Banner 9 Essentials Testing

ARGOS REPORTS – Part II

CIT – Team

February 24, 2020

BROWSERS for ARGOS Report Viewer

Edge
Firefox
Chrome
*IE

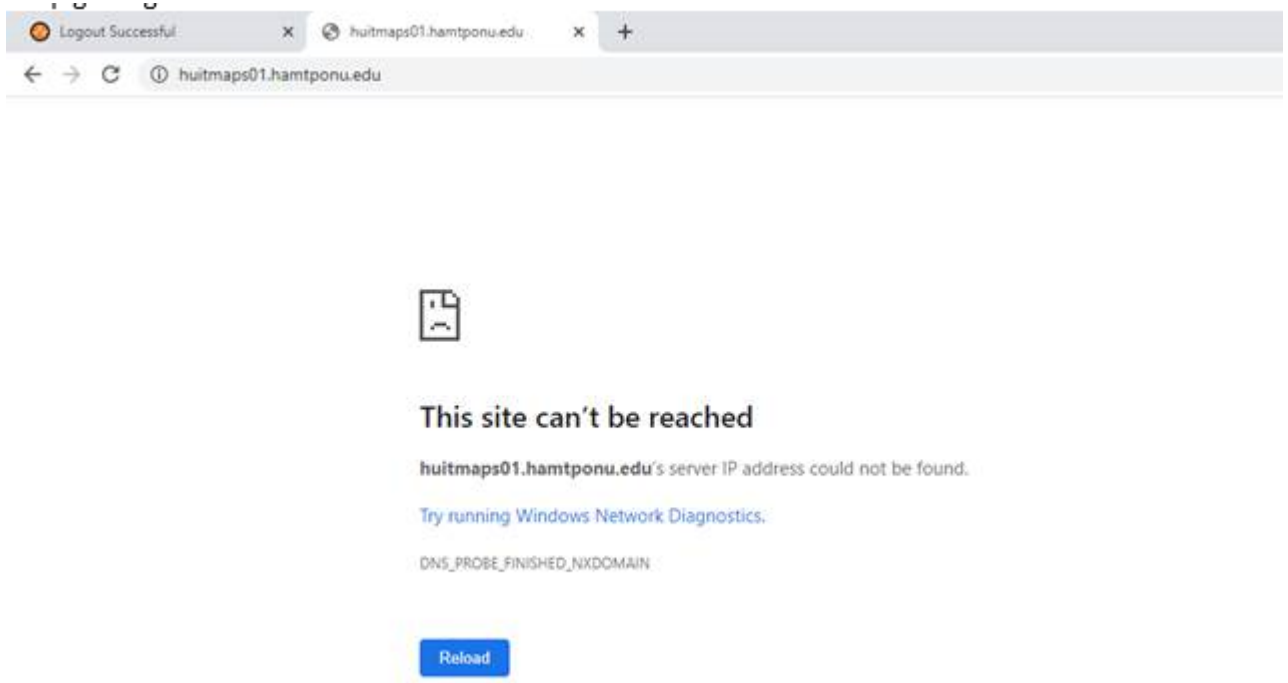
*May use IE but may have issues.

IE Browser may not Work for ARGOS Report Viewer - Error

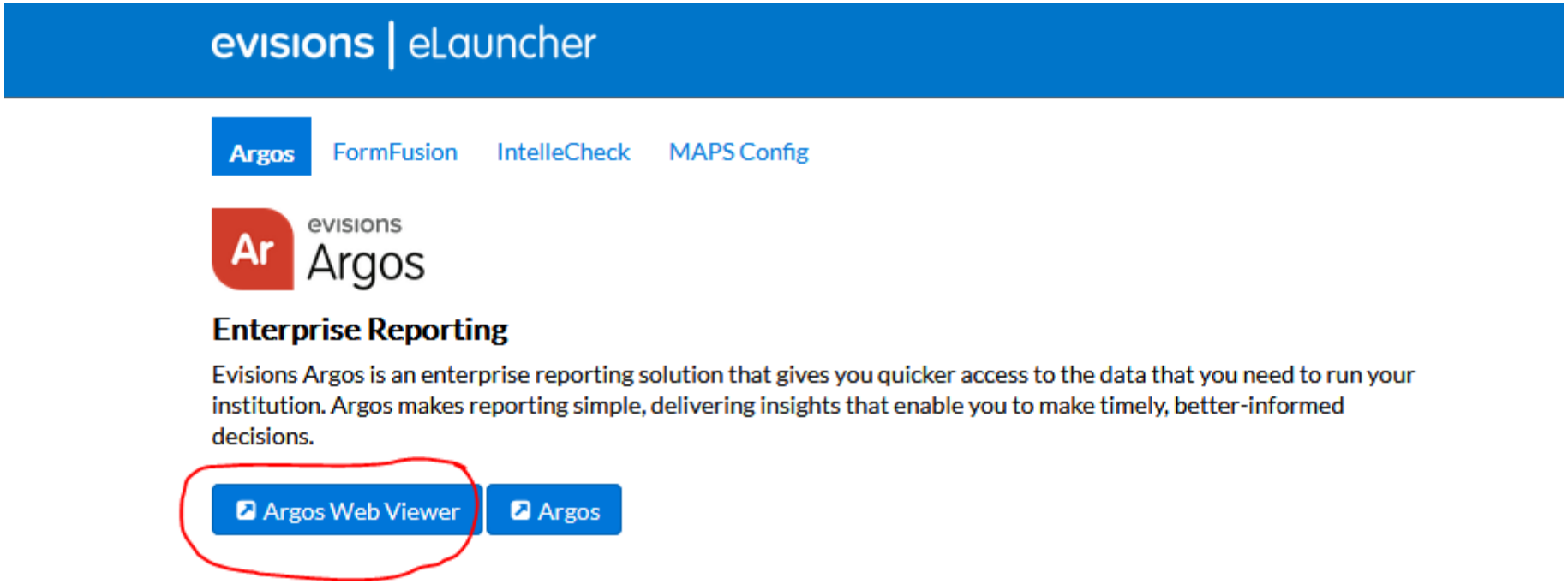
*IE

*May use IE but may have issues.
If you click on it from in the email, it defaults to IE browser it seems.

