

Launch Argos

Launch Evisions from myapps.southernct.edu

To request access, email helpdesk@southernct.edu.

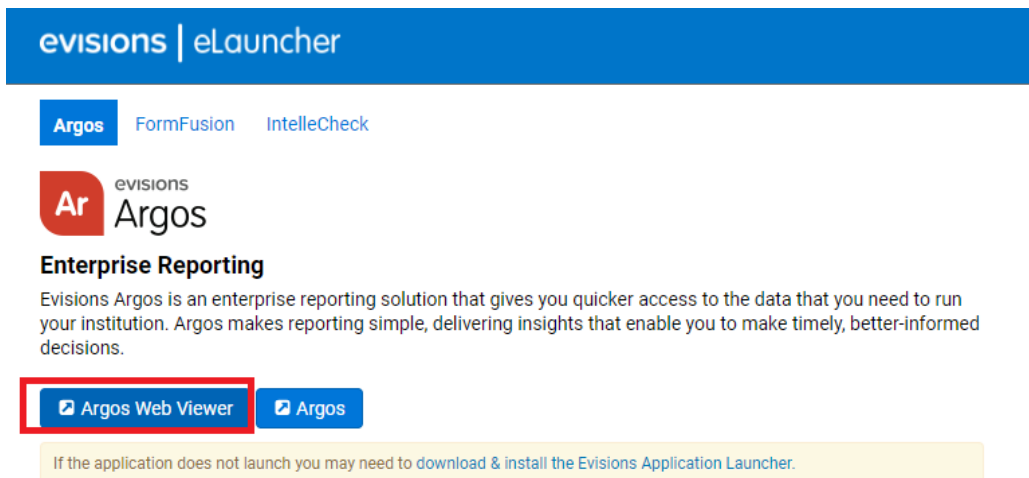
Include your email address, department, and title and the shortcut folder you need access to (see below).



-Evisions

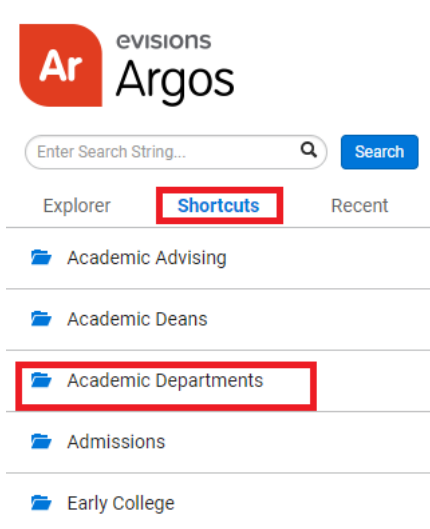
Click the 'Argos Web Viewer' button.

If prompted, enter Southern username (not email) and password.





















































Select 'Shortcuts' then go to your department folder.

You can bookmark your folder in your web browser to launch directly in the future.



Run Reports

Select the report you would like to process (sample list below, this may expand over time).

Name ▲	
 Class Rosters	   
 Graduation List	   
 Honors Program List	   
 Incomplete Grades (I, I+)	   
 Major List - GR	   
 Major List - UG	   
 Minor List	   
 Permissions/Overrides	   
 Schedule of Classes	   
 Waitlist	   

Some queries have multiple tabs and/or parameters to select.

Undergraduate Graduate

Southern

CPOS for Advisors

Term:

Undergraduate: Course Program of Study (CPOS)

LAST NAME	FIRST NAME	EMAIL	STYP	CLASS	FAFSA	PRE HOURS	POST HOURS	PRE STATUS	POST STATUS	CHANGE	CRSE1	CRSE2	CRSE3	CRSE4	CRSE5	AS C

Review Results

Results can be reviewed on screen or select the Gear icon in the lower right corner to filter or export results.

