

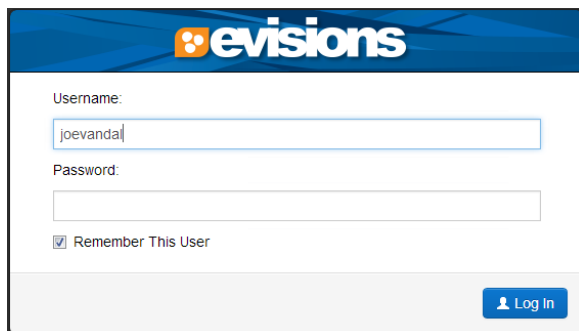
Argos FAQ

What is covered in this FAQ?

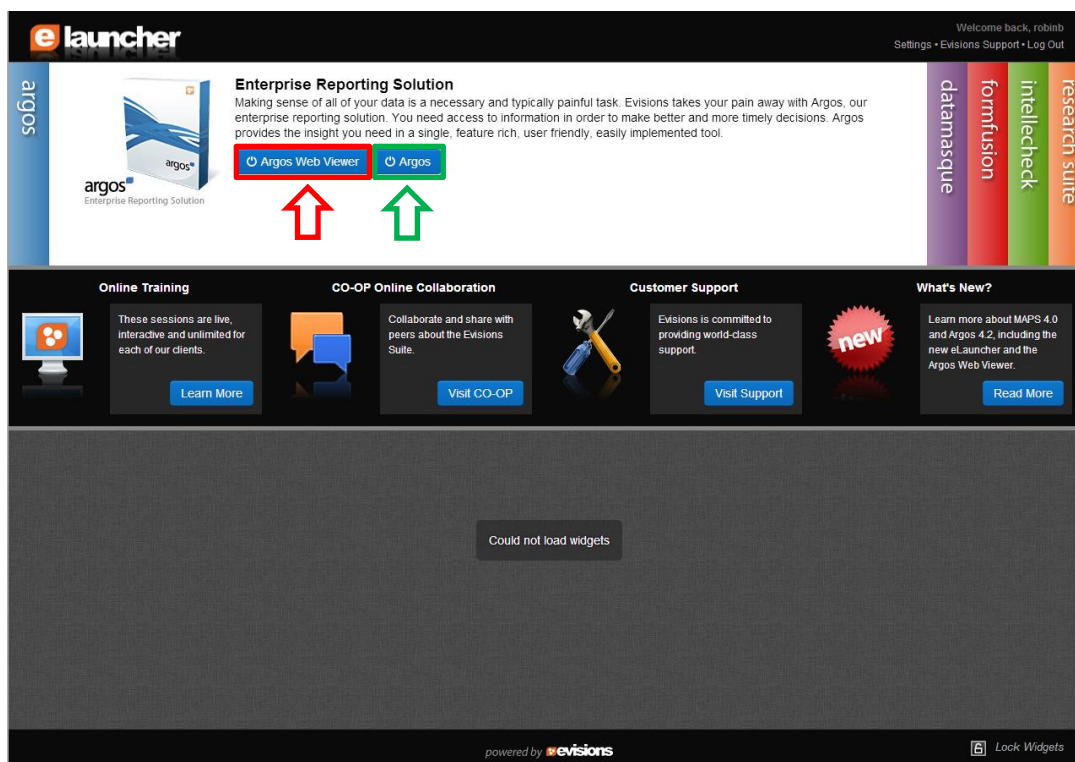
- [Accessing Argos](#)
- [Types of Reports](#)
- [Getting information out of Argos reports](#)
- [Closing Argos while its running](#)
- [Requesting changes to Argos reports](#)
- [Argos vs. Argos Web Viewer](#)
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- [Test vs. Production Folders](#)

How do I open Argos?



If you do not have Argos pinned to your task bar you can access it by navigating to <https://maps.uidaho.edu> and signing in with your network username and password. <https://maps.uidaho.edu> must be added as a trusted site to avoid errors. Feel free to check the “Remember This User” box.



