

# Argos Reporting

## Getting Started

Argos is the new reporting tool that MTSU has requested that we use. Reports will be created for department use by the College of Graduate Studies and placed into a folder that is viewed in your browser. It has been determined that Google Chrome or Firefox is the preferred browser over Internet Explorer.

To access the site please use the URL [evmaps.fsa.mtsu.edu](https://evmaps.fsa.mtsu.edu) without the www. Your login username and password is the same as the one you use to log into your desktop computer.

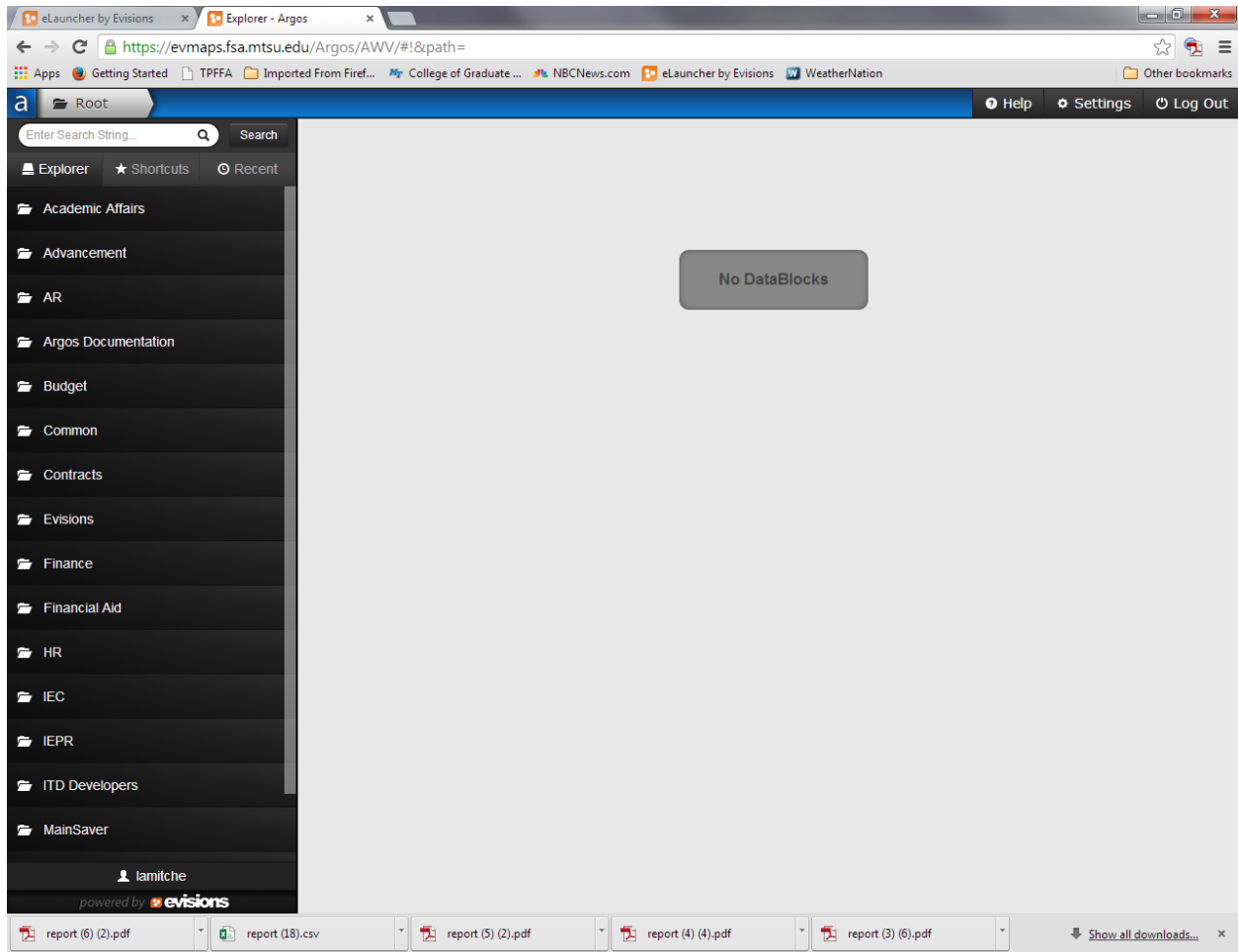
Once logged in you will see the following page

The screenshot shows a web browser window with the URL <https://evmaps.fsa.mtsu.edu>. The page features a dark header with the 'e launcher' logo and a user greeting: 'Welcome back, lamitche' with links for 'Settings', 'Evisions Support', and 'Log Out'. The main content area is divided into several sections:

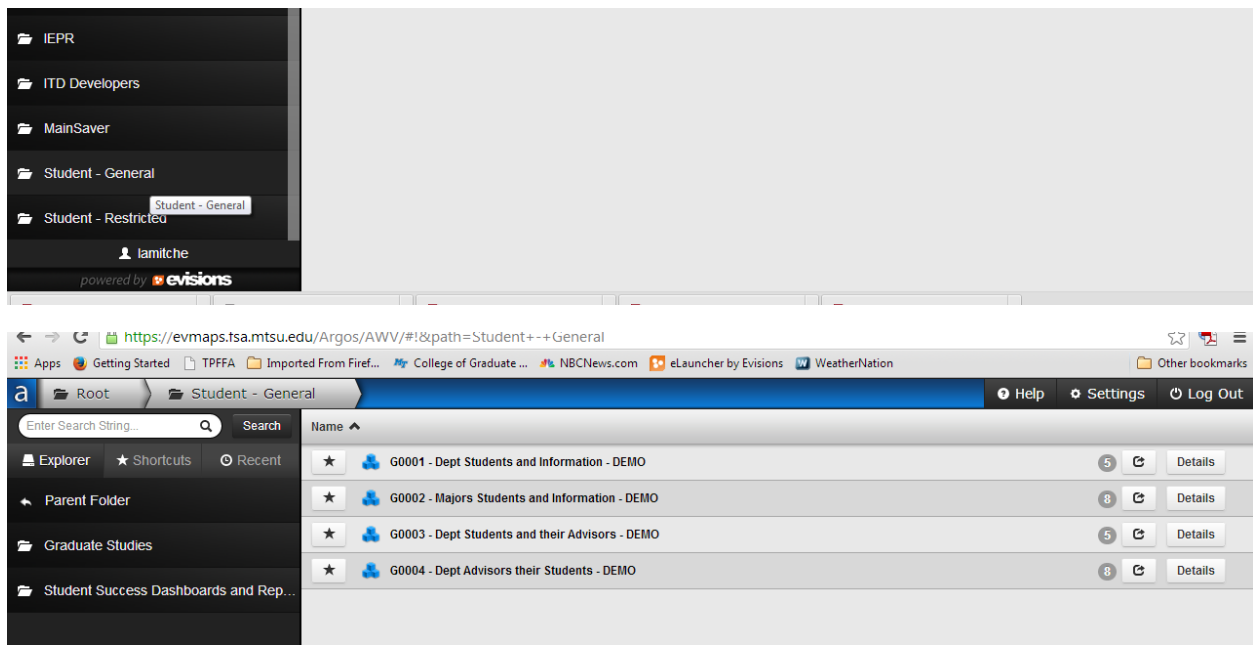
- Enterprise Reporting Solution:** A central section with an 'argos' logo and a box labeled 'Enterprise Reporting Solution'. It includes a descriptive paragraph and two buttons: 'Argos Web Viewer' and 'Argos'.
- Vertical Navigation Bar:** A bar on the right side with four colored buttons: 'datamasque' (purple), 'formfusion' (red), 'intellectcheck' (green), and 'research suite' (orange).
- Online Training:** A section with a monitor icon, text stating 'These sessions are live, interactive and unlimited for each of our clients.', and a 'Learn More' button.
- CO-OP Online Collaboration:** A section with a speech bubble icon, text stating 'Collaborate and share with peers about the Evisions Suite.', and a 'Visit CO-OP' button.
- Customer Support:** A section with a wrench and screwdriver icon, text stating 'Evisions is committed to providing world-class support.', and a 'Visit Support' button.
- What's New?:** A section with a red 'new' starburst icon, text stating 'Learn more about MAPS 4.0 and Argos 4.2, including the new eLauncher and the Argos Web Viewer.', and a 'Read More' button.

At the bottom of the page, there is a dark grey area with a message: 'Could not load widgets'.

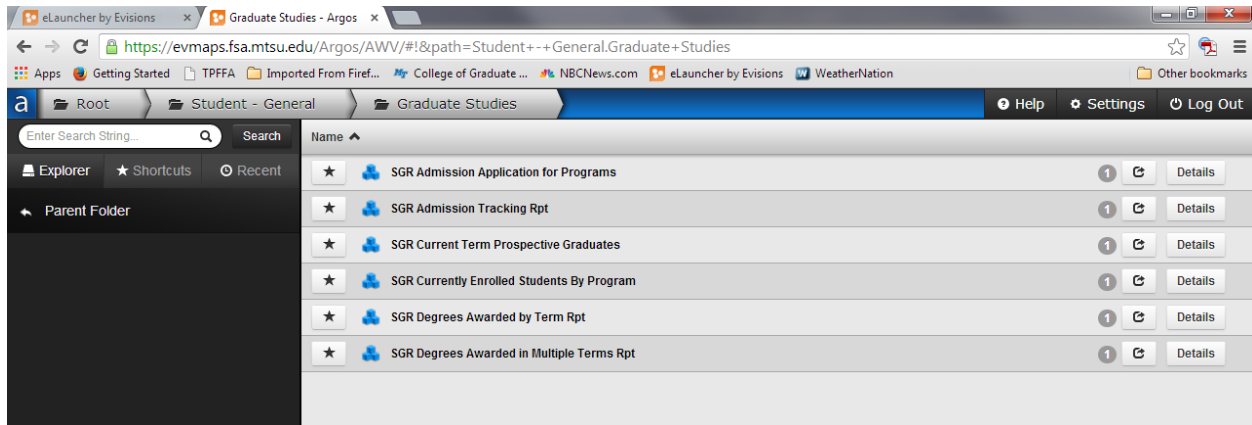
Click on the "Argos Web Viewer" button. You will be taken to the explorer page.



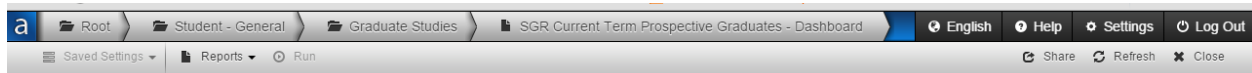
Scroll down the menu to STUDENT GENERAL and click to open.



Click on the Graduate Studies folder to choose your desired report.



Click on desired report and follow instructions on report. Some reports will download into an EXCEL spreadsheets. Some will download into a PDF file.



## Prospective Graduates for Term

**NOTE: Database tables for this report are updated each day at 6:00 a.m., 10:00 a.m., 2:00 p.m., and 7:00 p.m. Please refresh your reports accordingly.**

**Information contained in these reports are for MTSU faculty and department use only. This information cannot be distributed to entities outside of Middle Tennessee State University under any circumstances.**

Output will not be seen on this interface.

Enter desired term and program(s) in fields then click TAB key (hold Ctrl key down while selecting programs to select more than one)

Click on "Report" dropdown box above and then "Run" report

Click "Open" when prompted in IE and FireFox or click on report in bottom corner in Google Chrome.

An EXCEL spreadsheet will open with the output on your desktop.

**Current Term:**

**Program:**

**NOTE: Terms must be entered in BANNER term coding (EXAMPLE: 2014 Spring = 201410)**

Fall = YYYY80  
Spring = YYYY10  
Summer = YYYY50

Degree	Program
MACC	Accounting
NDGD	AddOn Endorsement/Library Sci
NDGD	AddOn Endorsement/Special Educ
NDGD	AddOn Endrmnt/Engl 2nd Lang
EDS	Administration & Supervision
MED	Administration & Supervision
MED	Adv Stud in Teaching Learning
MED	Aerospace Education
NDGD	Alternative I & II Licensure
GCRT	Archival Management
EDD	Assessment, Lrn & Sch Imprmnt

Hold CTRL key while clicking on programs to select more than one.

Click "Close" in the top right-hand corner to exit report. You can either choose another report or Log Out at this point. Do not just click the X to close the browser window. This will not log you out of the system.

The screenshot shows a web browser window with the following elements:

- Browser Tab:** SGR Current Term Prospective Graduates - Dashboard
- Browser Menu:** English, Help, Settings, Log Out
- Page Header:** Root, Student - General, Graduate Studies
- Page Content:**
  - Logo:** COLLEGE OF GRADUATE STUDIES
  - Section Header:** Prospective Graduates for Term
  - Note:** Database tables for this report are updated each day at 6:00 a.m., 10:00 a.m., 2:00 p.m., and 7:00 p.m. Please refresh your reports accordingly.
  - Warning:** Information contained in these reports are for MTSU faculty and department use only. This information cannot be distributed to entities outside of Middle Tennessee State University under any circumstances.
  - Instructions:** Output will not be seen on this interface. Enter desired term and program(s) in fields then click TAB key (hold Ctrl key down while selecting programs to select more than one). Click on "Report" dropdown box above and then "Run" report. Click "Open" when prompted in IE and FireFox or click on report in bottom corner in Google Chrome. An EXCEL spreadsheet will open with the output on your desktop.
  - Form:** Includes a "Current Term:" input field and a "Program:" dropdown menu. The dropdown menu lists various degree and program options.

Degree	Program
MACC	Accounting
NDGD	AddOn Endorsement/Library Sci
NDGD	AddOn Endorsement/Special Educ
NDGD	AddOn Endrmnt/Engl 2nd Lang
EDS	Administration & Supervision
MED	Administration & Supervision
MED	Adv Stud in Teaching Learning
MED	Aerospace Education
NDGD	Alternative I & II Licensure
GCRT	Archival Management
EDD	Assessment, Lrn & Sch Imprvmt