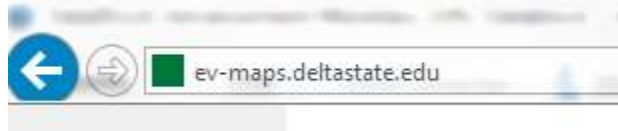


## Instructions for running an ARGOS Report

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



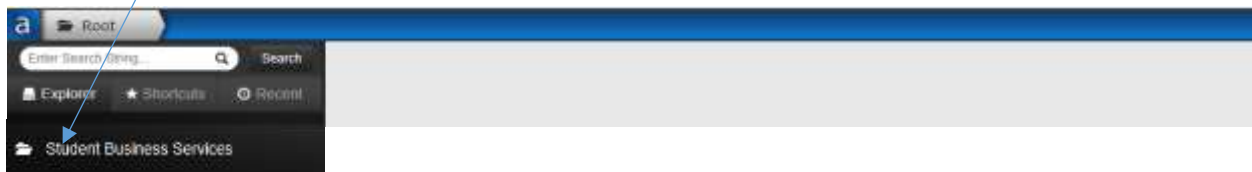
- c. Log in using your Windows (Computer) user id and password



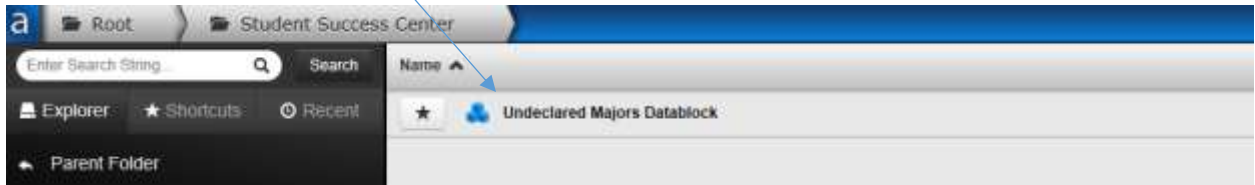
- (2) Click on the 'ARGOS Web Viewer' button



- (3) Open a Folder by clicking on the folder.