Logging in opens the page below where you can launch the standard **Argos** program or the **Argos Web Viewer**:



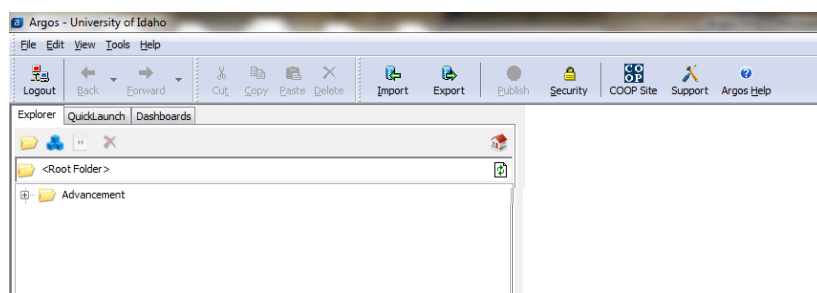
What is the difference between “Argos” and “Argos Web Viewer”?

Clicking the  button on the <https://maps.uidaho.edu> site (see “How do I open Argos?”) will open Argos in the program mode (this is the mode that most people are familiar with) while clicking the  button will open Argos in the web browser you are currently using. The same reports will be available in the Argos Web Viewer that are available in the program mode of Argos. If you have not used Argos before, there will be a few installation steps that need to be completed. **You will need to be an administrator on your machine to install Argos.**

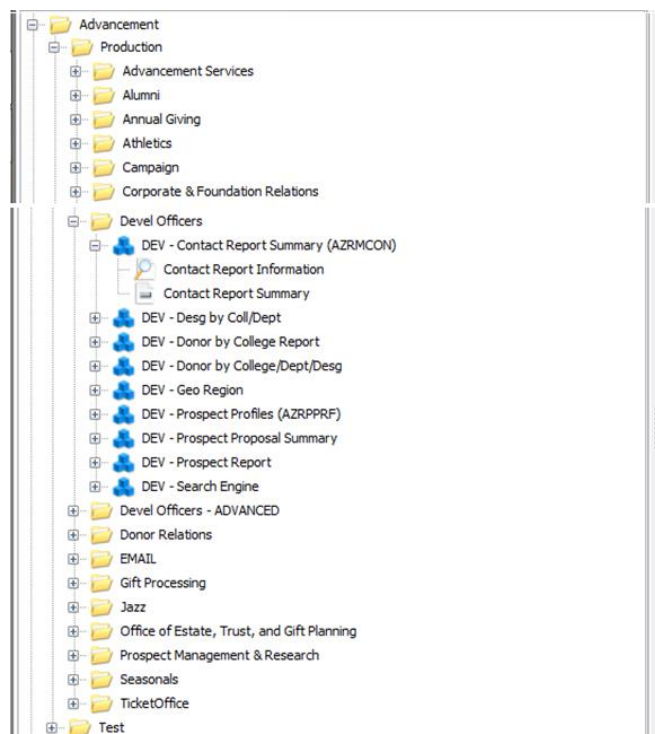
I don’t see anything. Where are the reports?

Argos Program

When you first log in to the Argos program all you will see is this:

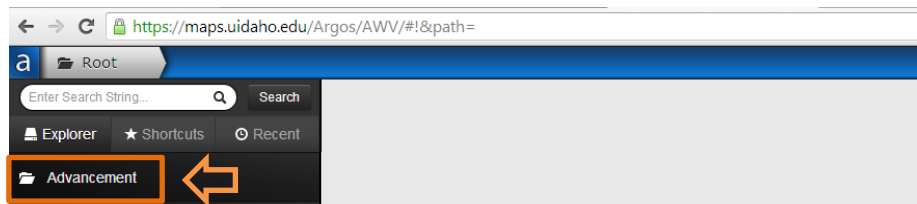


To access the reports click the plus sign (+) to open the “Advancement” folder and display the “Production” and “Test” folders. Click on the plus sign (+) next to the “Production” folder to display the other folders you have access to. Once you are able to see those folders you can again click the plus signs (+) next to them to reveal the DataBlocks (🗄️) and reports.

