

## How to run a report in Argos

1. Go to [sis.siu.edu](http://sis.siu.edu)
2. Click on Argos
3. Your computer will have to open Evisions Application Launcher. (If you don't yet have this enabled, you'll have to get some IT assistance the first time you try.)
4. Click open on the Evisions Application Launcher dialogue box
5. Enter your network ID and password for user name and password
6. Click "Sign in"
7. Click on the triangle to the left of Banner
8. Click on the triangle to the left of Enrollment Management Reports
9. Click on the triangle to the left of Enrollment
10. Click on the triangle to the left of Listings of Students
11. Choose a report and click on the triangle to the left of it. My favorite is "Student Enrollment/Registration by Term by College by Major (using Admitted Term)"
12. Click on Dashboard
13. Click on Run Dashboard
14. Using the drop-downs, choose term, college, level, and major(s). For majors, you can choose more than one major by holding down the Ctrl key.
15. Note the boxes that can be checked or unchecked, to give you different data.
16. Pull down "Report Options" and choose Comma Delimited File
17. Click on the disc icon to save the report. You can re-name it as you wish.
18. It sometimes takes a few minutes to run.
19. Note that when you open the report, it will be in Comma Delimited format with a designation of csv. It looks a lot like Excel, but if you make certain changes in it, it won't save those changes like Excel will. I recommend that you open it and save it as an Excel Workbook file. Then you'll be able to make changes and save those changes.