







Argos Reports Quick Guide

Argos is a software tool that allows users to access reports created from the Banner database. The information is pulled from the Banner database at 5 am every day. Access to Argos reports matches security set up in Banner.

1. Open Internet Explorer (To use Firefox, see instructions under "Instructions and Support Information" in the Reports channel).
2. Open BengalWeb — **bengalweb.isu.edu**. Click on the **Employees** tab.
3. Go to the **Reports @ ISU (Argos)** channel. Click on "View a Report."
4. *First Time Installation Only: The Argos Client Launcher page will appear with a bar at the top that says "This website wants to install the following...". Click on the bar to install. A pop-up box will appear; choose "Install ActiveX Control." Another box will appear; Click on Install. Once it has installed (about 1 minute) the login box will open. (Argos will load automatically from now on.)*
5. Type in your ISU Username and Password, and then click **Login**.
6. Drill down in the left hand folders by clicking on the + sign next to the category of report to be viewed (i.e., Finance, HR Payroll, etc.)
7. Click on the + sign next to the datablock  associated with the report you wish to view.
8. Click on name of the desired report , and then click **Execute** or **QuickView**. The report instructions open in a new window.
9. Select your report parameters from each box in the window. When finished, click **Next ->** (bottom right-hand corner), and then click **Preview**. Your report opens in a new window.
10. To view additional pages, click on the small pages on the left, or the blue arrow keys at the top.
11. To close the report, click the **Close** link in the upper left-hand corner of the report window, and then click on the **Close** button at the bottom right of the report execution screen.
12. Click **Logout** in the upper left-hand corner of the main Argos screen to close Argos.

Additional information

- We have limited reports available now, but new reports are being made available all the time.
- If the report shows a logo with a magnifying glass,  we recommend you attend special training to learn how to use this more complicated, interactive report style. Contact Marjanna Hulet (x2598) for more information on training dates and times.
- If Argos tells you it couldn't retrieve any data, double check your settings. If the settings are correct, you may not have the security clearance to access the data. Call the Service Desk for assistance (x4357).
- After choosing a report, click the **Quicklaunch** button to add the report to the Quicklaunch tab (top left of the first Argos page). This makes it easy to find your favorite reports later.
- Click on the  if you have questions about what to choose in any of the data selection screens.
- The execution screen (step 9 above) offers other useful choices besides Preview.
 - **Save to File** allows you to save the report in a variety of formats, including Excel.
 - **Email** sends the report to a colleague (pdf format).
 - **Print** sends the report to a printer of your choice.

Need Help? Call the IT Service Desk: 282-4357 (HELP) help@isu.edu