ARGOS Reporting

Basic User Guide

Digital Information Services Center (DISC)
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Logging-into ARGOS

Installation

ARGOS is a server-based application and does not need to be installed to your computer. **HOWEVER:** You will need to install interactive software that supports the ARGOS application:

Open Internet Explorer (Firefox will not work!) and Navigate to argos

Enter the address to ARGOS: ....................
Press enter

Select “Argos” from the Menu on the left:........

Click “Start Here” to Launch Argos: ............

You will see the information bar in the top of your window, you need to install the “ActiveX Control”

Click the information bar, then choose “Install ActiveX Control”
You will now see a security warning, choose “Install”

Argos will now launch

Configuring ARGOS

The Argos Login Box will appear:

The first time you launch Argos on your computer you will need to configure it for use here at LU.

Click the green ‘plus’ button to add Liberty’s Argos Server.

Enter a name for the server connection: Click OK

Type argos in the server address box
Finally, enter your **SENSET username and password:**

Click **Login**: .........................

**The next time you log into ARGOS,** it will remember your server connection and you will not need to create a new connection. The option to ‘Edit Servers’ will be available to add or delete connections.
Use ARGOS to report, access, analyze, and review data in BANNER in a number of ways:

- Extraction reports that can be used in other applications are created in Comma-Separated Values (.csv) format and are easily converted into WORD or POWERPOINT Tables, EXCEL Spreadsheets, or ACCESS Database objects.
- Quickview Reports that access specified data and organize it in plain-text format for viewing on your computer’s screen
- Banded Reports: Finished-looking, custom formatted reports complete with shading, borders, and a host of custom graphics.

ARGOS User Interface

Menus: The Menus contain commands to execute action related to the objects selected on the TAB.

Toolbar: The Toolbar contains buttons for frequently performed commands.

Objects: Use these buttons to create new objects on the TABs:

- Folders can contain other folders and Data Blocks.
- Data Blocks can contain three report types: Quick View, Extraction, and Banded. A single Data Block may contain one or several of the same or a variety of report types.
- Report Types:

Quick View Reports:

Forms that display to your screen in a scrolling window with selection options for viewing the data contained in a data block.
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Extraction Reports (CSV)

Reports designed to be saved to your computer, then opened and used in other applications.

Banded Reports

Finished reports for printing, email or other output.

The Explorer contains a File Tree that closely resembles the Windows Explorer File Tree and possesses similar properties. Click the boxes to open folders or objects and view contents, or to hide content.

Explorer TAB:

Select the DISC Training Folder and click the box to expand each object in the folder.

Extraction report: Output to a .CSV file type


Quick View: Displays its output quickly (to your computer’s screen) on a form.

Folders in this pane can be opened by double-left-clicking the folder.

Data blocks may contain one report, several reports of the same type, or multiple reports of all different types. Reports are customizable by the Report Writers and Report Modifiers (see your Supervisor for more details).
Executing Reports

The backbone of the ARGOS Reporting functionality is the Data block, consisting of a form, query, and reports.

As an ARGOS User, you will have access to and the ability to execute reports only. Your Report Developers will have access to the other elements of the Data Block and be able to create more files in the File Tree.

**Banded Reports** are fully-formatted output from a Data block.

1. Select the Banded Report from the Data Block list in the File Tree, then select the ‘Execute’ option button that appears to the right of the File Tree.

2. Users must now choose whether to view, print, or save the report:
   a. Select ‘Preview’ to open the report in print preview. Users may select the ‘Print’ or ‘Save’ options from the toolbar. Click when finished.
b. Select ‘Save to File’ to save a digital copy of your report output.
   
i. The default file type for your copy will be an Adobe format (.pdf).

   ii. Select the location of your choice for this file, then type a name for your file.

   iii. You may custom set the output options for your file each time you save to it:

      — **Preferences**: Choose to execute all pages, or only a specific range of pages in your report; how graphics will be handled, and Font options.

      — **Content**: Select a file format for your output, the resolution, and what content to include (Text, Shapes, and/or Images). Users may also add information to the report.

      — **Background**: Users may choose a color for the report background (if color printing is an option for your printer) or insert a picture as the background (B/W or Color).

      — **Advanced**: Select the amount of compression, an encryption for your report, add access security with codes, and special font encoding.

