

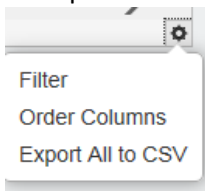






## Quick Steps for Basic Argos Reports

Argos is a software tool that allows users to access reports created from the Banner database. The information is pulled from the Banner database each night.

1. Open Internet Explorer
2. Access link: [reporting.westga.edu](http://reporting.westga.edu)
3. Type in your UWG desktop Username and Password, and then click Sign In.
4. Click on Argos Web Viewer
5. Look at the file folders on the left. Folders are broken down by Division and Department level. There are also secure folders within departments that contain secure data. You will have access to: "All Campus" folder. For access to more folders, and other secure data folders, please contact ITS.
6. Please be sure you have signed the Confidentiality Agreement for staff and file in your department. The form is located at <https://www.westga.edu/its/agreement-forms.php>. You do not need to complete form if you have previously signed for Banner access.
7. Click on the "All Campus" folder. You will see a list of datablocks .
8. Click on a datablock . A dashboard will open with parameters. Select the parameters to run the dashboard. You can choose multiple elements in a parameter drop down menu by holding the Ctrl key.
9. Click the Run Report button. The dashboard results will be displayed.
10. To export data to csv, filter, or to order columns, click on the Gear button to the bottom right of the dashboard



### Additional information

- After choosing a datablock, click the  button to add that datablock to the Shortcuts tab (left of the datablock list page). This makes it easy to find your favorite datablocks without having to search through the folders.
- Certain datablocks have numbers such as  associated with them. They are the number of reports attached to the datablock.