ES	MAT 10...				02/28/20...	202310	BS-Spec...	Pre-Spec...								
NO	COM 135				02/28/20...	202310	BS-Com...	Film. TV...								
NO	APT 220				02/28/20...	202310	BS-Math	Applied								

Filter

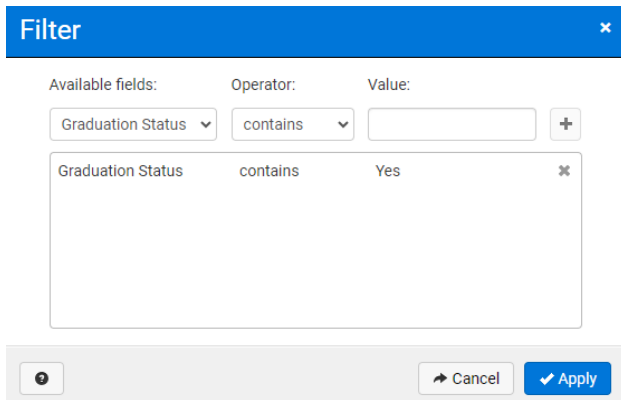
Order Columns

Export All to CSV

Export Selected to CSV

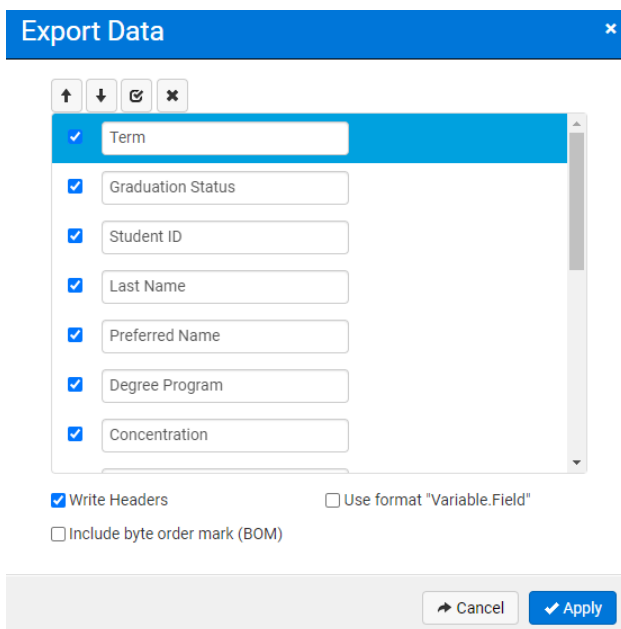
Argos Reports

Filter - Add each of the column filters you want, clicking the Plus (+) after each one. Click 'Apply' when complete.



The 'Filter' dialog box has a blue header with the title 'Filter' and a close button. Below the header, there are three sections: 'Available fields:', 'Operator:', and 'Value:'. Under 'Available fields:', there is a dropdown menu showing 'Graduation Status'. Under 'Operator:', there is a dropdown menu showing 'contains'. Under 'Value:', there is an empty text input field. To the right of the 'Value:' input field is a plus sign button. Below these sections is a list of applied filters, which currently shows 'Graduation Status contains Yes' with a close button. At the bottom of the dialog are two buttons: 'Cancel' and 'Apply'.

Export - Select 'Export All to CSV'. You will be prompted to select the columns you wish to include in the export and the order. Click 'Apply' button to complete the download.



The 'Export Data' dialog box has a blue header with the title 'Export Data' and a close button. Below the header, there are four icons: up, down, print, and close. Below the icons is a list of columns with checkboxes. The columns are: 'Term' (checked), 'Graduation Status' (checked), 'Student ID' (checked), 'Last Name' (checked), 'Preferred Name' (checked), 'Degree Program' (checked), and 'Concentration' (checked). Below the list are three checkboxes: 'Write Headers' (checked), 'Use format "Variable.Field"' (unchecked), and 'Include byte order mark (BOM)' (unchecked). At the bottom of the dialog are two buttons: 'Cancel' and 'Apply'.

Additional Training

A training video on the academic department reports can be viewed [here](#) (9m10s).