Must check to see why this happens

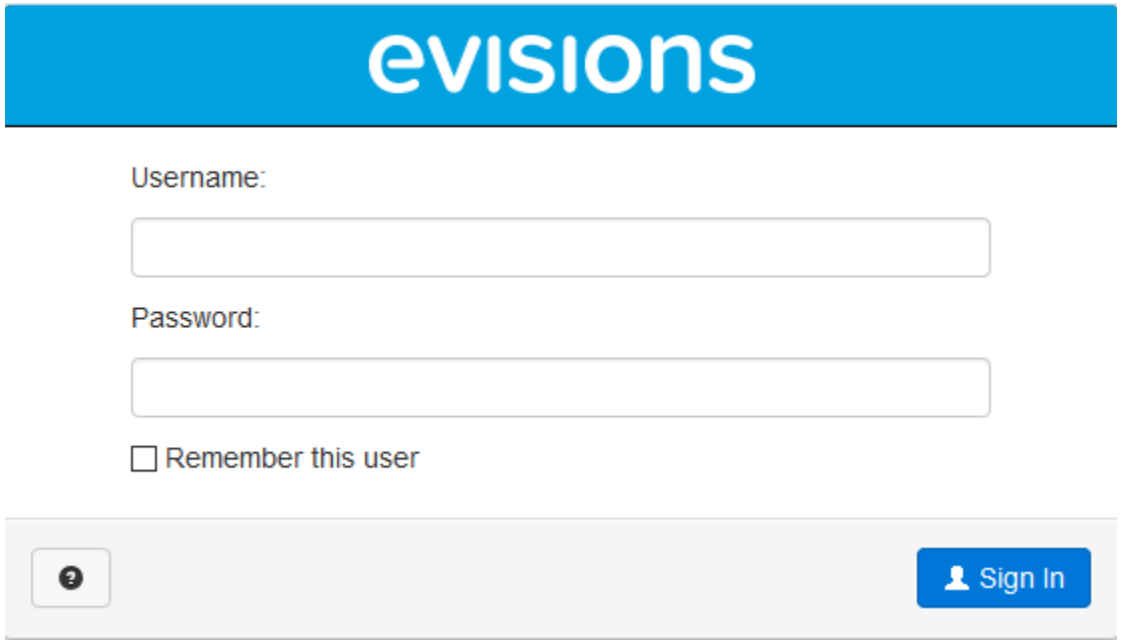


Logging in Evisions for ARGOS Report Viewer

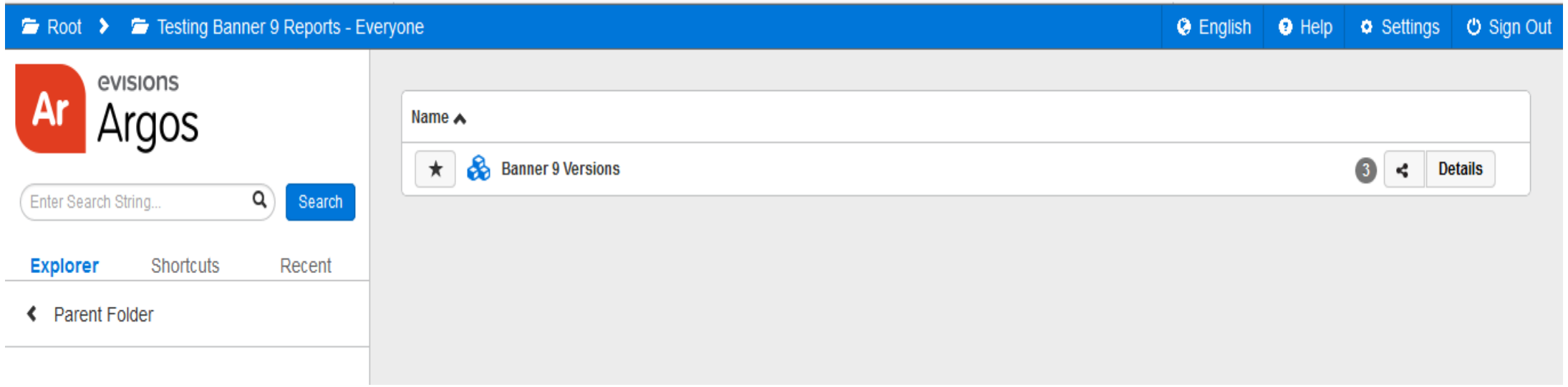


Logging in Evisions for ARGOS Report Viewer

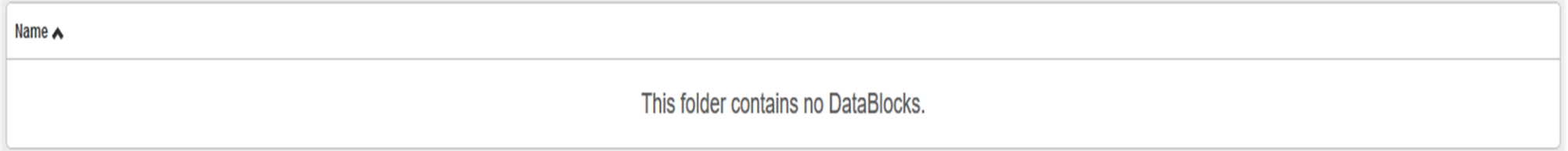
Use INFOTECH login and password
(infotech is the Domain you are in at HU)



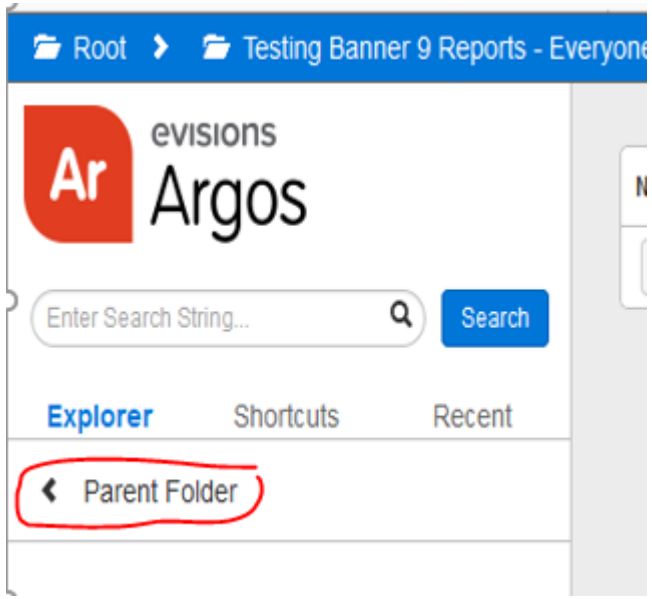
Reports Authorized to see in Evisions for ARGOS Report Viewer



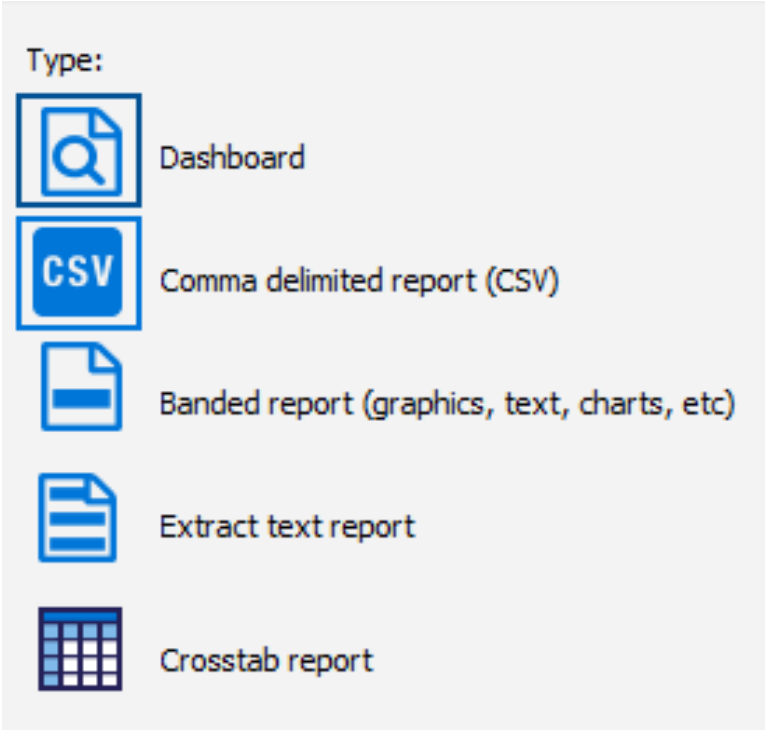
Seeing Folder contents in Evisions for ARGOS Report Viewer



