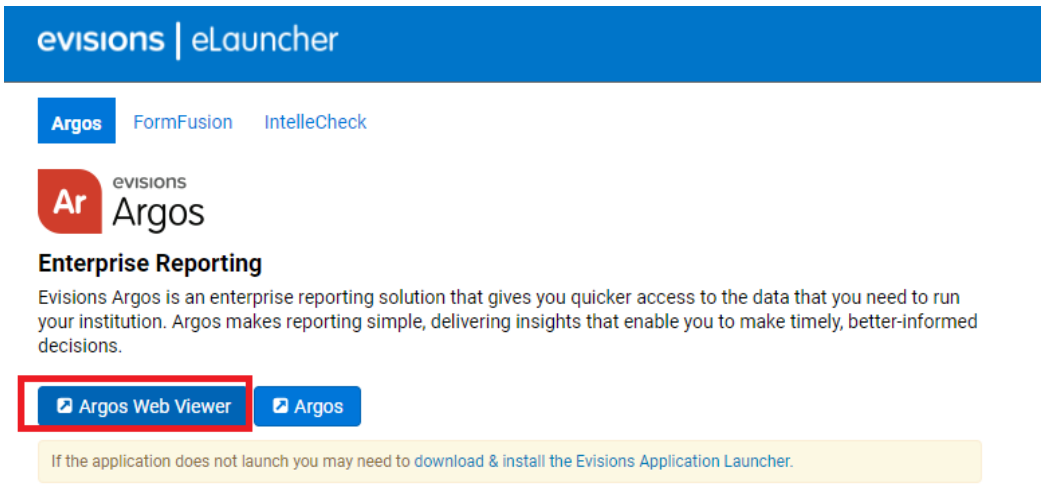
Argos Reports

Launch Argos

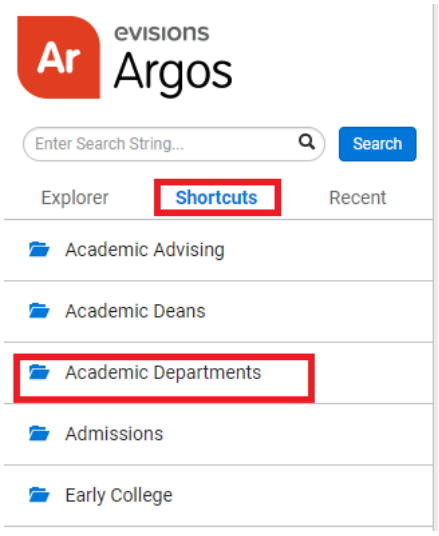
Launch Evisions from myapps.southernct.edu
To request access, email helpdesk@southernct.edu.
Include your email address, department, and title and the shortcut folder you need access to (see below).

-Evisions

Click the 'Argos Web Viewer' button.
If prompted, enter Southern username (not email) and password.

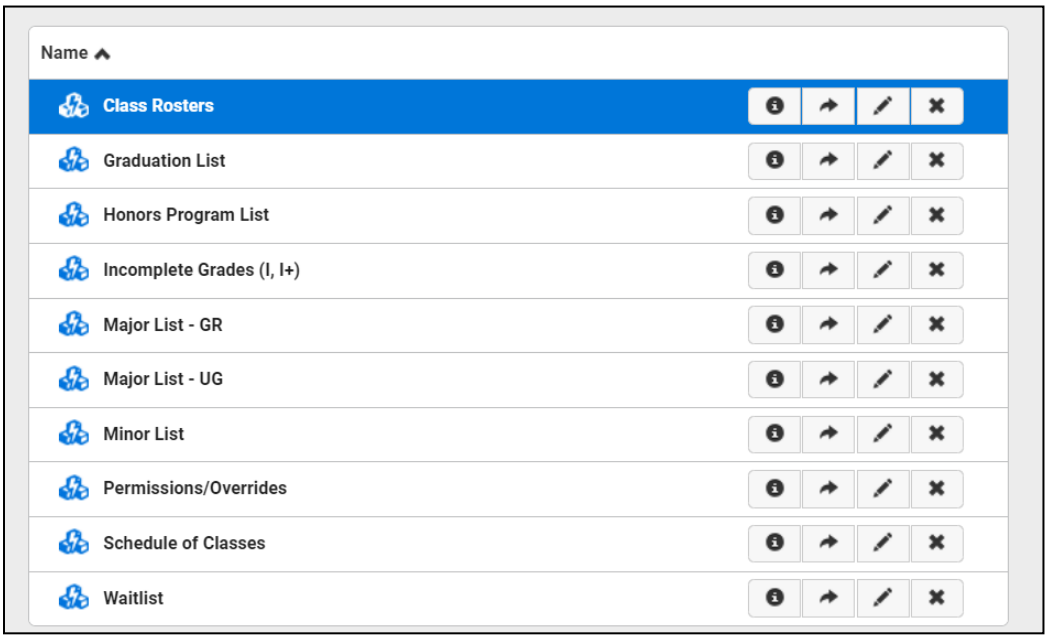


Select 'Shortcuts' then go to your department folder.
You can bookmark your folder in your web browser to launch directly in the future.

