

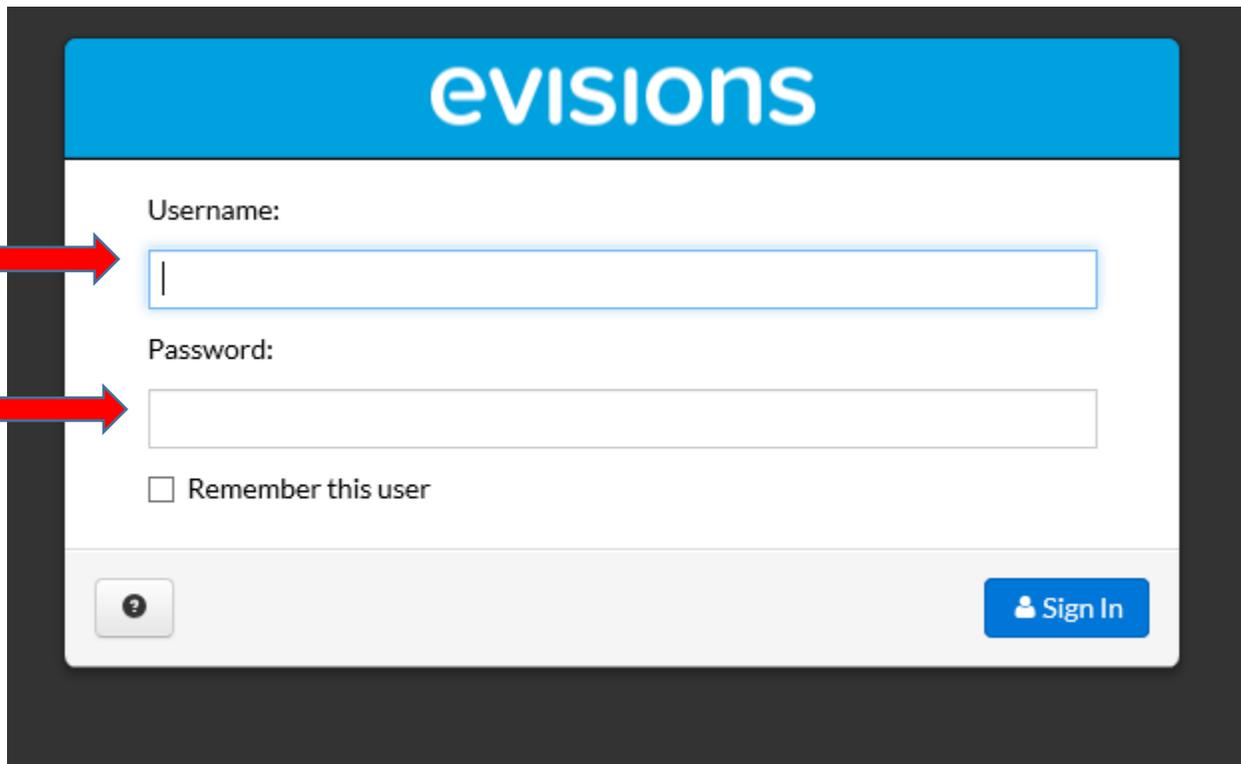
# HOW TO ACCESS ARGOS REPORTS

## STEP 1:

- Click here to access the Argos login screen: [reports.tsu.edu](https://reports.tsu.edu)

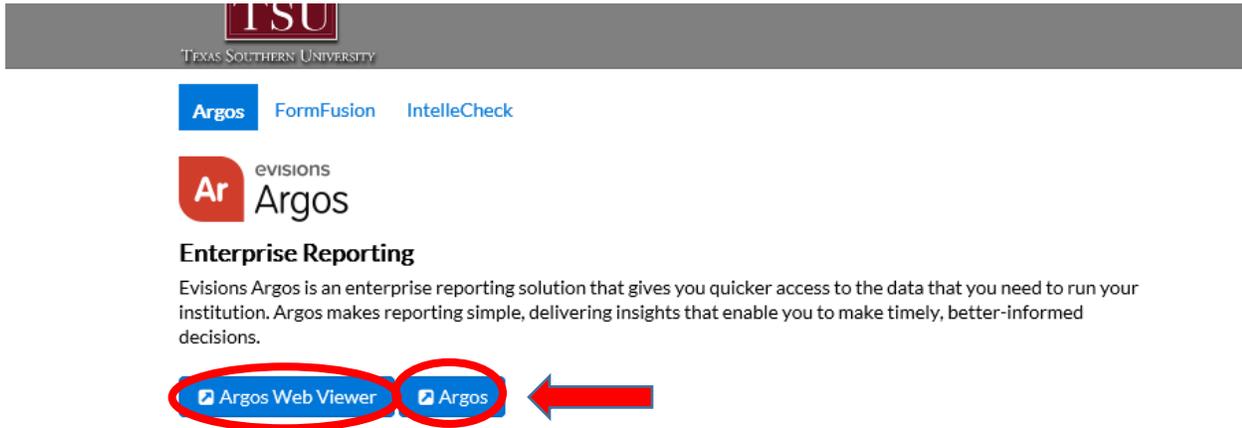
**NOTE:** You must be on campus or connected to VPN to access Argos.

- The login box below will appear. Enter your user name as follows FirstName.LastName (Do not include the @tsu.edu) and enter the password you use to log onto your computer.



## STEP 2:

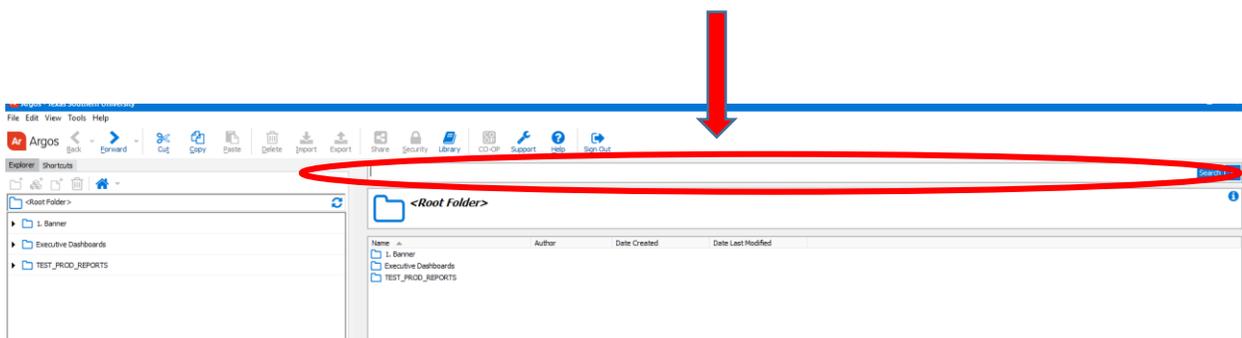
- The next step is to choose Argos report version you prefer to access. Both provide access to the same reports. “Argos Web Viewer” provides users more options regarding alternating chart types and displays charts in a *cleaner* looking manner.



- In the example below the “Argos” (which is the desktop version) option was selected. The “Argos Web Viewer” has a similar type of search function.

## STEP 3:

- Choose a “**key word**” to enter in search window and click “Search” and you will see a list of results. You may also use our Report Selector dashboard by [Clicking Here](#) This will show you the report names and their variables included.





The available reports will appear as shown below.

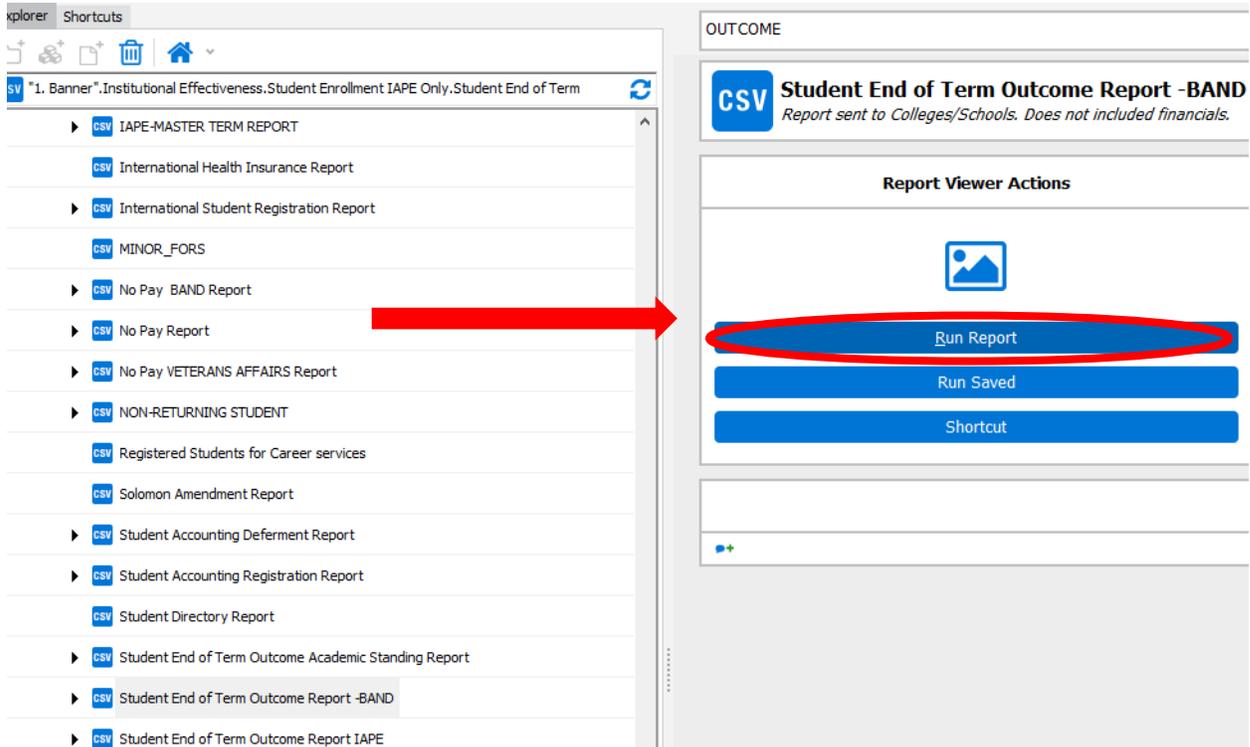
OUTCOME

"OUTCOME" Search Results

Name	Path	Description	Date
CBM00S	1. Banner.Institutional Effectiv...	CBM00S Report showing students o...	2/10/
Student Schedule And Outcome Reports	1. Banner.Student.Student Sch...	Dashboard Displaying Student enroll...	7/26/
CBM00S Report	1. Banner.Institutional Effectiv...	CBM00S Edit Report shows Student ...	2/10/
Student End of Term Outcome Report - HOUSING	1. Banner.Institutional Effectiv...	Enrollment Report and Academic Sta...	9/9/21
Student End of Term Outcome Report TF HONOR	1. Banner.Institutional Effectiv...	Report sent to Colleges/Schools. Do...	9/9/21
Student End of Term Outcome Report -BAND	1. Banner.Institutional Effectiv...	Report sent to Colleges/Schools. Do...	9/9/21
Student End of Term Outcome Report VETERAN	1. Banner.Institutional Effectiv...	Report included financials for NON-A...	9/9/21
Honors Student End of Term Outcome Report	1. Banner.Institutional Effectiv...	Outcome report for all Honors Colleg...	9/9/21
Student End of Term Outcome Academic Standing Report	1. Banner.Institutional Effectiv...	Summary report of enrolled student'...	4/5/21
Student End of Term Outcome Report -BAND	1. Banner.Institutional Effectiv...	Report sent to Colleges/Schools. Do...	4/5/21
Student End of Term Outcome Report IAPE	1. Banner.Institutional Effectiv...	Report included financials for NON-A...	4/5/21
Student End of Term Outcome Report TF HONOR	1. Banner.Institutional Effectiv...	Report sent to Colleges/Schools. Do...	4/5/21
Student End of Term Outcome Report VETERAN	1. Banner.Institutional Effectiv...	Report included financials for NON-A...	4/5/21
Student End of Term Outcome Report - HOUSING	1. Banner.Student.Student Enr...	End of Term Outcome Report with A...	9/9/21
Student End of Term Outcome Report - BAND	1. Banner.Student.Student Enr...	End of Term Outcome Report with A...	9/9/21
Student End of Term Outcome Report - TF HONORS	1. Banner.Student.Student Enr...	End of Term Outcome Report with A...	9/9/21
Student End of Term Outcome Report - VETERANS	1. Banner.Student.Student Enr...	End of Term Outcome Report with A...	9/9/21
Student End of Term Outcome Report	1. Banner.Student.Student Enr...	End of Term Outcome Report with A...	9/9/21
Student End of Term Outcome Report -ATHL	1. Banner.Institutional Effectiv...	Report sent to Colleges/Schools. Do...	9/9/21
Student End of Term Outcome Report - INTLSTU-AFFAIRS	1. Banner.Student.Student Enr...	End of Term Outcome Report with A...	9/9/21
Student End of Term Outcome Academic Standing Report	TEST_PROD_REPORTS.Intituti...	Summary report of enrolled student'...	6/14/
Student End of Term Outcome Report -BAND	TEST_PROD_REPORTS.Intituti...	Report sent to Colleges/Schools. Do...	6/14/

## STEP 4:

- Once you have chosen the report that best fits your data needs, choose **“Run Report”**.



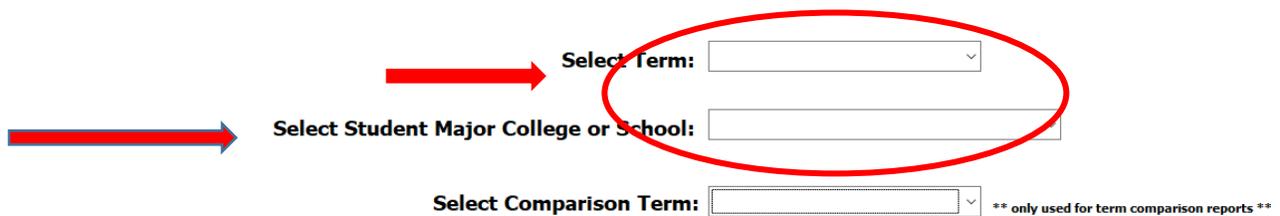
The screenshot displays a web interface for report management. On the left, a list of reports is shown under the heading "Shortcuts". The selected report is "Student End of Term Outcome Report -BAND". A red arrow points from this report to the "Run Report" button in the right-hand pane. The right-hand pane shows the report title "Student End of Term Outcome Report -BAND" and a "Report Viewer Actions" section with three buttons: "Run Report", "Run Saved", and "Shortcut".

## STEP 5:

- Most reports require you to select a specific term and/or category as shown below.
- Use the pulldown menus to select the type of report you need.
- If you want to compare two different terms/semesters, you may also use the “Select Comparison Term” option (Note: This option is not available on all reports). **If you are NOT comparing terms/semesters leave it blank.**

Student Enrollment IAPE Only

Report sent to Colleges/Schools. Does not include financials.



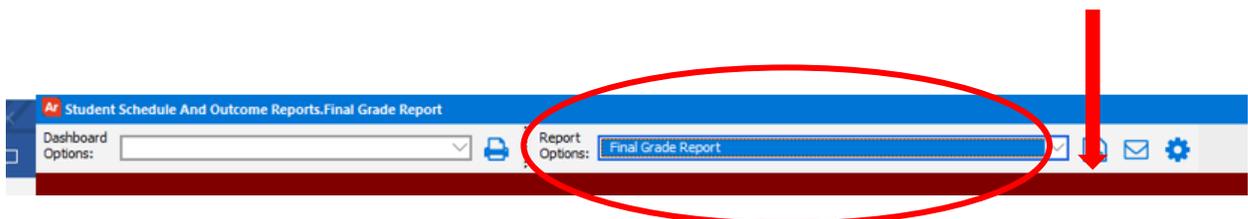
The screenshot shows a form with three main sections:
 

- Select Term:** A dropdown menu, circled in red with a red arrow pointing to it from the left.
- Select Student Major College or School:** A text input field, with a red arrow pointing to it from the left.
- Select Comparison Term:** A dropdown menu, with a red arrow pointing to it from above.

 Below the third section, there is a note: **\*\* only used for term comparison reports \*\***

## STEP 6:

- At the top of the same window in the **Report Options** area you may select the report name you want to save. Then click the image of the disk as shown by the arrow. This allows you to save the report to your local computer as you would save any other file.



Note: For dashboards that include a table in the body of the dashboard, you may click inside the table, then click your right mouse and use **Save results** option.

## Course Dashboard

Enrollment Counts, Room Capacity and Assigned Faculty

**Select Term Code**

**Select Subject**

**Select College or School**

**Select Course Number**

Term	Part Of Term	School Or College	Department	CRN	Course Title	Subject	Course Number	Section
1st Sum			Departmen...	30266	Intermedia...	ACCT	331	01
1st Sum			Departmen...	30001	Accounting...	ACCT	446	01



Save results ...

Edit sort ...

Edit filter ...

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Undo Ctrl+Z

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Cut Ctrl+X

Copy Ctrl+C

Copy All

Paste Ctrl+V

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Print ...

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Select All Ctrl+A

You're ALL DONE. Happy Data Mining! 😊