


# argos<sup>■</sup> Client Quick Guide

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Argos allows users to access reports created from the Banner database. The information is pulled from the Banner database at 5 am every day. Access to Argos reports matches security set up in Banner. To request access, click on the Banner/Argos Access Request link in the Argos Channel.

**NOTE: Use these instructions to run reports in the original Client version of Argos. Cube style reports must be run in the Client. The Client only works on PC's**

1. Open BengalWeb (any browser works) and click on the **Employees** tab.
2. Go to the **Argos Reports** channel. Click on **Argos Client**.
3. Type in your ISU Username and Password, and then click **Login**.
4. Open the left hand file folders by clicking on the + sign next to **Production Reporting**, then the + sign next to Finance Campus Wide Reports
5. Click on the + sign next to the datablock  you want; the reports will list under that datablock. Single click on the report you want to view and click the **Run Report** button on the right.
- OR- Click on the datablock name and click the **Run Dashboard** button on the right. When the parameters page opens, click the drop down list next to **Report Options** at the top, then highlight the report you wish to run.
6. Select your report parameters from each box in the window. When finished, click one of the **4 icons** at the top to retrieve the information into a report, an email, to save the report (in a variety of formats), or to print the report.
7. If you chose to retrieve the report, it will open in a new window.
8. To view additional pages, click on the small pages on the left, or the blue arrow keys at the top.
9. To close the report, click the **Close** link in the upper left-hand corner of the report window, and then click on the **X** button at the top right of the report execution screen.
10. Click **Logout** in the upper left-hand corner of the main Argos screen to close Argos.



## Additional information

- If Argos tells you it couldn't retrieve any data, double check your settings. If the settings are correct, you may not have the security clearance to access the data. Call the Service Desk for assistance (x4357).
- After choosing a report, click the **Shortcut** button to add the report to the **Shortcuts** tab (top left of the first Argos page). This makes it easy to find your favorite reports later.
- Click on the  if you have questions about what to choose in any of the data selection screens.
- Once you choose the parameters you prefer for that report, you can save that setting, which allows you to pull the report more quickly next time. Just click on the **Dashboard Options** drop down list (top left) and click **<Save Current Settings>**. Give that version of settings a name. When you wish to pull that report in the future, click on that same dropdown list and your saved report will be listed there. (Note: this only saves the settings, not the data in the report.)

**Need Help? Call the IT Service Desk: 282-4357 (HELP) help@isu.edu**