If you see this, you must CLICK on FOLDER, then it should show reports



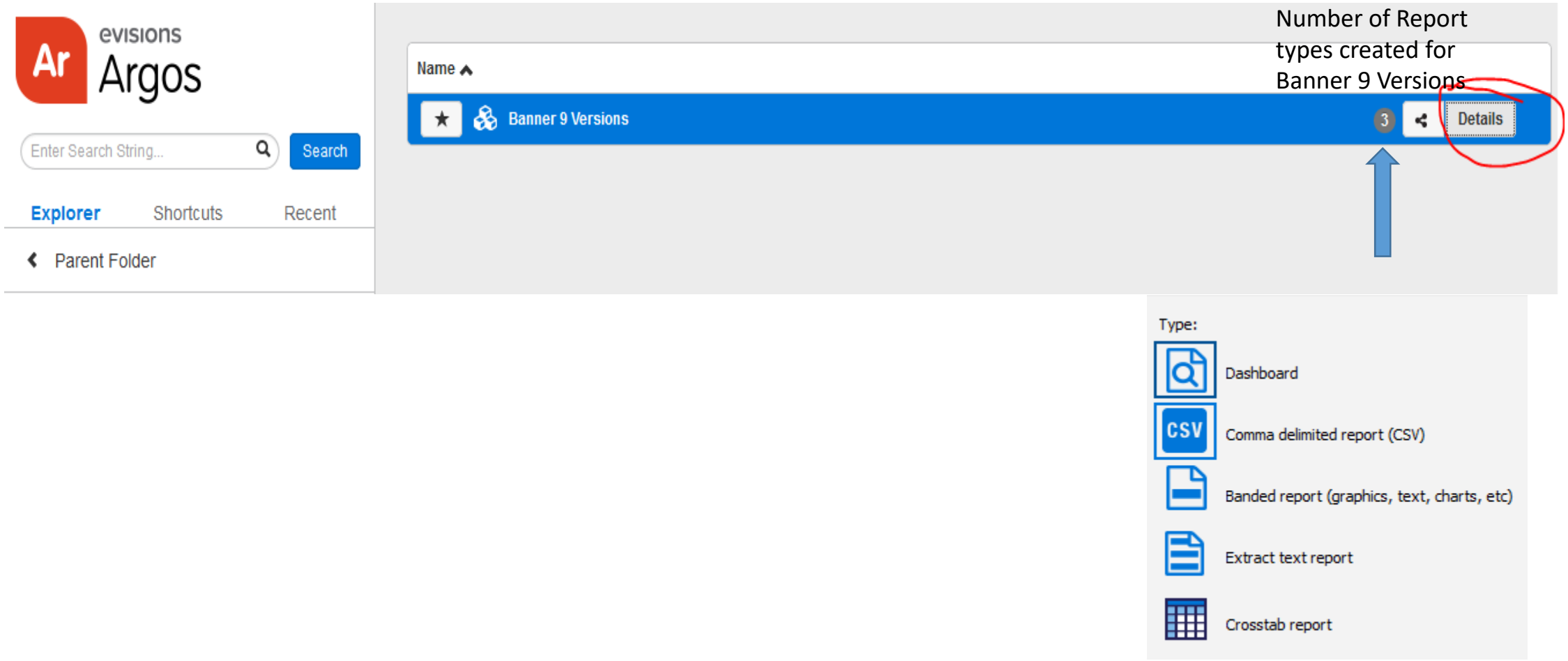
Types of Reports - ARGOS Report Viewer



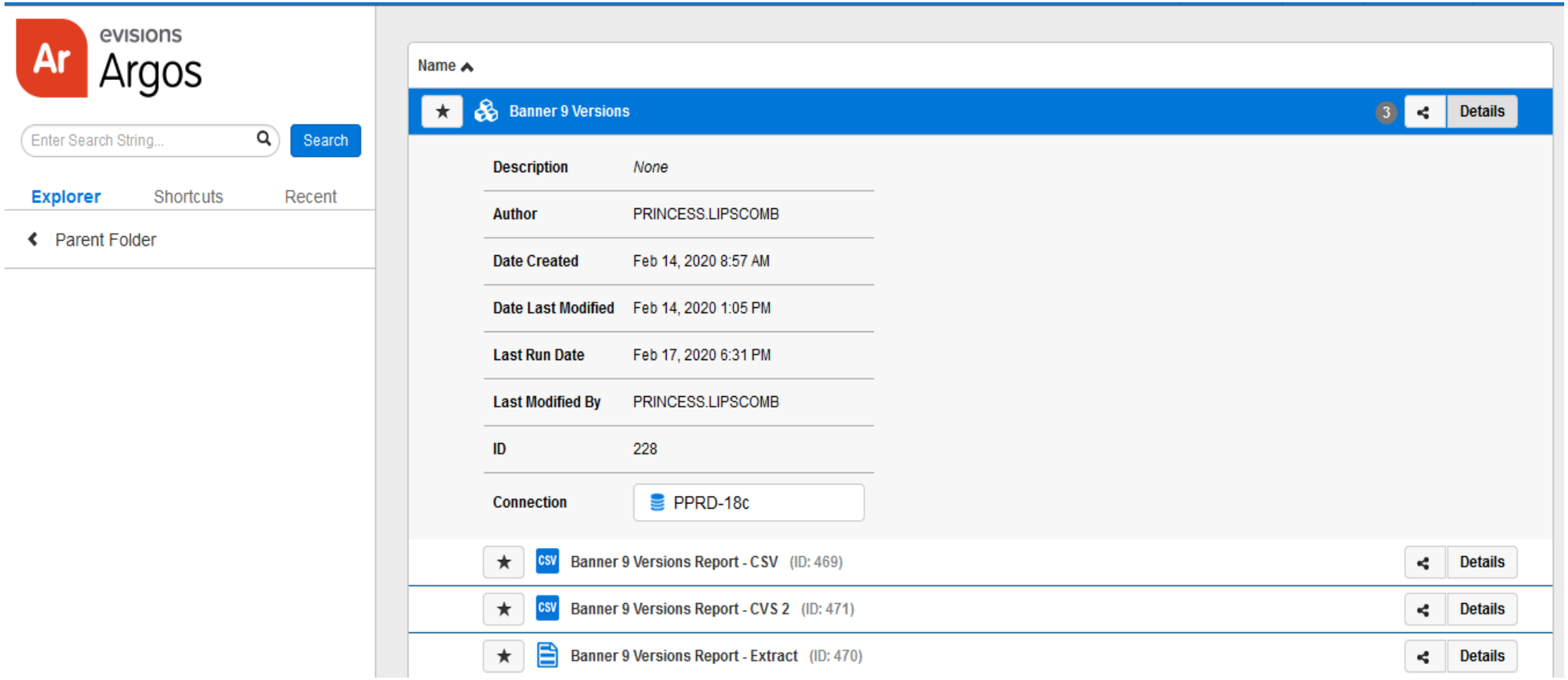
Initially, we will create the basic types:

CSV and Extract (txt)

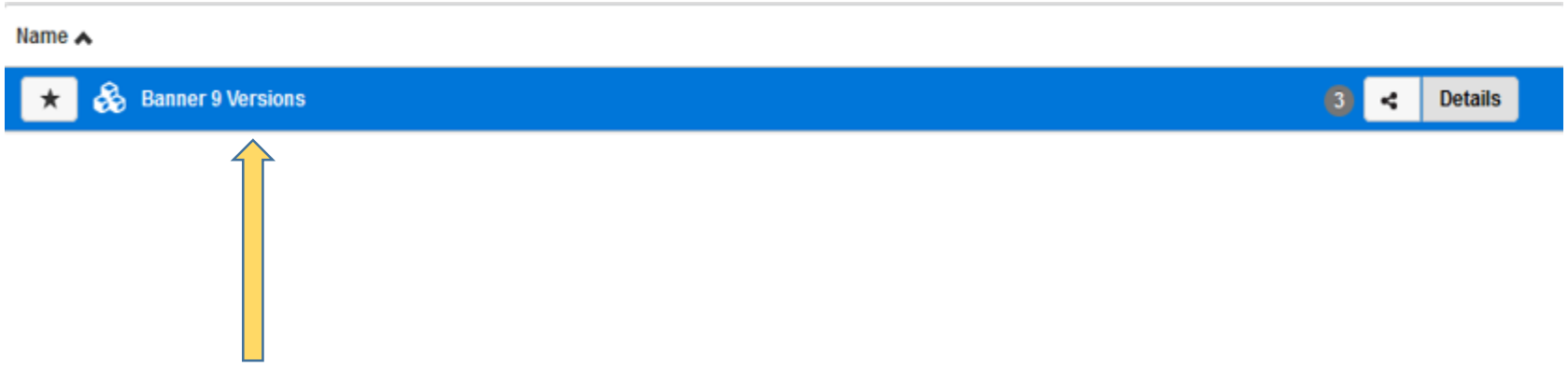
Information on Report - ARGOS Report Viewer