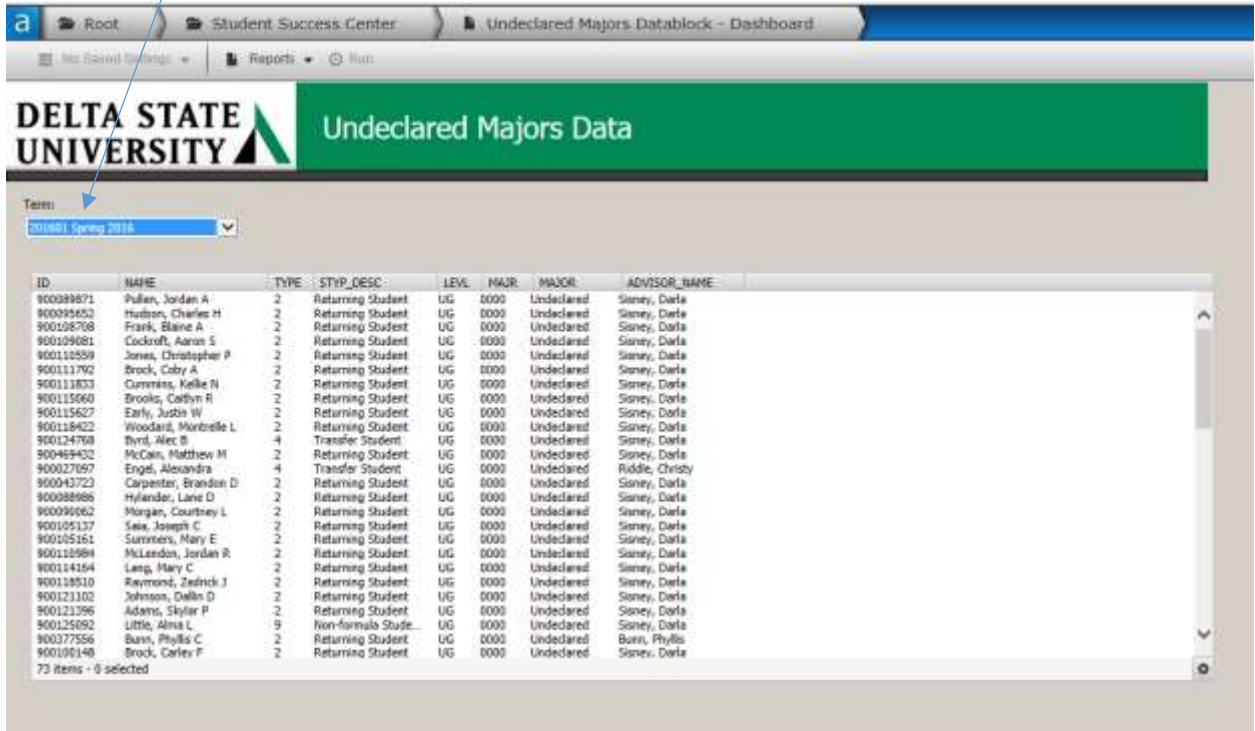


(4) Select a report to run by clicking on it.

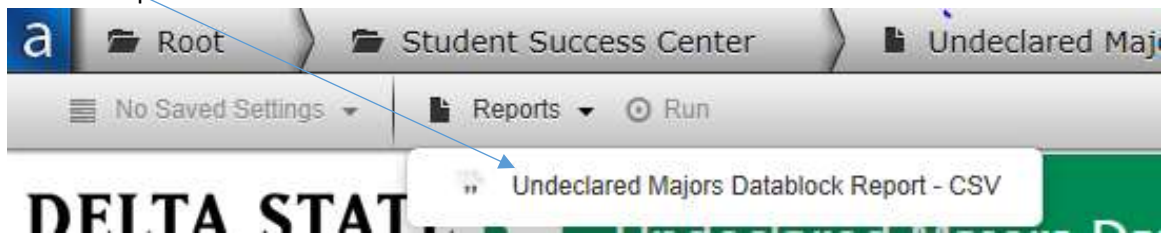


(5) Enter the Parameters (Filters) for the Datablock. Note: Not all Datablocks will have filters.

(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 the report to open it or select open or save. CSV reports will open in Excel, however, some reports will be Banded printable reports which will open automatically.



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

**DELTA STATE UNIVERSITY** Undeclared Majors Data

Term: 200811 Spring 2014

ID	NAME	TYPE	STYP	DISC	IPRG	PRGR	ADVISOR_NAME
90004971	Pullen, Jordan A	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90004982	Hudson, Charles M	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90190708	Pharis, Blake A	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90110906	Cochran, Kevin S	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90110559	Snow, Christopher P	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90111790	Brack, Cole A	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90111882	Cummins, Kella B	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90112960	Shroyer, Colvin B	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90112427	Fardy, Justin M	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90112842	Woodard, Hionelle L	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90124768	Bird, Alec S	4	Transfer Student	UG	0080	Undeclared	Simsy, Darla
90049452	McCain, Matthew H	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90027997	Engel, Alexandra	4	Transfer Student	UG	0080	Undeclared	Hiddle, Christy
90004222	Carpenter, Brandon D	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90008966	Holmes, Lane D	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90090802	Hargan, Courtney L	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90105127	Sale, Joseph C	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90112505	Simmers, Mary E	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90110989	McLendon, Jordan R	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90114204	Lamp, Mary C	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90110913	Raymond, Derrick J	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90112102	Johnson, Oullen D	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90112396	Adams, Skylee F	2	Returning Student	UG	0080	Undeclared	Simsy, Darla
90122662	Little, Krista L	8	Non-formula Student	UG	0080	Undeclared	Simsy, Darla
90177928	Burns, Phyllis C	2	Returning Student	UG	0080	Undeclared	Burns, Phyllis
90180048	Boch, Carter F	2	Returning Student	UG	0080	Undeclared	Simsy, Darla

77 items - 0 selected

Do you want to open or save report.csv from sv-majors@delta.edu?

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.