# argos — Web Viewer Quick Guide

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 for all reports except Cube style reports. The Web Viewer can be used on PC's, Mac's, and iPad and Android tablets.

1. Open BengalWeb (any browser works) and click on the **Employees** tab. Go to the **Argos Reports** channel. Click on **Argos Web Viewer**. On the login page, type in your ISU Username and Password, and then click **Login**.
2. Argos will open in the Root Menu. On the left, click on **Production_Reporting** ; Additional file folders will appear (i.e., Finance, HR/Payroll, etc.)

3. Click on the file folder you want to open. The reports available under that folder appear on the right. Choose the report you want to open and click its name. (The circled number (right) indicates how many reports have been created in that datablock.)
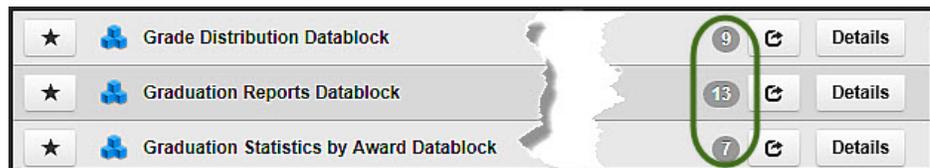
4. If there is more than one report in a datablock, choose the report you want to run from the **Reports** dropdown at the top of the screen (1 on the image, right). Then chose your report parameters from each box in the window.

5. When finished, click on **Run** at the top (2 in the image above) to run the report. (A few reports have the Run function built into the parameter page, and the Run option above won't be active.)
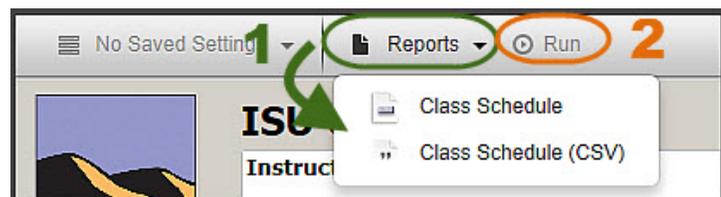
6. The report opens as a pdf (most reports) or in Excel (csv reports).
7. If you want to look at another report or choose different parameters, return to your browser window.
8. When you are finished, click **Logout** in the upper right-hand corner of the main Argos screen to close Argos.

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