CreateDetails about the Banner 9 Versions using ARGOS Report Viewer

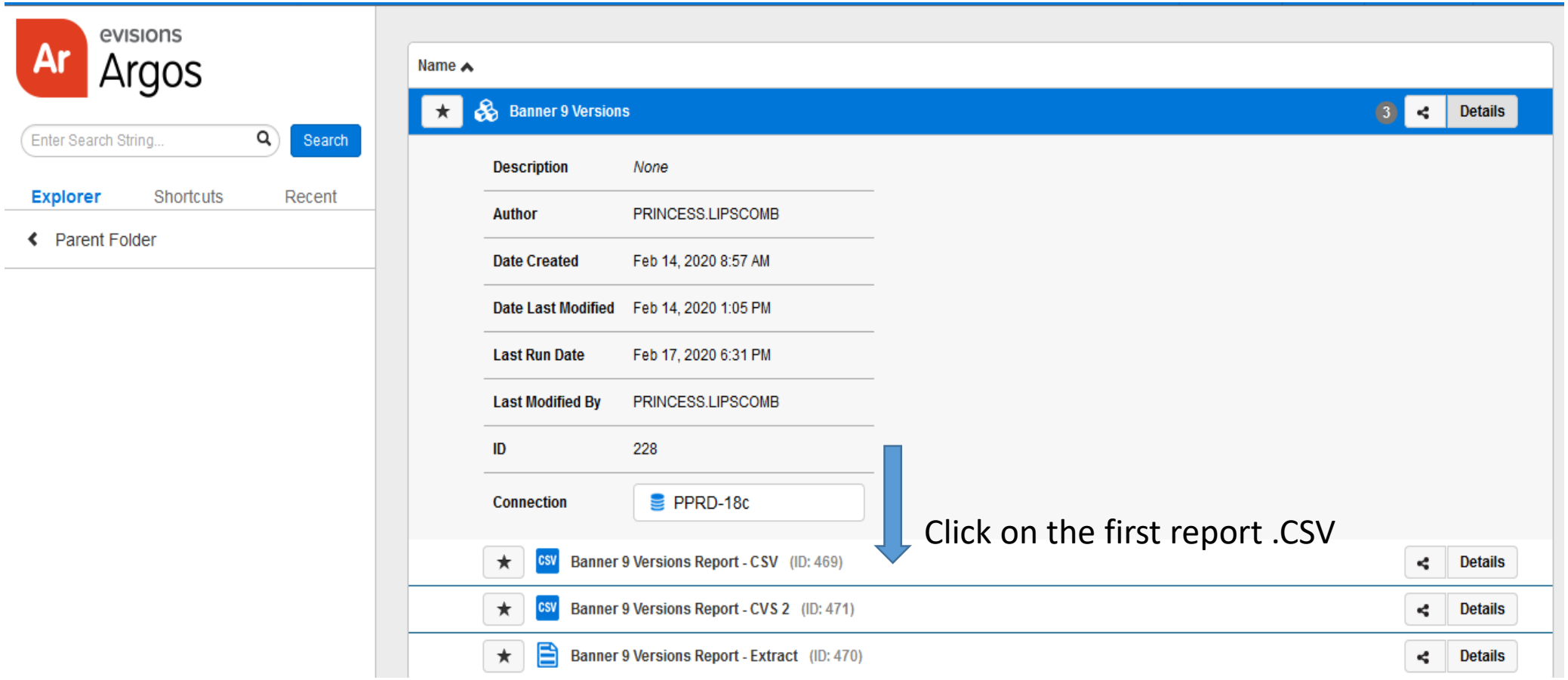


DASHBOARD View – Viewing Data Only - using ARGOS Report Viewer

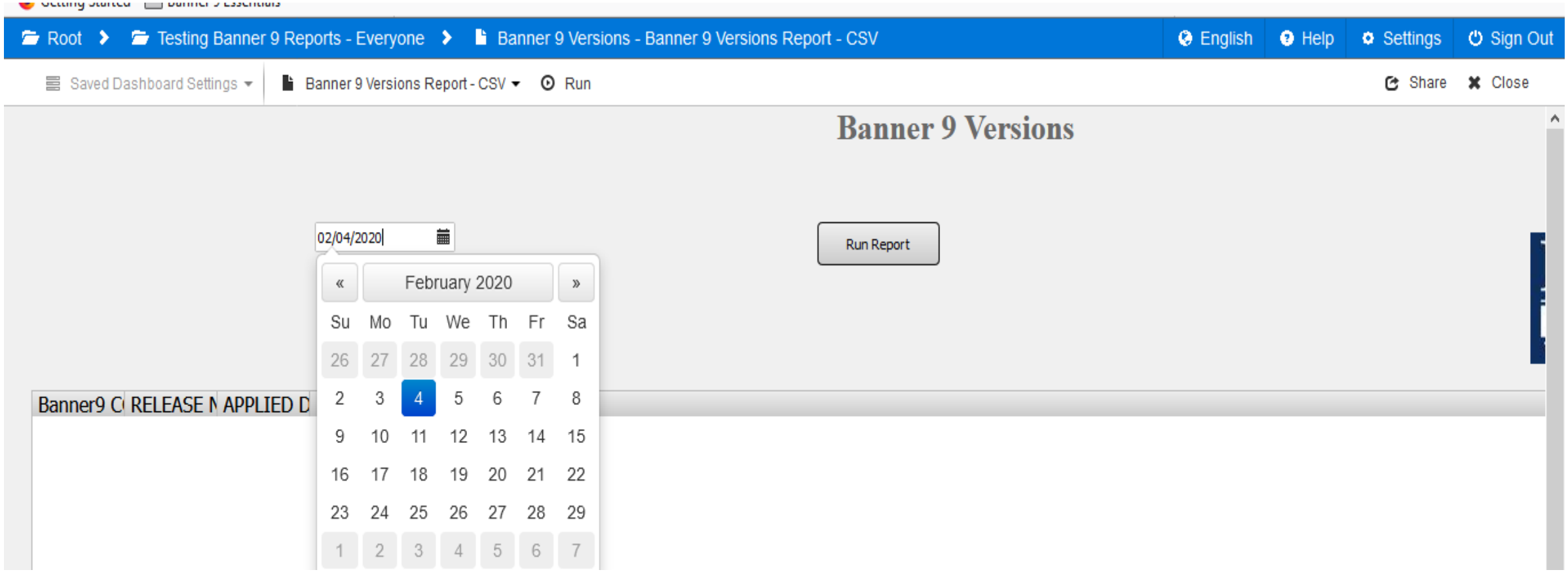


DASHBOARD View will show you the data before you download
Click on the name of the Report to see data
No options to download when using the DASHBOARD

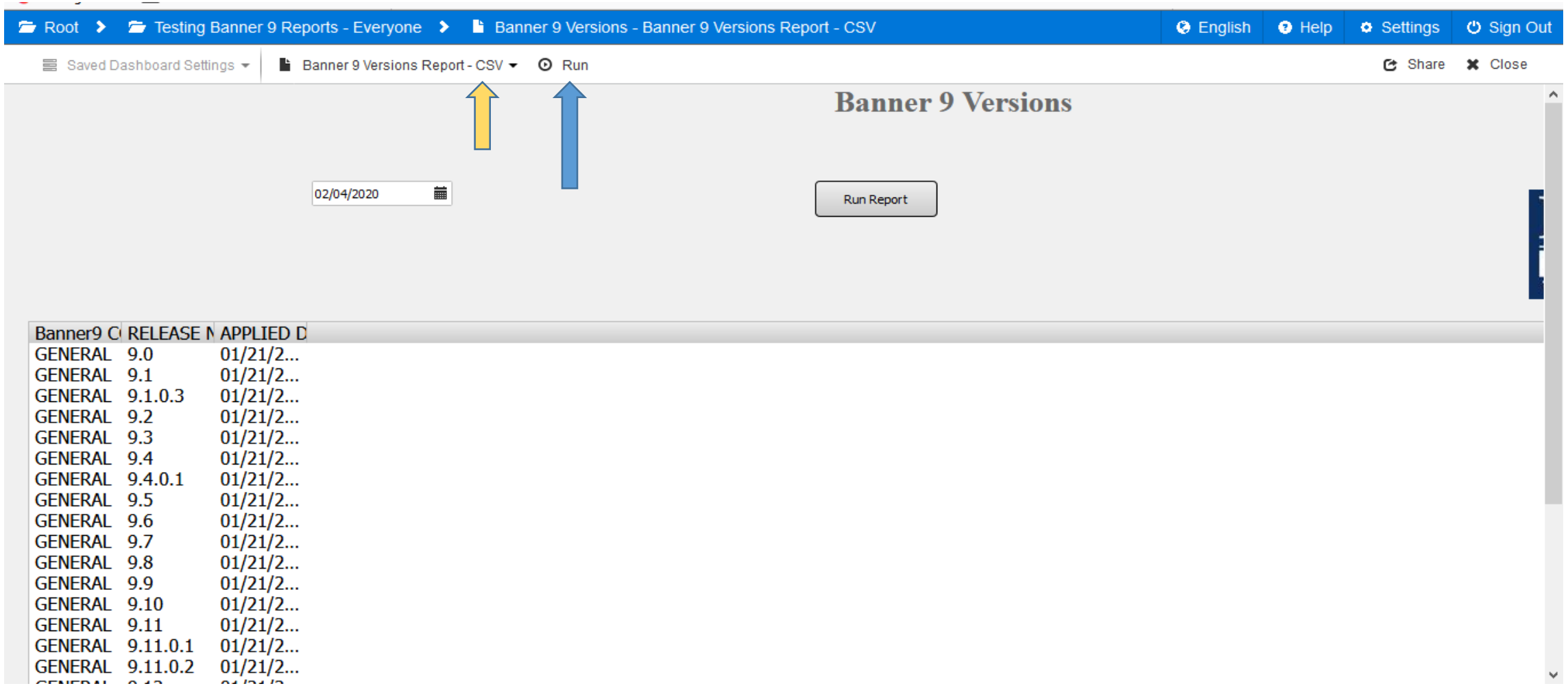
CreateDetails about the Banner 9 Versions using ARGOS Report Viewer



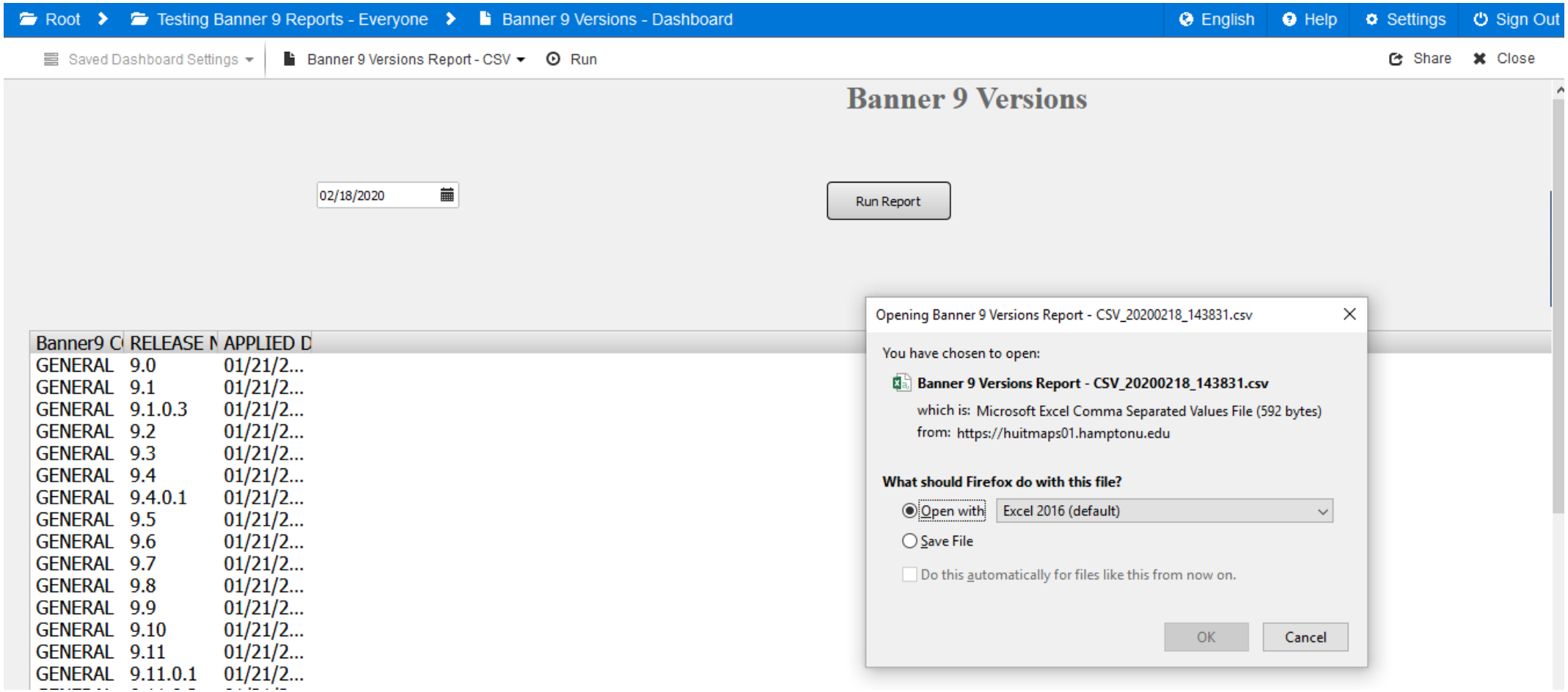
Selecting Date for Report - ARGOS Report Viewer