      — **Viewing Preferences**: Users may wish to select page layout options, hide or display certain toolbar or menu options, or set presentation options for slideshow viewing.

c. Select ‘Print’ to send your report output to the printer of your choice.
The Quick View Report is the form-view for the Argos Data block. Reported data can be seen with a variety of selection options for a ‘Quick-view’ of the Data block content.

One of the nicest features of ARGOS is how quickly data can be exported and saved to another location on your computer or network for use in other applications.

To save this data, Right-Click on the data, then choose Save Results:

Fields that are empty (contain ‘NULL’ values) can also be included. Select one row of the data before right-clicking on the selected row, and then check (click-on) the check box for the rows you’d like to include in the ‘Save Results’ pop-up window.

Select Save to save a simple-format file to the location of your choice, or Launch to save and open the results in an Office application. The format for the output is Comma-Separated Values (.csv), the basic format for spreadsheets, and will open in MS EXCEL.
EXCEL Tools

You may wish to use some of EXCEL’s convenient tools to manipulate the data and improve your ability to view it.

Filtering Data using Autofilter

1. Select any cell in your data
2. From the Menu options, select the Data option.
3. From the drop-down menu, hover-over the Filter option, and select AutoFilter from the fly-out menu.

Notice that EXCEL has added ‘List Option’ boxes to your data that contain a variety of filtering options.
For instance, when the option for 'Last Name/ (Custom . . .)’ is selected, the list can be filtered for all last named beginning with a particular letter. All other last names not matching our request are ‘filtered’ or hidden from view . . .

Your filtered list contains only records where the last name begins with ‘A’:

To restore your records, select the Data menu option, then ‘Filter / Show All’. All records are now visible again and your data is no longer filtered.

To save your data as a filtered list your data must be saved as an Excel Spreadsheet (.XLS) file type, not a Comma-Separated Values (.CSV) file type:
Saving as an EXCEL Spreadsheet will preserve EXCEL formats & special features (like filter options) and related objects (like charts and graphs).

To save your file in a new format, select the **File / Save As** option from the menu options. You will need to select the format option you wish to use from the **Save as type** list of options that appear beneath the ‘File Name:’ options.
ACCESS Tools:

The downloaded file may also be used to create or update data objects in an ACCESS Database. Your .csv file is a comma ‘DELIMITED’ file (commas ‘limit’ or separate each piece of data into fields). Upon opening the file, the Link Text Wizard opens. Select the ‘Delimited’ button option.

Use the scroll bars to view your data’s format in the Sample Data Window. ACCESS has used the commas that delimit the data to organize it into columns or fields. Not all of the data fits neatly into columns, but that’s O.K.; ACCESS will fix that for you automatically. Select NEXT >

Choose the ‘Comma’ button delimiter option and put a check-mark in the box ‘First Row Contains Field Names’ option.

Select NEXT >

Set-up Data for Import:

Customize each field (or column) of your data to be imported by completing the steps listed below:
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You may change field names if desired, to more recognizable captions. Just select the field name in the sample display below, then type its new name in the ‘Field Name’ edit field above.

ACCESS automatically selects a Data Type for the selected column of data. You may choose a different type if needed, from the drop-down list. The data type will govern how ACCESS treats the data (i.e.: ‘Number’ types can have formulas applied to them, ‘Date/Time’ type will be formatted to appear as a date, a time, or both; etc.).

Unwanted data can be ‘Skipped’ and ACCESS will not import it.

Select the column you wish to skip.

Check the Do not import field (Skip) option.

When finished, select NEXT >

You may accept the original file’s name as the new Table name, or type a different name of your choosing.

Select Finish
Your new table is linked to the ARGOS Extract Report file saved on your computer. To update your ACCESS Database Table, simply run the Extract Report again in ARGOS, saving it to the same location with the same file name (over-write the old file).

Open your ACCESS Database. Right-click on the Table name in the Table objects list and select the Linked Table Manager option from the menu. You may also select Tools / Database Utilities / Linked Table Manager from the Menu bar at the top of the ACCESS Window.

Select the table to be updated by checking the box for the desired table, then select OK.

IMPORTANT: Do not move your ARGOS Extract Report file to a new location or change its name. Once your table is linked to it, it must remain where it is with the exact same name for ACCESS to find it.
Users will also have the ability to read notes posted by the report developer(s).