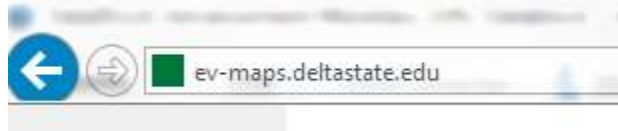# DELTA STATE UNIVERSITY

ARGOS TUTORIAL

Instructions for running an ARGOS Report

(1) To access ARGOS

    a. Open a web browser (Internet Explorer, FireFox, Chrome, etc.)
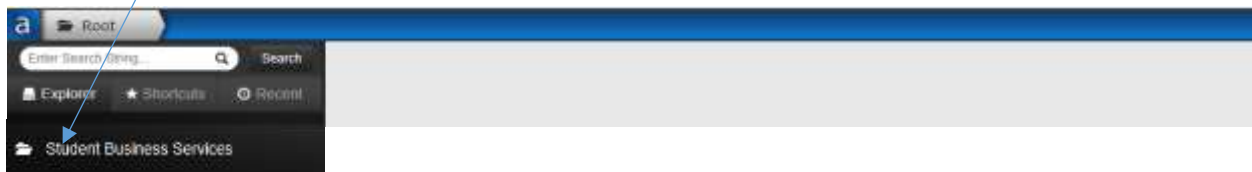
    b. Enter the URL -- ev-maps.deltastate.edu

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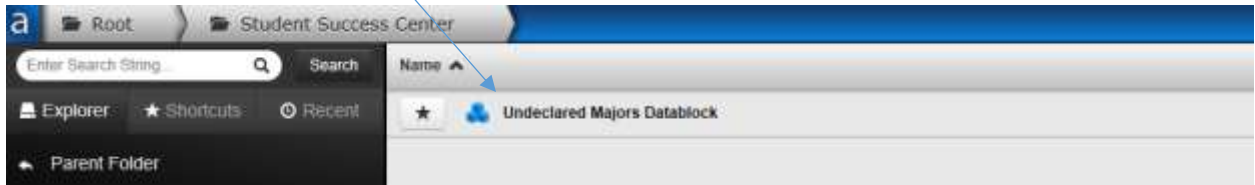

(2) Click on the 'ARGOS Web Viewer' button

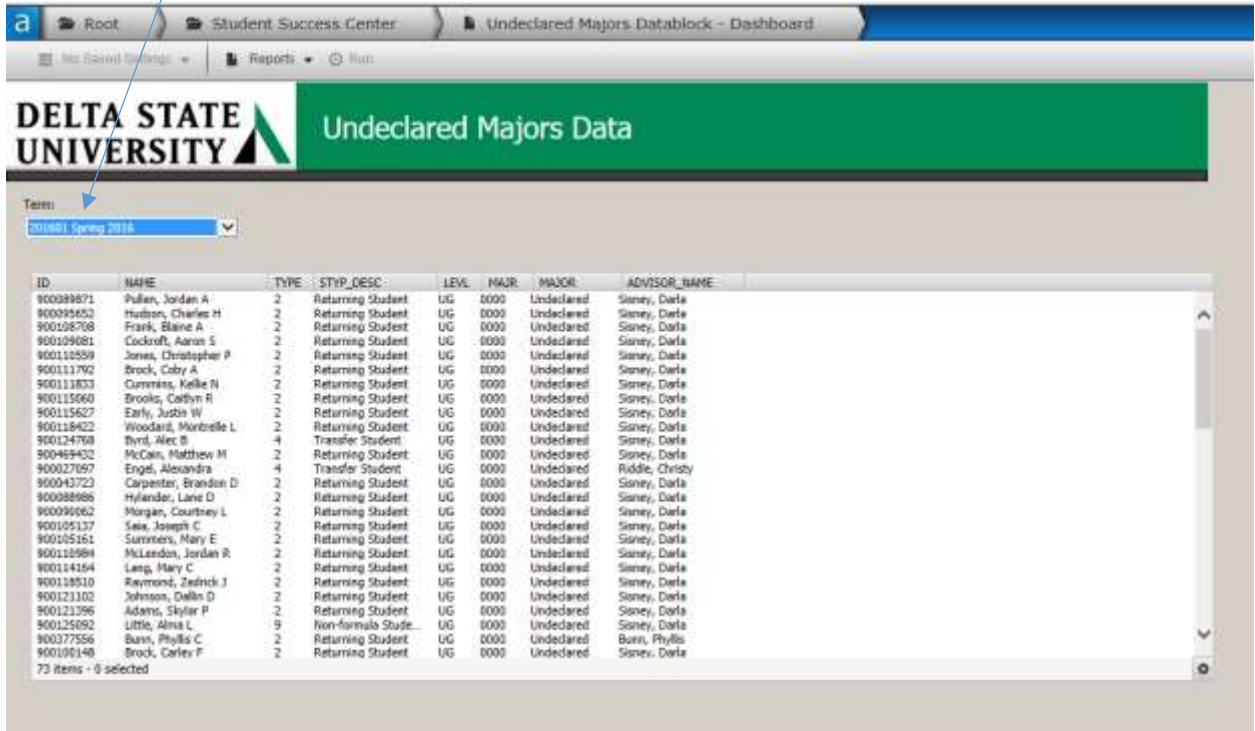(3) Open a Folder by clicking on the folder.
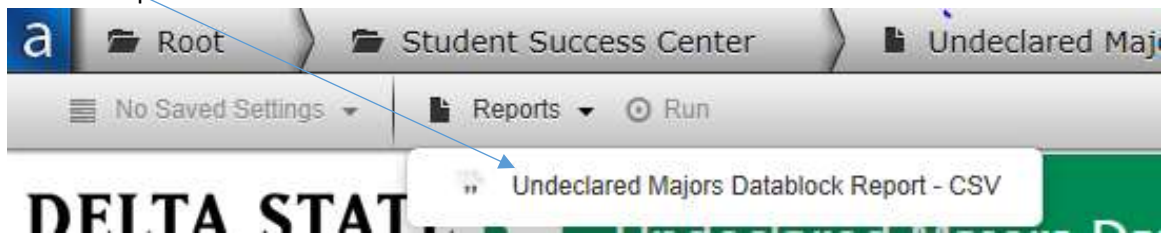
(4) Select a report to run by clicking on it.

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

(7) Select a Report to run.

(8) Run the Report. The report may display at the bottom of the screen or a pop up box will appear *(see screen shots below)* asking you if you want to open or save the file. Click on th report to open it or select open or save . CSV reports will open in Excel, however, some reports will be Banded printatble reports which will open automatically.

Screen shots of possible pop ups: You should get the option to open or save the report.

You can open the report which will open as an Adobe .pdf file – then you can print all of the schedules. You can save the report which will save all of the student schedules in one .pdf file. Once you open the report you can print the schedules. This report prints one schedule per page.