Report Rendering in ARGOS Report Viewer

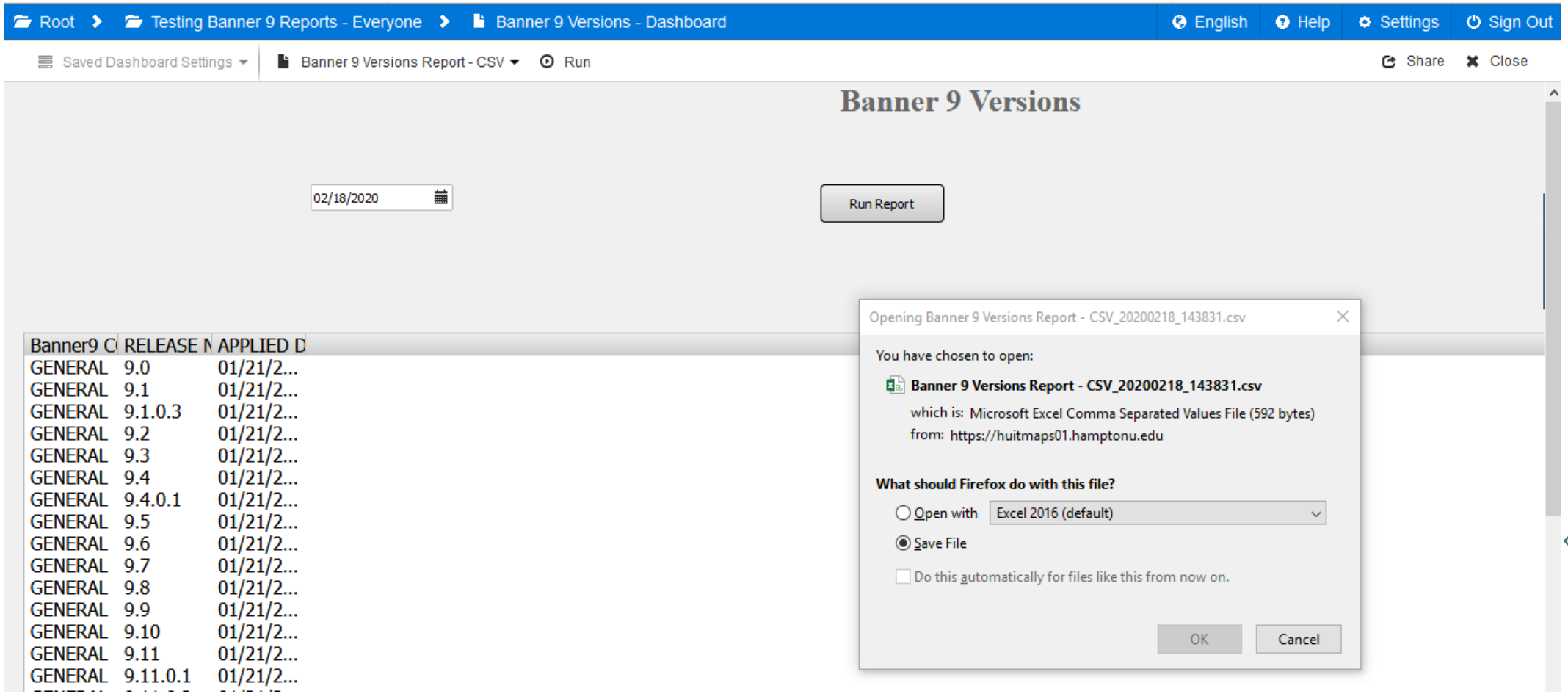


Report Opens for ARGOS Report Viewer - Opens in Excel



OPEN with

Report Saving in ARGOS Report Viewer - Goes to your DOWNLOAD Folder

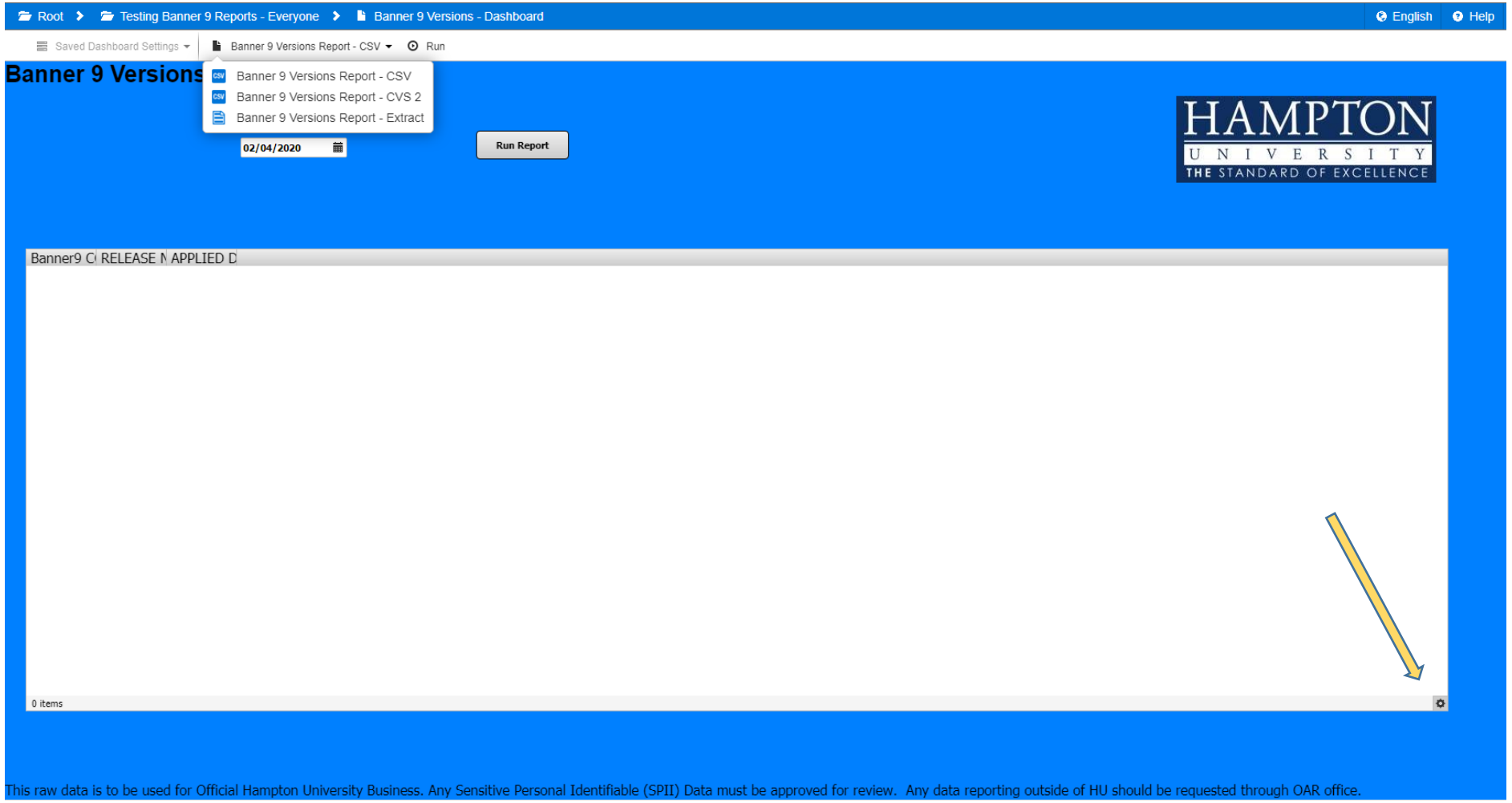


SAVE File

To Download Data from Report - ARGOS Report Viewer

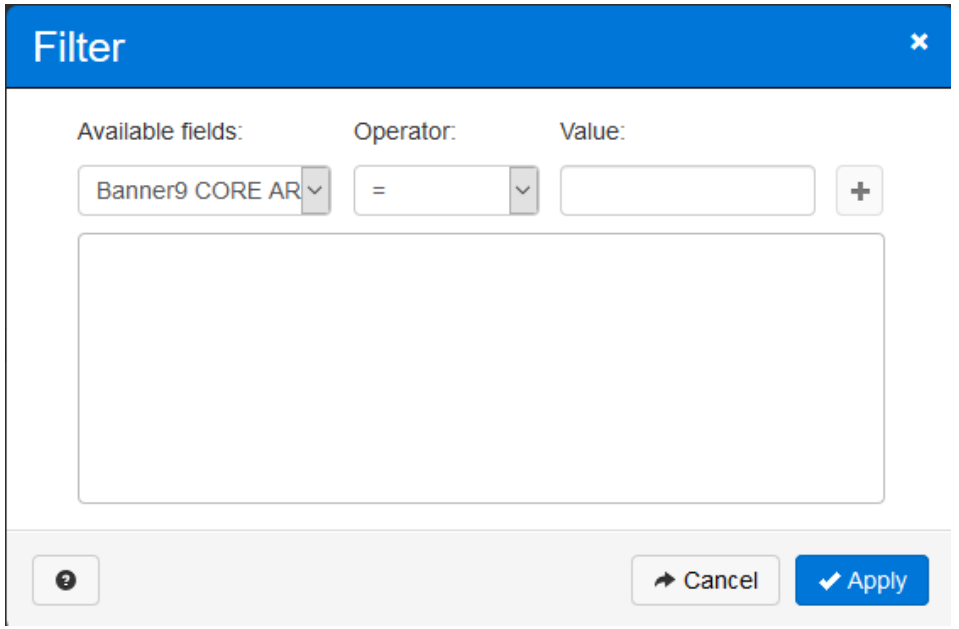
Select Report Type
Click RUN
Automatically downloads to your Downloads folder

