Banner 9 Essentials Testing

ARGOS REPORTS – Part II

CIT – Team

February 24, 2020
BROWSERS for ARGOS Report Viewer

Edge
Firefox
Chrome
*IE

*May use IE but may have issues.
IE Browser may not Work for ARGOS Report Viewer - Error

*IE

*May use IE but may have issues.
If you click on it from in the email, it defaults to IE browser it seems.

Must check to see why this happens
Logging in Evisions for ARGOS Report Viewer

Evisions Argos is an enterprise reporting solution that gives you quicker access to the data that you need to run your institution. Argos makes reporting simple, delivering insights that enable you to make timely, better-informed decisions.
Logging in Evisions for ARGOS Report Viewer

Use INFOTECH login and password
(infotech is the Domain you are in at HU)
Reports Authorized to see in Evisions for ARGOS Report Viewer
Seeing Folder contents in Evisions for ARGOS Report Viewer

If you see this, you must CLICK on FOLDER, then it should show reports
Initially, we will create the basic types:

CSV and Extract (txt)
Information on Report - ARGOS Report Viewer

Number of Report types created for Banner 9 Versions

- Type:
  - Dashboard
  - Comma delimited report (CSV)
  - Banded report (graphics, text, charts, etc)
  - Extract text report
  - Crosstab report
Create Details about the Banner 9 Versions using ARGOS Report Viewer

### Banner 9 Versions

<table>
<thead>
<tr>
<th>Description</th>
<th>None</th>
</tr>
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<tbody>
<tr>
<td>Author</td>
<td>PRINCESS.LIPSCOMB</td>
</tr>
<tr>
<td>Date Created</td>
<td>Feb 14, 2020 8:57 AM</td>
</tr>
<tr>
<td>Date Last Modified</td>
<td>Feb 14, 2020 1:05 PM</td>
</tr>
<tr>
<td>Last Run Date</td>
<td>Feb 17, 2020 8:31 PM</td>
</tr>
<tr>
<td>Last Modified By</td>
<td>PRINCESS.LIPSCOMB</td>
</tr>
<tr>
<td>ID</td>
<td>228</td>
</tr>
</tbody>
</table>

**Connection:** PPRD-16c

**Files:**
- Banner 9 Versions Report - CSV (ID: 499)
- Banner 9 Versions Report - CVS 2 (ID: 471)
- Banner 9 Versions Report - Extract (ID: 476)
DASHBOARD View – Viewing Data Only - using ARGOS Report Viewer

DASHBOARD View will show you the data before you download
Click on the name of the Report to see data
No options to download when using the DASHBOARD
Create Details about the Banner 9 Versions using ARGOS Report Viewer

Click on the first report .CSV
Selecting Date for Report - ARGOS Report Viewer

Banner 9 Versions

Banner9 CI: RELEASE N APPLIED D:

Run Report

02/04/2020

February 2020
Report Rendering in ARGOS Report Viewer

Banner 9 Versions

<table>
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<tr>
<th>Banner 9</th>
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<td>01/21/20</td>
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Report Opens for ARGOS Report Viewer - Opens in Excel
Report Saving in ARGOS Report Viewer - Goes to your DOWNLOAD Folder

![Image of ARGOS Report Viewer interface]

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<tr>
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<tbody>
<tr>
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**Opening Banner 9 Versions Report**

You have chosen to open:

1. **Banner 9 Versions Report - CSV, 20200218_143831.csv**
   - Which is a Microsoft Excel Comma Separated Values File (982 bytes)
   - From: https://hubinfra01.hamptonu.edu

**What should Firefox do with this file?**

- **Open with Excel 2016 (default)**
- **Save File**
- **Do this automatically for files like this from now on.**

[SAVE File]
To Download Data from Report - ARGOS Report Viewer

Select Report Type
Click RUN
Automatically downloads to your Downloads folder

If no data in file downloaded, click on GEAR icon

This raw data is to be used for Official Hampton University Business. Any Sensitive Personal Identifiable (SPII) Data must be approved for review. Any data reporting outside of HU should be requested through OAR office.
FILTERING, COLUMN ORDER, and EXPORT in ARGOS Report Viewer

This raw data is to be used for Official Hampton University Business. Any Sensitive Personal Identifiable (SPII) Data must be approved for review. Any data reporting outside of HU should be requested through OAR office.
FILTERING in ARGOS Report Viewer
COLUMN ORDER in ARGOS Report Viewer
EXPORTING in ARGOS Report Viewer
Report Saving in ARGOS Report Viewer - Goes to your DOWNLOAD Folder

Banner 9 Versions

02/20/2020

Run Report

Banner 9 Versions Report - CSV
Banner 9 Versions Report - CSV 2
Banner 9 Versions Report - Extract
Sending ARGOS URL Report LINK in ARGOS Report Viewer – EMAIL

For 1 recipient

More than 1 recipient (click + sign)
Sending ARGOS URL Report LINK from ARGOS Report Viewer - SENT EMAIL

Check out this Dashboard!

Only Authorized Users in ARGOS can run Report

This URL only will redirect user to Argos Login.
*If you do not access to ARGOS reports, you will not be permitted to run the report.
This SHARE feature is only for authorized users of HU Banner Community.

**Fine Grain Security**
SHORTCUT in ARGOS Report Viewer - Create Shortcut
SHORTCUT in ARGOS Report Viewer - ShortCut Information selected

Information about the Report
SHORTCUT in ARGOS Report Viewer - ShortCut GO TO Report selected

Go to the Report
SHORTCUT in ARGOS Report Viewer - ShortCut Edit selected
RECENT reports run in ARGOS Report Viewer - RECENT selected
At the Top of Page, Breadcrumbs appear as you click on items in Explorer, it shows you what you opened to get there.
SIGN OUT in ARGOS Report Viewer - SIGN OUT
Questions