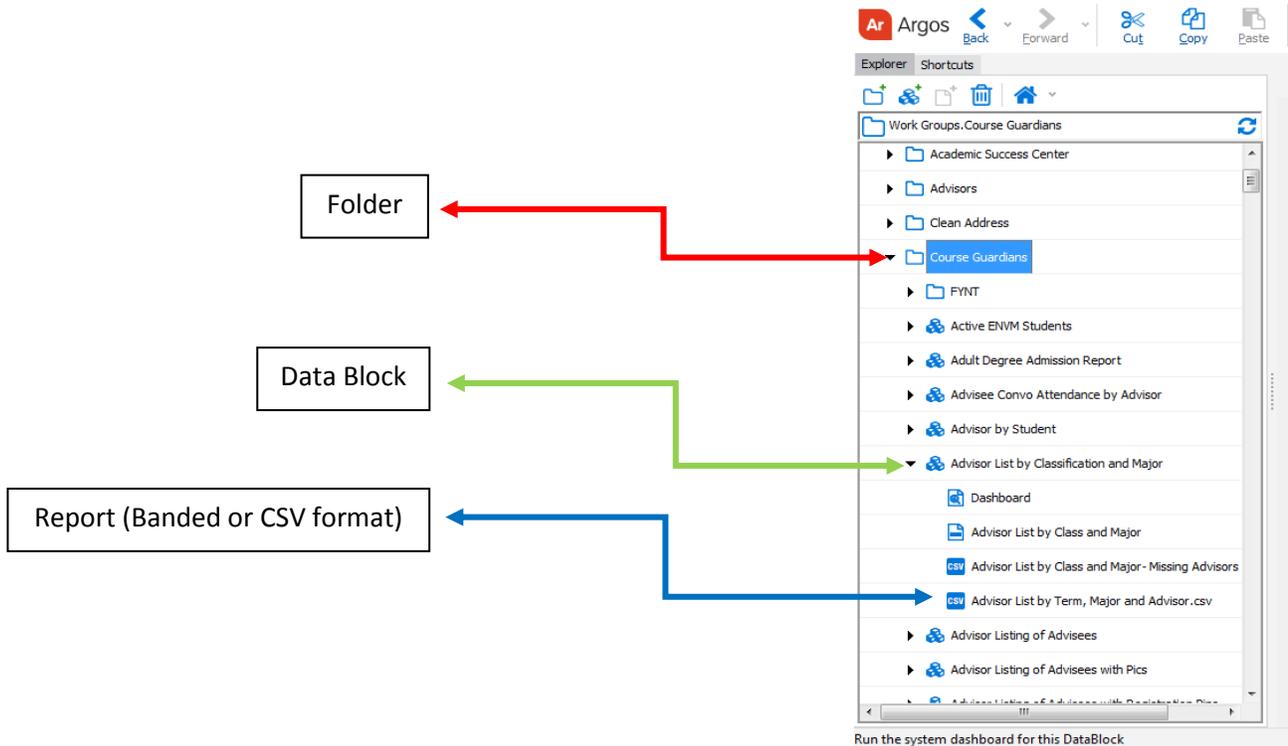


Using Argos



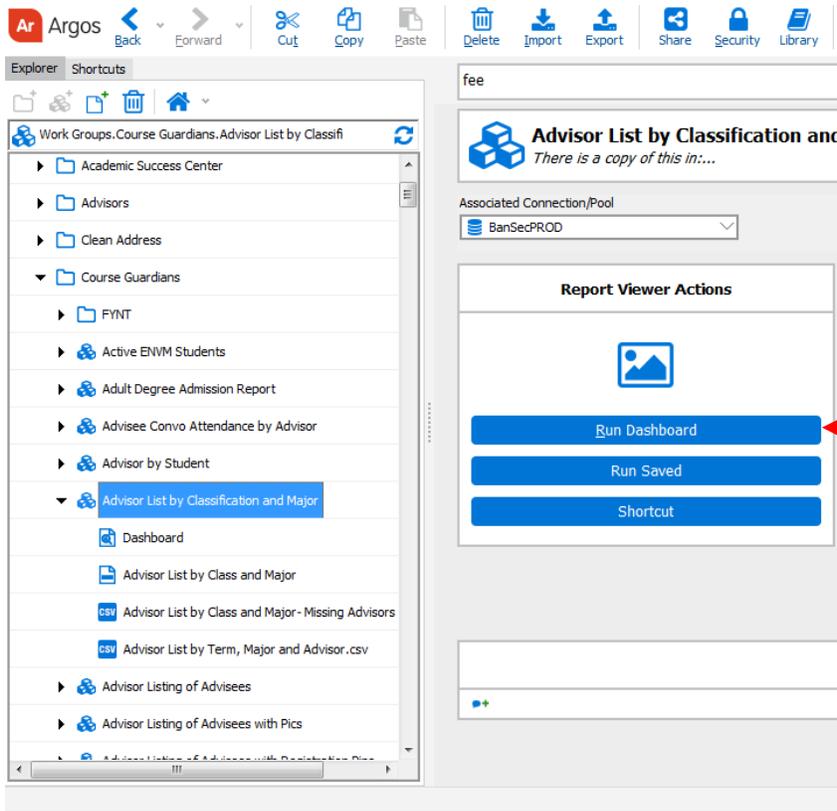
Argos is Samford's reporting software. There are hundreds of reports that consolidate Banner data into usable information.