If no data in file downloaded, click on GEAR icon

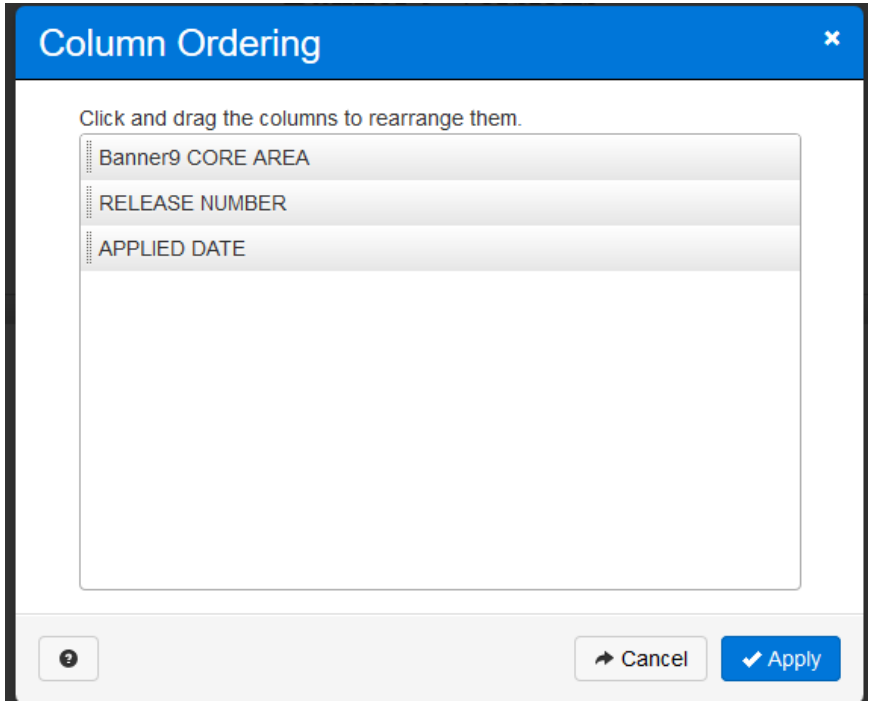


FILTERING, COLUMN ORDER, and EXPORT in ARGOS Report Viewer

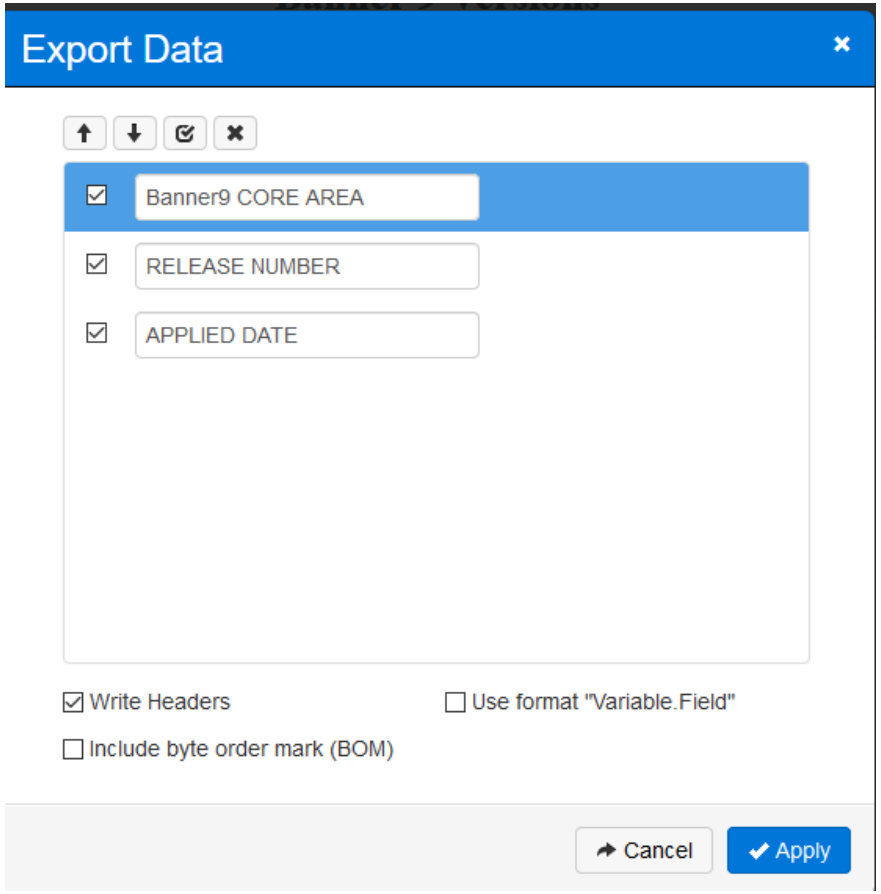
FILTERING in ARGOS Report Viewer



COLUMN ORDER in ARGOS Report Viewer

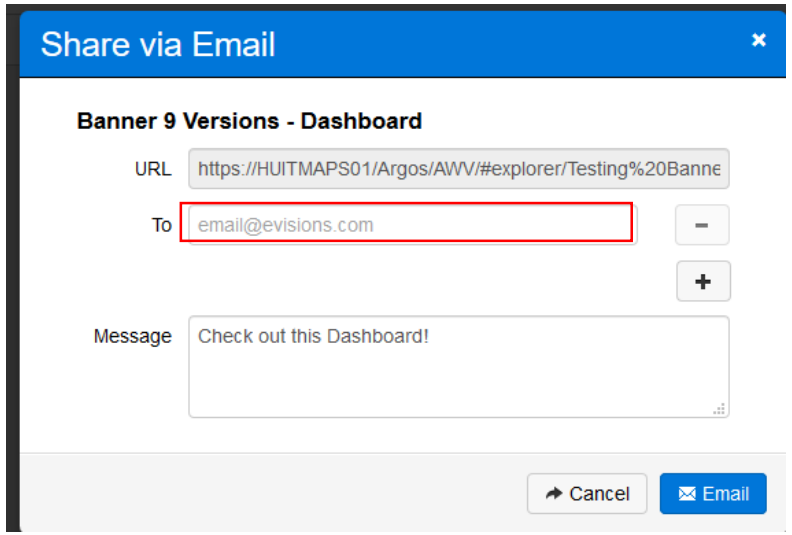


EXPORTING in ARGOS Report Viewer

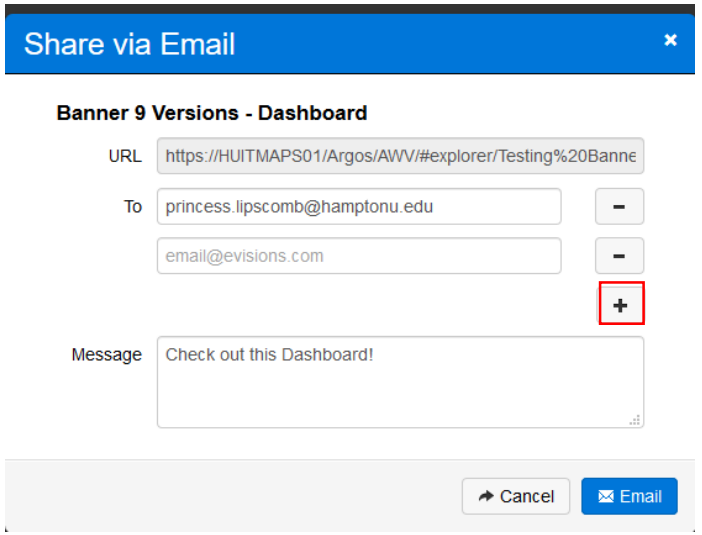


Report Saving in ARGOS Report Viewer - Goes to your DOWNLOAD Folder

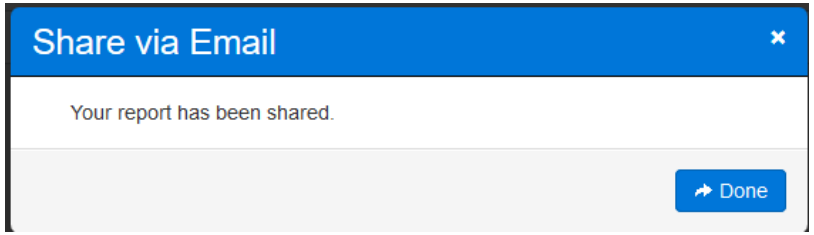
Sending ARGOS URL Report LINK in ARGOS Report Viewer - EMAIL



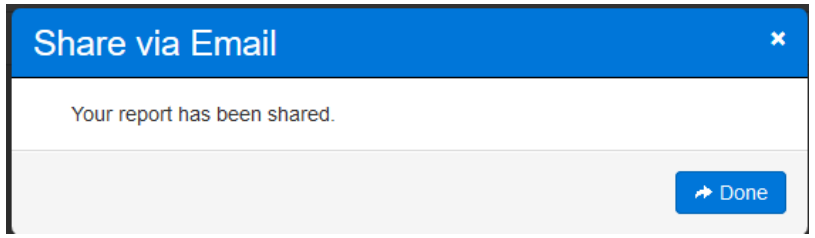
For 1 recipient



More than 1 recipient (click + sign)



