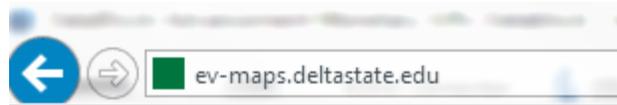


Instructions for running an ARGOS report.

- (1) To access ARGOS
 - a. Open a web browser (Internet Explorer, FireFox, Chrome, etc.)
 - b. Enter the URL -- ev-maps.deltastate.edu or go to the Faculty/Staff page on the DSU website and click on the Argos link.



- c.
- d. Log in using your Windows (Computer) user id and password



Argos

Enterprise Reporting Solution

You need access to information in order to make better and more timely decisions. Argos is Delta State's web reporting tool that provides a single, feature rich, user friendly, easily implemented tool.

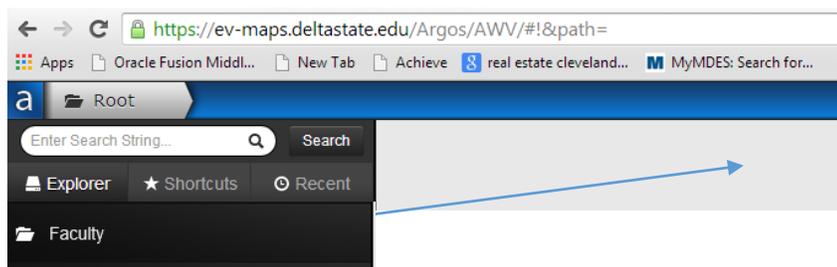
**Currently access to Argos is only available for ON-CAMPUS use*

LOGIN

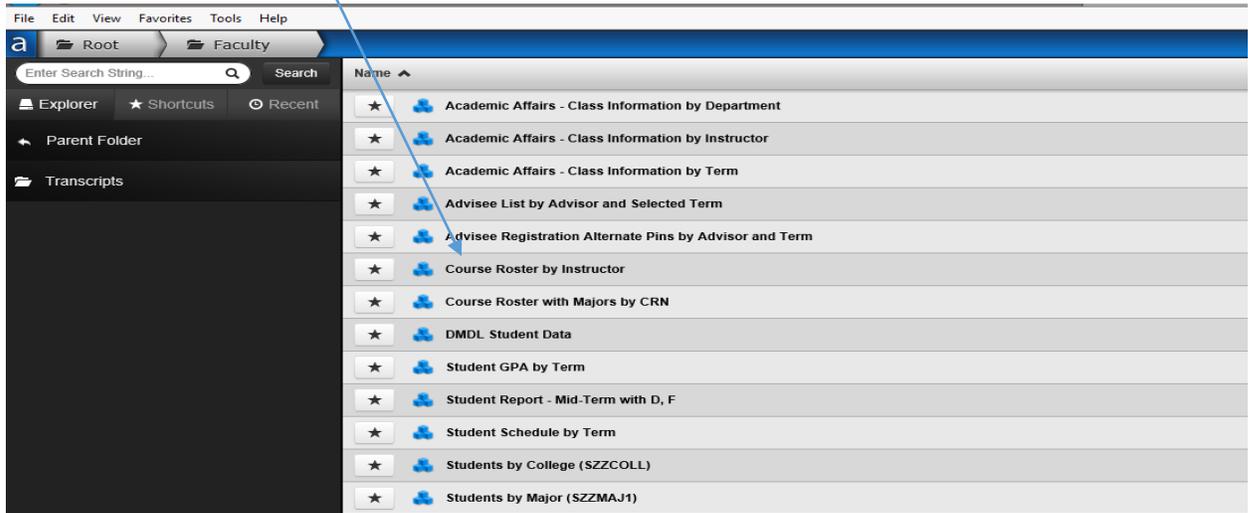
- (2) Click on the 'ARGOS Web Viewer' button



- (3) Open the 'Faculty' Folder by clicking on the folder. Select the 'DSU Custom' folder.