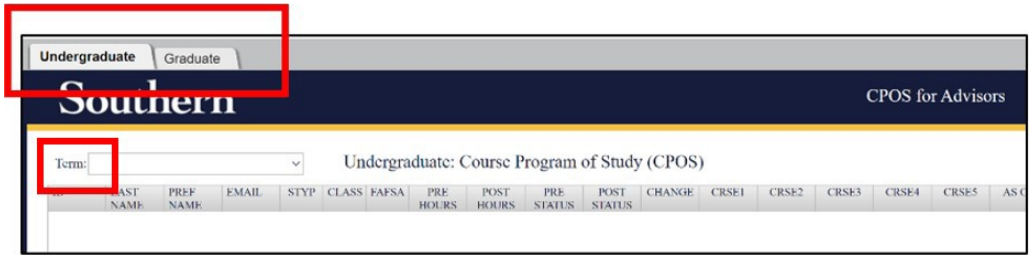


Run Reports

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

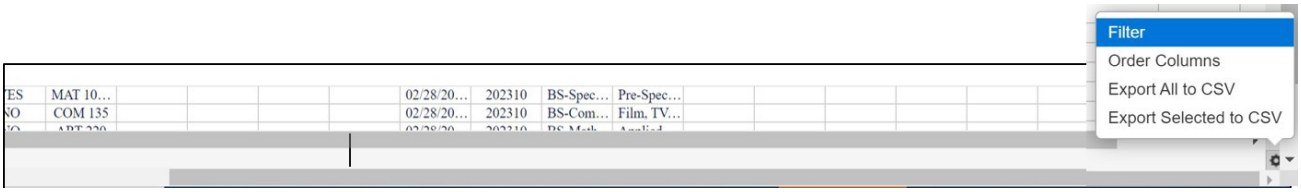


Some queries have multiple tabs and/or parameters to select.

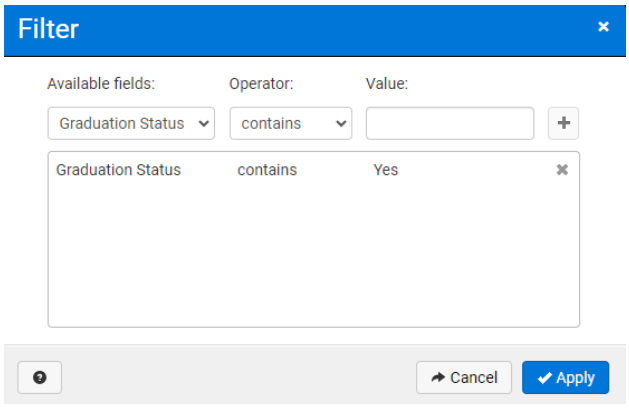


Review Results

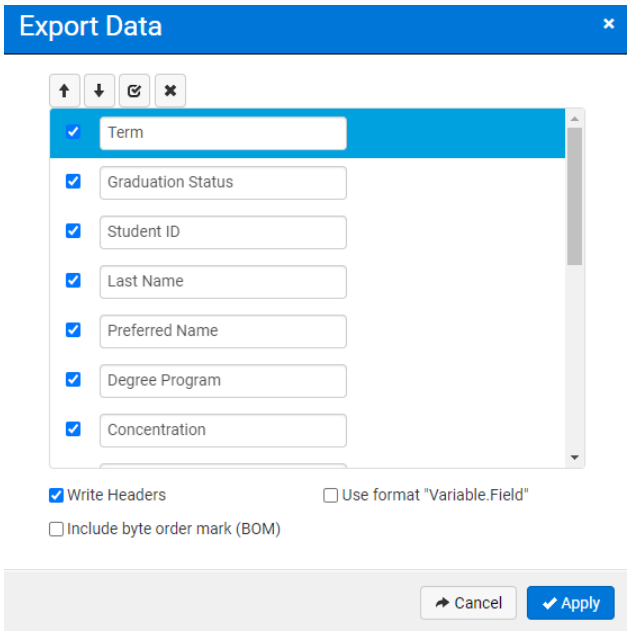
Results can be reviewed on screen or select the Gear icon in the lower right corner to filter or export results.



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



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.



Additional Training

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