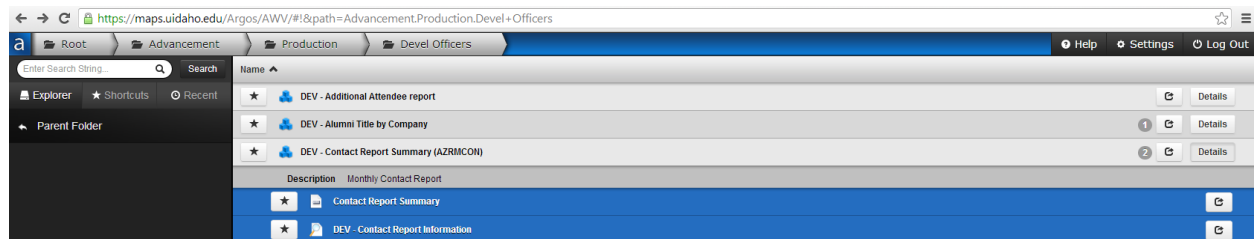


Argos Web Viewer

When you first log into the Argos Web Viewer you will see the page below. Click on the “**Advancement**” folder and then the “Production” folder. This will bring you to a folder like the one found in the **Argos Program**.





Clicking on a specific folder (Development Officer, in the following example) will provide you with a list of DataBlocks (🔗) available in that folder (this is very similar to the **Argos Program**). Click on the **Details** button to view the different reports available for that DataBlock.





What types of reports are there?

What do the blue blocks and magnifying glasses mean?

The blue block symbol (🔗) denotes a DataBlock where the programmers write the code. Clicking the plus sign (⊕) will expand down and allow you to see reports you can run for that DataBlock. The following describes the report types:

 &  The magnifying glass and magnifying glass with a padlock represent a “**Viewer**” report. This report will launch in Argos/the web page to view and may be called “**Dashboard.**”

 The quotes represent a “**CSV**” report. This report will create a .csv file that will have the option to save, email, or create and launch ([details below](#)). If launch is chosen the file will automatically open in Excel. The .csv file can be opened in Excel and then saved as an Excel Workbook (.xlsx). It is not recommended to run a CSV report using the Web Viewer. You are able to get the same results using the viewer and exporting the results to a .csv file.

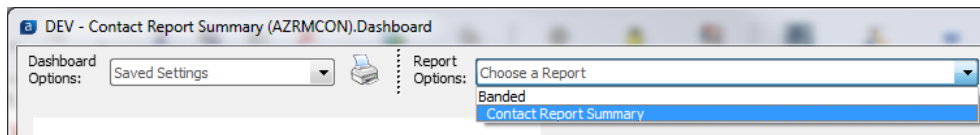
 The bar represents a “**PDF**” report. This report will create a .pdf file that will have the option of saving, emailing, printing, or launching. If launch is chosen the report it will open in the Argos PDF viewer.

 The three, multicolor lines represent a “**Text**” report. This report will create a text document (there are very few of this type of report).

How do I get the PDF (📄) and CSV (📄) reports to run?

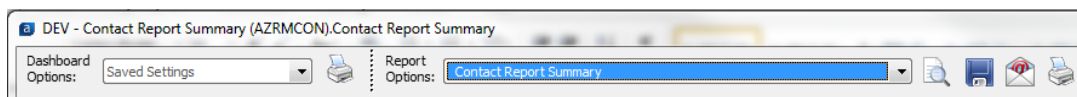
Argos Program

At the top of each Argos report there is a drop down menu where you can choose to run CSV and PDF reports. Reports listed under “Banded” are PDF reports and those listed under “CSV” are CSV reports.