Sending ARGOS URL Report LINK from ARGOS Report Viewer - SENT EMAIL



Reply Reply All Forward

Thu 2/20/2020 3:48 PM

LIPSCOMB PRINCESS <PRINCESS.LIPSCOMB@HAMPTONU.EDU>

Banner 9 Versions - Dashboard was shared with you by PRINCESS.LIPSCOMB

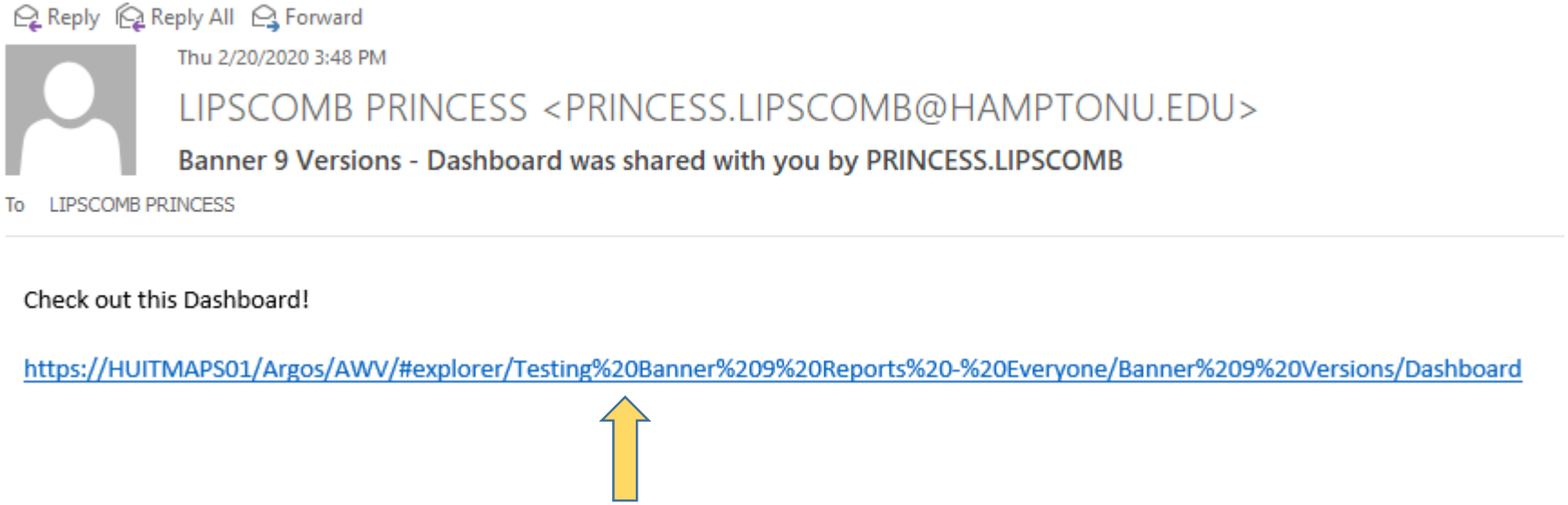
To LIPSCOMB PRINCESS

Check out this Dashboard!

https://HUITMAPS01/Argos/AWV/#explorer/Testing%20Banner%209%20Reports%20-%20Everyone/Banner%209%20Versions/Dashboard

Access from URL Report LINK from ARGOS Report Viewer

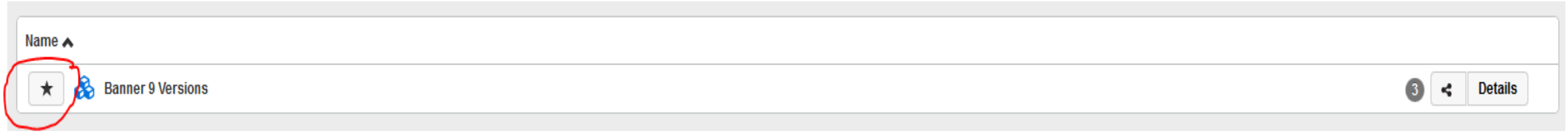
Only Authorized Users in ARGOS can run Report

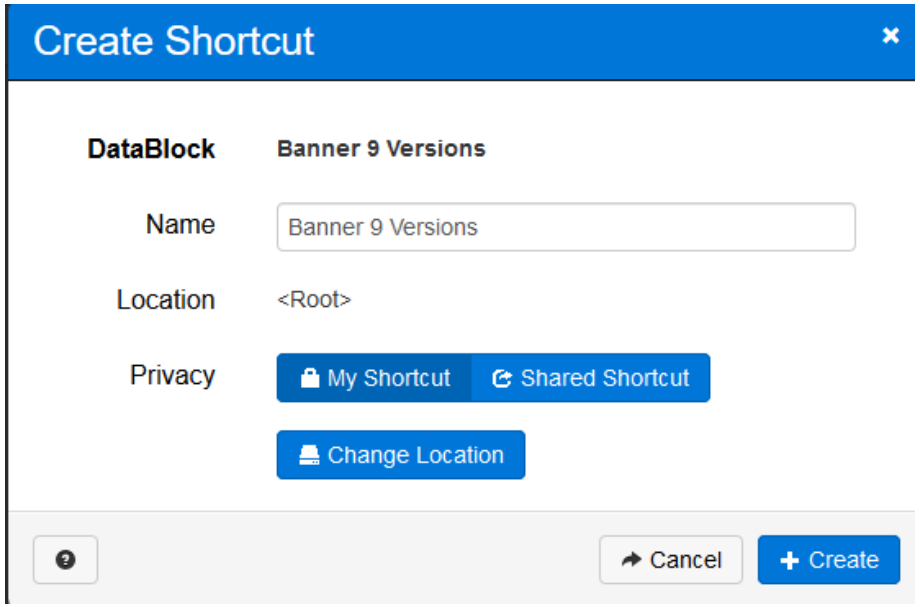


This URL only will redirect user to Argos Login.
*__If you do not access to ARGOS reports, you will not be permitted to run the report__.
This SHARE feature is only for authorized users of HU Banner Community.

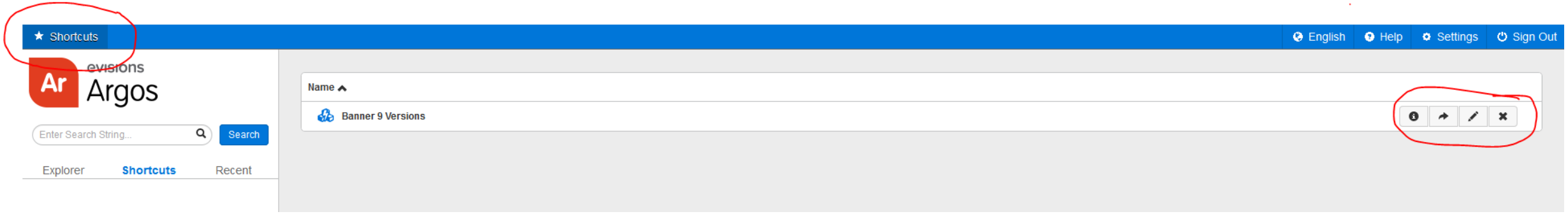
Fine Grain Security

SHORTCUT in ARGOS Report Viewer - Create Shortcut

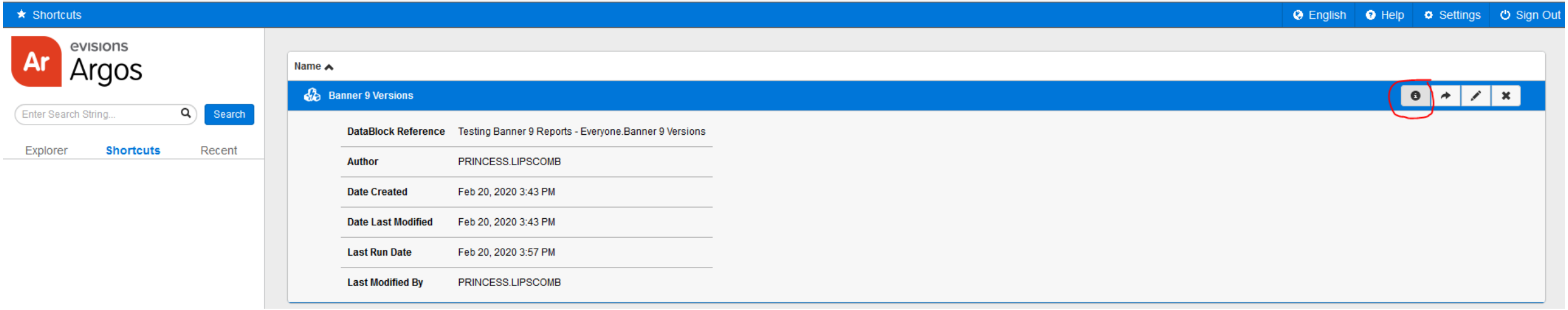




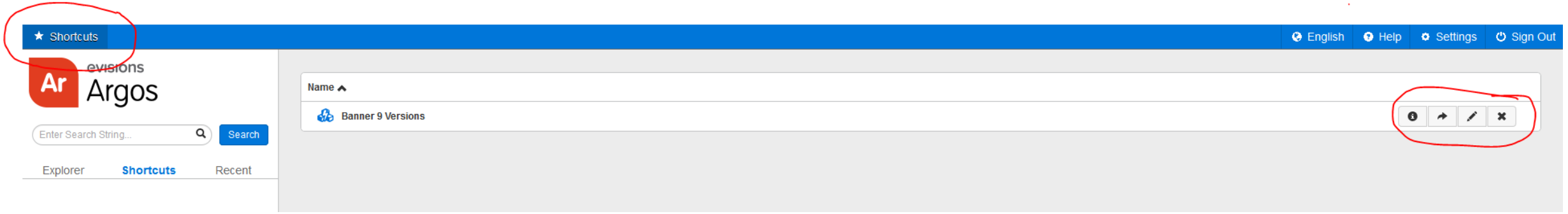
SHORTCUT in ARGOS Report Viewer - ShortCut Information selected