Tree Structure:



Argos reports are organized into Folders and Datablocks. Within a folder there can be dozens of relevant data blocks. The data block contains a subset of Banner data, and numerous reports can be built using that data.

The data block listed above deals with Advisor data. There are three reports. Two of them, Advisor List by Class and Major, and Advisor List by Term, Major and Advisor.csv will return advising information in different forms. The third one, Advisor List by Class and Major – Missing Advisors Undergrads, will return any undergraduate students who don't have an advisor assigned to them.



Highlighting a datablock and selecting “Run Dashboard” will open a dashboard where you can select filter options and run *any* report associated with the datablock.

Running the below dashboard will take you to the selection options for this data block. See below for the example of the three reports discussed above. One is in a banded format, and the other two will open as a csv file for use in Excel.

Ar Advisor List by Classification and Major,Advisor List by Term, Major and Advisor.csv

Dashboard Options: [Dropdown] Report Options: Advisor List by Term, Major and Advisor.csv



Advisor Report

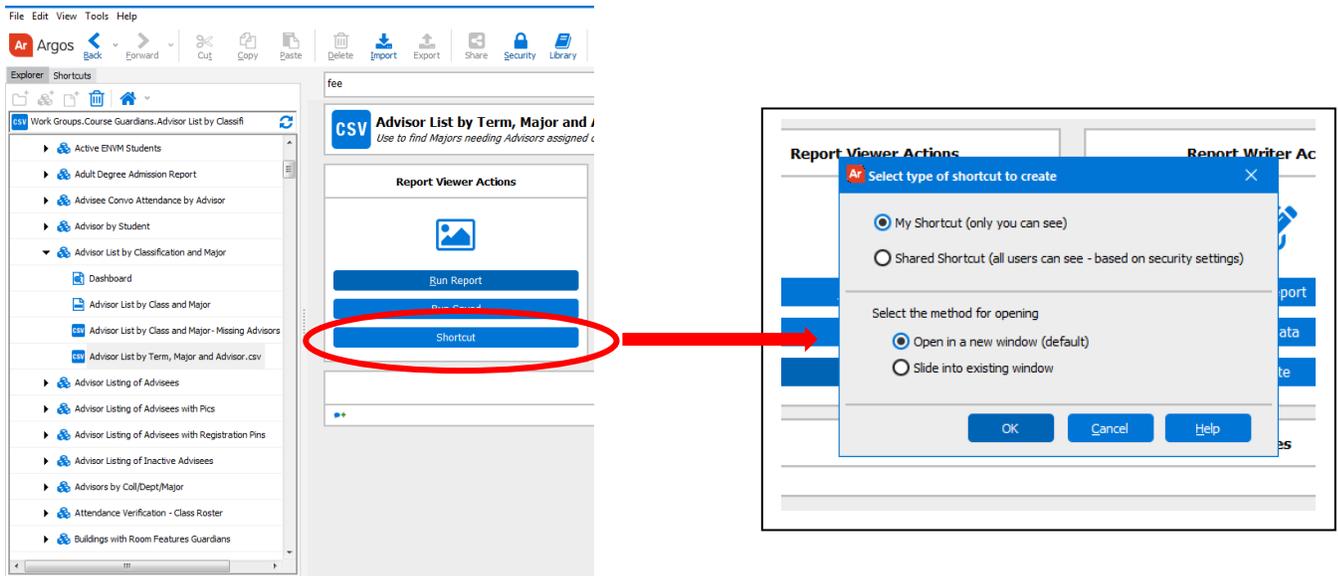
Select Term

- 201410
- 201420
- 201450
- 201470
- 201510
- 201520
- 201550
- 201570
- 201610
- 201620
- 201650
- 201670
- 201710
- 201720
- 201750
- 201770
- 201810
- 201820
- 201850
- 201870
- 201910