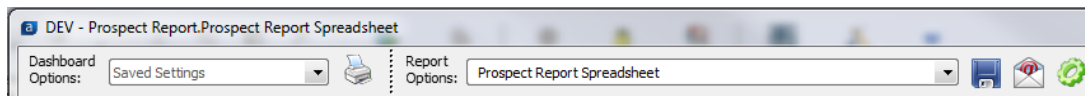
Banded Reports

Banded reports will come with 4 options to the right of the report selection: view in PDF previewer, save as .pdf file, email, and print.



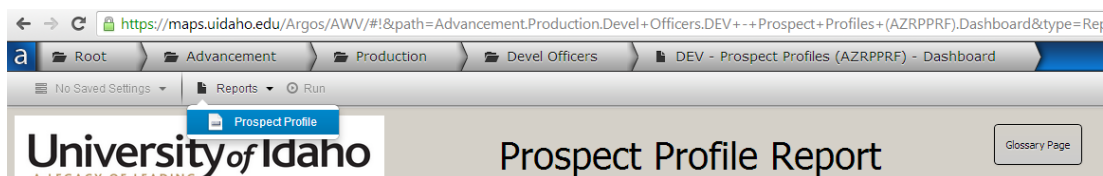
CSV Reports

CSV reports will come with 3 options to the right of the report selection: save as .csv file, email, and launch the report as a .csv and open it in Excel.



Argos Web Viewer

At the top of each online Argos report there will be a drop down menu where you can choose to run CSV and PDF reports. PDF reports are denoted with and CSV reports are denoted with .



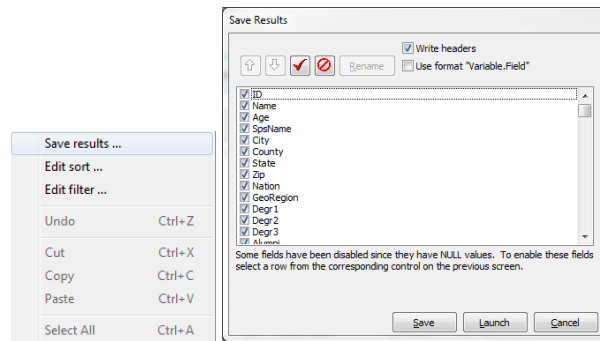
Once you have selected the desired report hit the “Run” icon next to your selection. Be sure you made selections on the screen below (enter VNumbers, choose Georegion, etc.) before hitting the “Run” icon. The file will be downloaded to your computer (likely in your “Downloads” folder).

Can I copy information from a Viewer report into Excel?

Argos Program

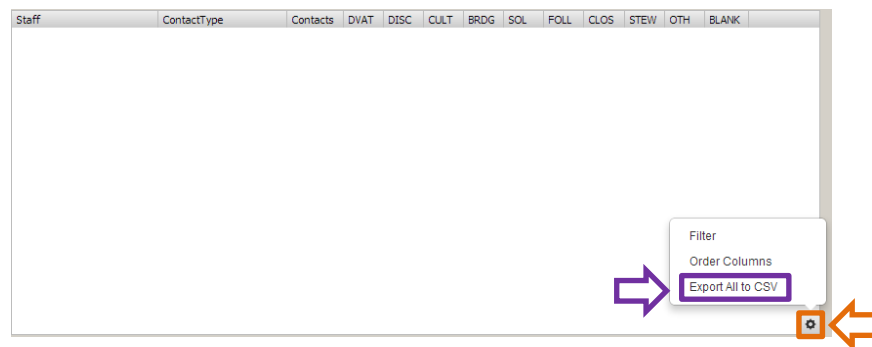
Results in the Viewer/Dashboard are able to be exported to Excel. Right-click anywhere in the white space once the report has been run and select “Save Results”. Click “Save” or “Launch.” Both options will allow you to

choose where the file will be saved. The file must be saved as a .csv (Comma Separated File) but can later be resaved as an .xlsx (Excel Workbook).