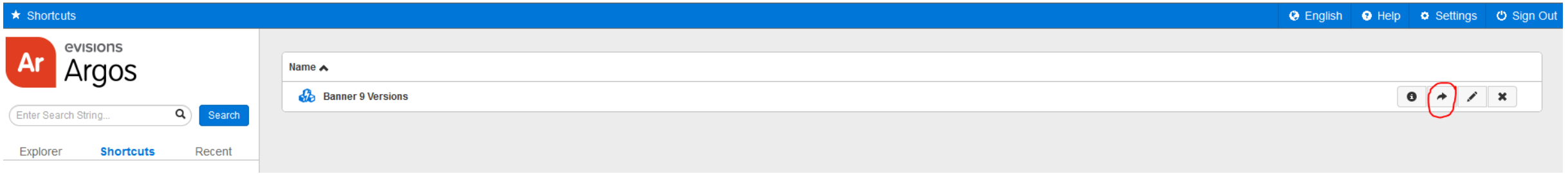
Information about the Report



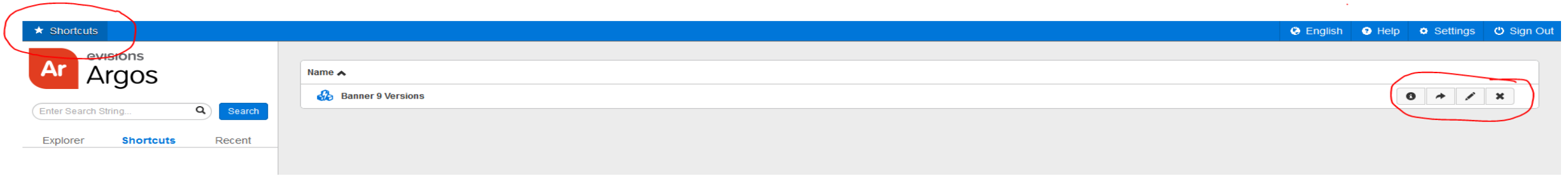
SHORTCUT in ARGOS Report Viewer - ShortCut GO TO Report selected



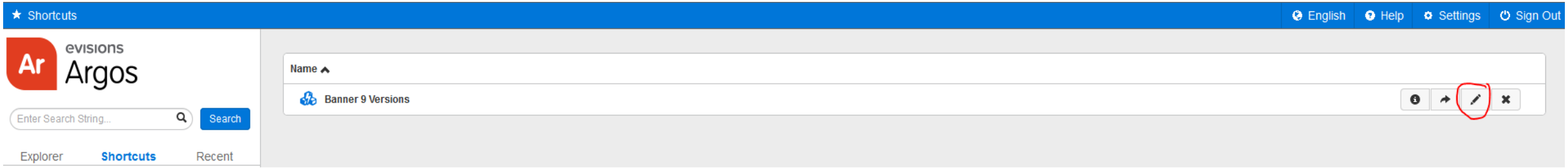
Go to the Report

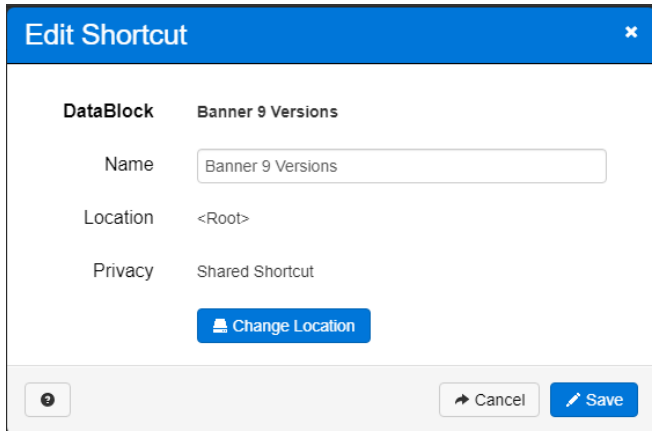


SHORTCUT in ARGOS Report Viewer - ShortCut Edit selected

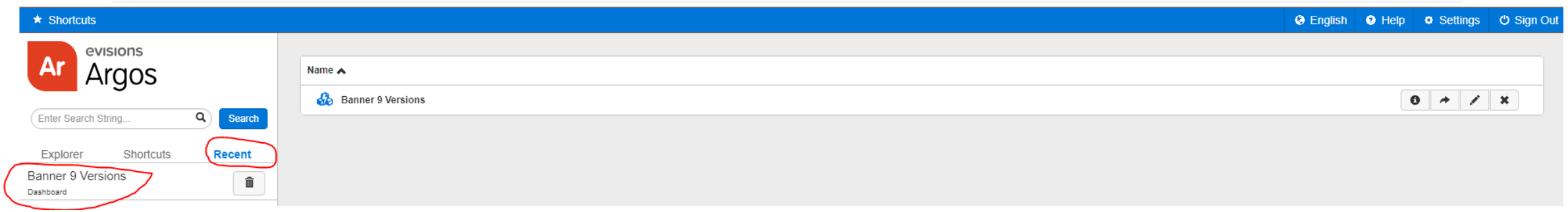


Edit Shortcut



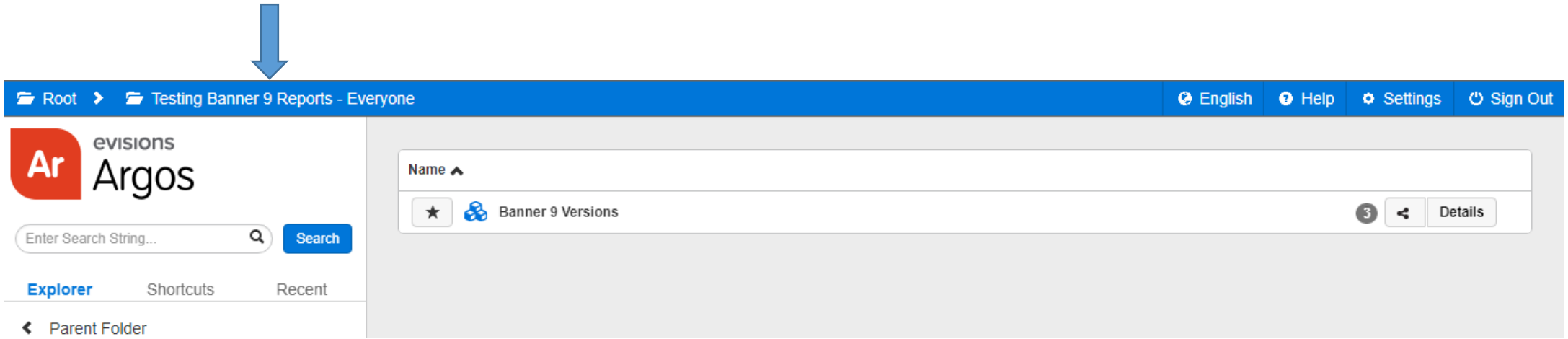


RECENT reports run in ARGOS Report Viewer - RECENT selected

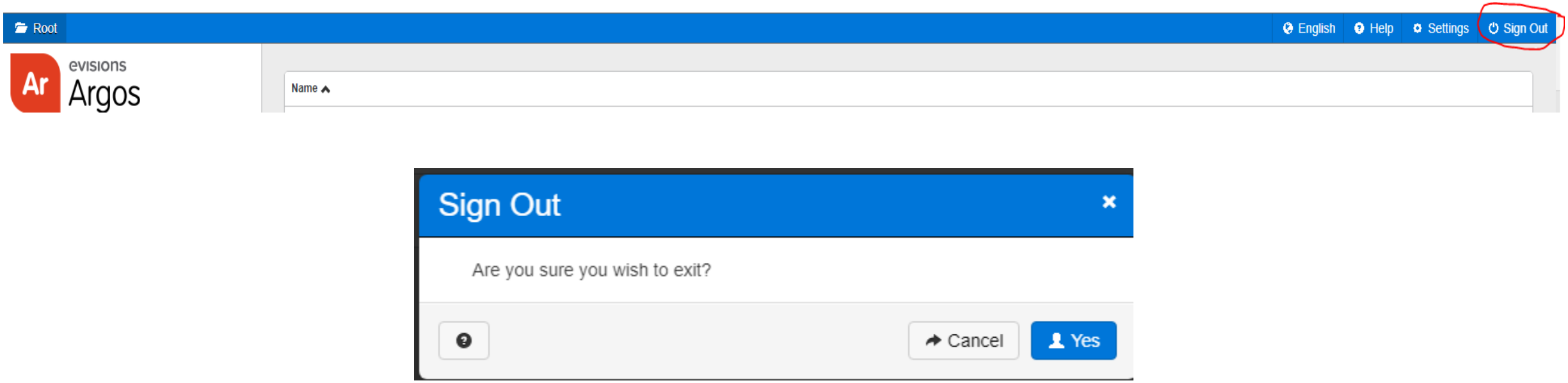


BREADCRUMBS in ARGOS Report Viewer - Your Path of Selections made

At the Top of Page, Breadcrumbs appear as you click on items in Explorer, it shows you what you opened to get there



SIGN OUT in ARGOS Report Viewer - SIGN OUT



Questions