Select Major

MAJR_CODE	MAJR_DESC
ACCO	Accounting
ADMN	Administration - DNP
ADVP	Advanced Practice - DNP
ARTS	Art
ATTR	Athletic Training (HP)
BBSC	BACHE Birmingham Southern Coll
BIOC	Biochemistry
BIOL	Biology
BMAC	Professional Accountancy
BMBA	Business
BSBB	Brock Scholar - Brock Business
BUAB	BACHE UAB
CHEM	Chemistry
CHMU	Church Music
CJDC	Criminal Justice (DC)
CLAS	Classics
COMP	Composition
COMS	Communication Studies
COSC	Computer Science
CRIM	Criminal Justice
CSDS	Comm Sciences and Disorders
DIET	Dietetic Internship Cert
DIVN	Divinity
DVBA	Divinity (MDIV and MBA)
ECEL	Early Childhood/Elementary Ed
EEOA	Economics (BA)
ECOS	Economics
EDLD	Educational Leadership
EDUT	MSN - Nurse Educator
EGPH	Engineering Physics

If you find reports you run frequently, you can create shortcuts:



The screenshot shows the Argos application interface. On the left, the 'Shortcuts' tab is active in the Explorer pane, listing various reports. The main window displays the 'Advisor List by Term, Major and Advisor.csv' report. Below the report title, there are three buttons: 'Run Report', 'Run Grouped', and 'Shortcut'. The 'Shortcut' button is circled in red. A red arrow points from this button to a 'Report Viewer Actions' dialog box. The dialog box has a title bar 'Ar Select type of shortcut to create' and contains the following options:

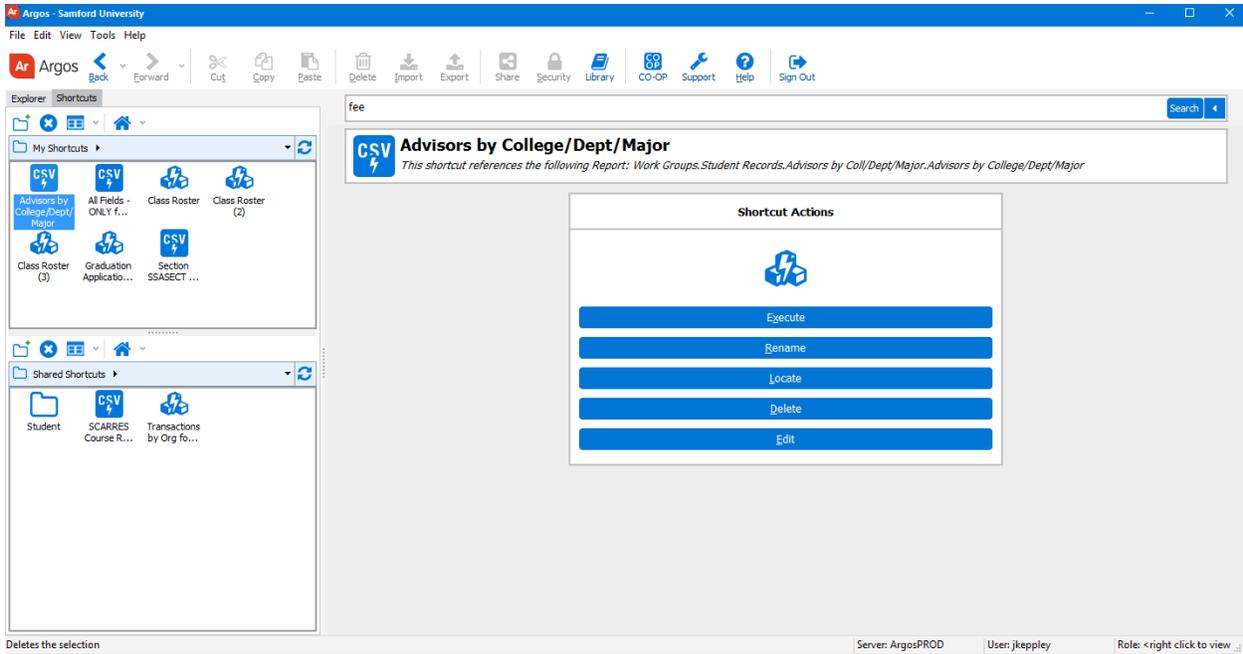
- My Shortcut (only you can see)
- Shared Shortcut (all users can see - based on security settings)

Below these options, there is a section titled 'Select the method for opening' with the following options:

- Open in a new window (default)
- Slide into existing window

At the bottom of the dialog box are 'OK', 'Cancel', and 'Help' buttons.

The shortcuts tab is accessible when you first open Argos:



There is also a Search tab where you can search for the type of information you are looking for and return any related datablocks or reports:

