# Table of Contents

1.0 Introduction ............................................................................................................. 3

2.0 Accessing Argos ...................................................................................................... 4

3.0 Logging into Argos .................................................................................................. 5

4.0 Starting Argos ......................................................................................................... 6

5.0 Running an Argos Report ........................................................................................ 8

6.0 Viewing/Printing the Argos Report ......................................................................... 15

APPENDIX A  **IP Address Error** ................................................................................. 17
1.0 Introduction

This user guide has been developed to assist all users of the Georgia State University reporting community in the use of Envisions Argos Reporting at GSU.

This guide is intended as a brief overview of Argos. It only covers a limited number of options available in Argos.

What is Argos? Argos is a portal that provides you with the means to view, update and manage reports that are developed in Argos.

Prerequisite software. Please make sure the following software is installed on your computer before attempting to use Argos.

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Client PCs - All Windows Application Clients

- Windows XP, Vista, 7, 8, or 8.1
- Internet access
- Web browser: Internet Explorer 8, 9, 10, or 11; Mozilla Firefox; or Google Chrome
- Java version 6 or higher (Java is used to launch Evisions applications on the client PC)

Client Devices - Argos Web Viewer

- PC, Mac, or supported tablet (iPad or Android) at 1024x760 or higher resolution
- Internet Explorer 9, 10, or 11, Mozilla Firefox, or Google Chrome for PC; Safari or Chrome for iPad/Mac; Chrome for Android
2.0 Accessing Argos

Type the URL https://reports.gsu.edu/ into your web browser. (case sensitive)
3.0 Logging into Argos

Follow the directions below to log into Argos.

1. Type your **Username** and **Password**. (campus ID and password)
2. Click the **Log In** button.

***If you receive a request for IP Address, see Appendix A.***
4.0 Starting Argos

1. Click the **Argos button** on the right for workstations and laptops.

**NOTE:** The **Argos Web Viewer** is used to view reports on mobile devices such as smart phones or tablets.
3. This is the main screen that will appear.
5.0 Running an Argos Report

1. Click the plus sign (+) next to the Business Folders to expand the folder.

2. This will display a list of subfolders for each Business Processing Area. Choose the appropriate folder.
3. Continue expanding the tree until you find the **Dashboard** you want to run.

4. Click on the **Run Dashboard** Button located on the right side of the screen.
Below is an example of an Argos Dashboard.
5.1 Choose a Report to run

1. Click on the down arrow at:

   ![Choose a Report dropdown](image)

2. A dropdown list of reports will appear. Scroll down and click on the report you want to run. Reports that start with **BR** are Banded Reports. They display and print **PDF** format.

   Reports that start with **CV** are CSV files. The reports will be exported to a **spreadsheet. (Excel)**
5.2 Choose the parameters.

1. Select the appropriate parameters for your report.

   - **Single Select** = left click on the parameter choice
   - **Multiple consecutive select** = Hold down the Shift Key and click on first and last parameter choice in the range.
   - **Multiple inconsecutive select** = Hold down Ctrl Key and click parameter choices.

2. If you would like to rename the report enter the new title in the **Optional title box** below the red line.
6.0 View/ Print Report

Next, click one of the icons below.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Option(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="icon" /></td>
<td>Creates a preview of a PDF version of the report</td>
<td>BR</td>
</tr>
<tr>
<td><img src="image2" alt="icon" /></td>
<td>Saves the report to a drive</td>
<td>BR, CSV</td>
</tr>
<tr>
<td><img src="image3" alt="icon" /></td>
<td>Email the report <em>(Not available)</em></td>
<td>BR, CSV</td>
</tr>
<tr>
<td><img src="image4" alt="icon" /></td>
<td>Print the report..</td>
<td>BR</td>
</tr>
<tr>
<td><img src="image5" alt="icon" /></td>
<td>Create a CSV File (Excel)</td>
<td>CSV</td>
</tr>
</tbody>
</table>
Below is an example of a PDF report. This appears if the magnifying glass is selected for a banded report.

If you selected a CV report, your report will appear in a spreadsheet.
APPENDIX A

5. IP Address or Host Name Errors

6. Add the additional information to the IP Address or Host Name. Like the example below.
7. You can cut and paste the information from here:
   DSSARGOSPRD01.DMD.GSUAD.GSU.EDU

8. Click on the Connect button.

9. The next screen to appear is
9. The next screen to appear is

Click on **Edit Servers** before typing in password.

You can cut and paste the information from here:

DSSARGOSPRD01.DMD.GSUAD.GSU.EDU

Click on the Connect button.

The next screen to appear is
12. Uncheck the Use the default port checkbox.

13. Enter your password and clock on the Log In button.

14. You should now see a screen like this:

15. If not, please contact argosadmin@gsu.edu for further assistance.