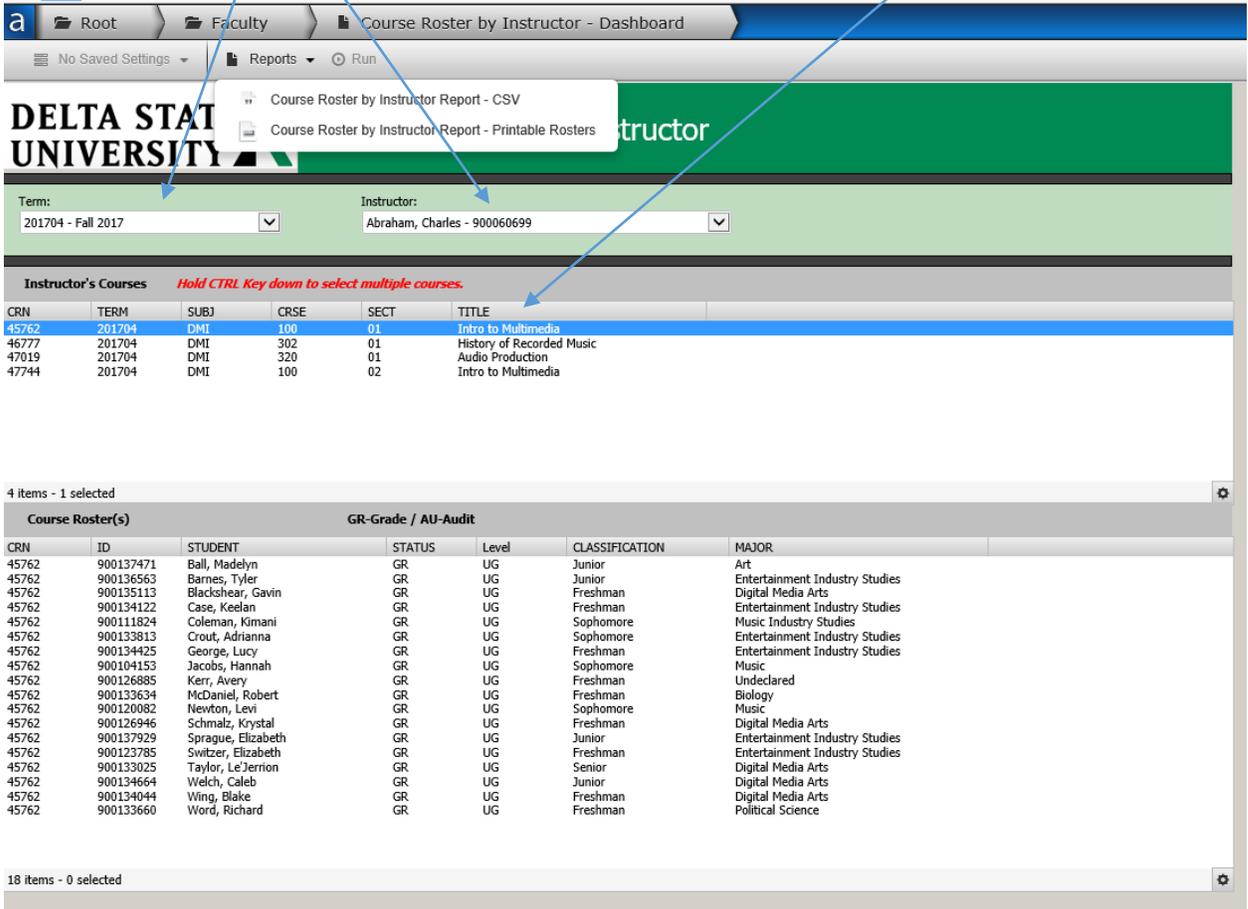


(4) Select the 'Course Roster by Instructor' Datablock to run by clicking on it.

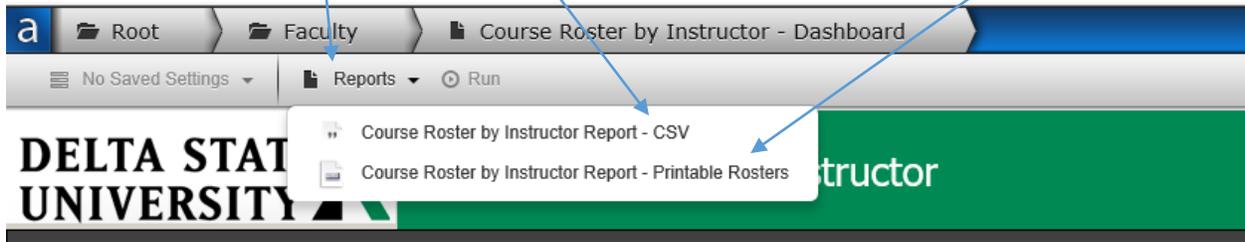


(5) Enter the Parameters (Filters) for the Datablock. Note: Not all Datablocks will have filters.

Parameters: Select the Term, the Instructor; Enter then select one of the Instructor's Courses. The course roster should appear in the bottom datablock.



(6) Select a report to run. The CSV report saves as a file that can be opened in Excel. The printable report creates a pdf file that is formatted and printable



(6) Run the Report. The report should display at the bottom of the screen or a pop up box will appear asking you if you want to open or save the file. Click on th report to open it or select open or save.