Argos Web Viewer

Results in the Web Viewer version are able to be exported to Excel. Left click on the **gear/sun image** at the bottom right corner of the table holding the results. Click “**Export All to CSV**” and a .csv file (Comma Separated File) will be downloaded. It can later be resaved as an .xlsx (Excel Workbook).

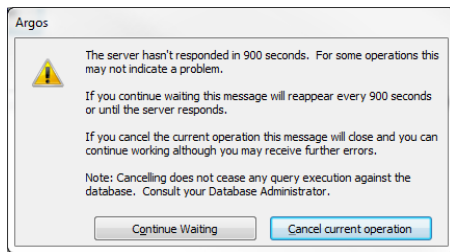


What is the Test folder for?

The test folder houses reports that are currently under review. You will not need to access any reports in the Test folder unless Advancement Information Services (AIS) specifically asks you to review one. Reports in the Test folder are using Pre-Production (old) data so the information obtained when using them should not be distributed. If a report was not built for you, your use and interpretation of the data will likely be incorrect. Reports are built for specific recipients with specific parameters, including how money is counted.

My report is taking a long time...

After 15 minutes (900 seconds) of running Argos will ask if you would like to continue waiting or cancel your current operation. To get out of a report you didn't want/mean to run you have to either wait for it to finish or wait 15 minutes for the 'Cancel current operation' option. **Argos will disconnect from the database (without letting you know) after 30 minutes of a report running.** This will not be obvious and it may look like the report is still running. If you get a second 15-minute-check from Argos then press the 'Cancel current operation' button and request AIS to run the report for you.

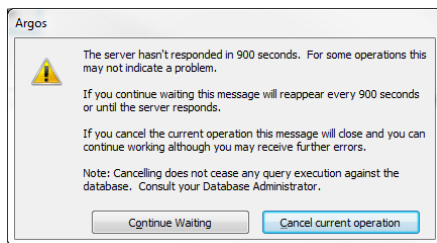


Can I close Argos while a report is still running?

Some Argos reports will take a while to run and might not finish within the time period you have available (See *Glossary for approximate runtimes*). If you CTL-ALT-DEL—or by some other method force-close Argos—while a report is still running it will **LOCK** the report and no one will be able to use it for ~3-5 hours. As an added bonus, the user who locked the report's name is displayed as the person who holds the lock whenever someone tries to run the report.

The glossary says my report will take more than 15 minutes. Can I run it?

If a report takes less than 30 minutes to run then you will be able to run it in Argos. Simply click the 'Continue Waiting' button when the 15-minute-check pops up from Argos.



How do I request AIS to run a report for me?

If a report takes longer than 30 minutes to run you may request AIS to run the report for you. Please click on the blue text ([Questions? Please click here to email advserv_it...](#)) and put which parameters (boxes checked, values from lists selected, etc.) you want used into the email. **The blue text is not currently working in the Argos Web Viewer.** Also make a note that you tried to run the report but it took longer than 30 minutes.

How do I make changes to an Argos report or request a whole new report?

Report requests and modification requests can be submitted through VandalWeb. To access the forms log in to VandalWeb and click on the "Advancement Officers" link, then the "Vandal Advance" link, and finally the "Advancement Services Menu" link will open the Report main menu. To request a brand new Argos report or to request modifications to a current Argos report use the "Request Program Modification" link. Be as detailed in the request as possible. **If you do not have access to these links, please send an email to ais@uidaho.edu and we will grant you access.**

University of Idaho VandalWeb

1.


Main Menu / Student Information / Registration Menu / Financial Aid & Scholarships / Employee Menu / Personal Information / Address Menu / WebTailor Administration / Advancement Officers



Advancement Officers

- ID Number Search
 - Name Search
 - View/Edit Contacts
 - Add a Contact Report
 - Vandal Advance 

Vandal Advance Menu

- Administration
 - Advancement Services 
 - Data Management
 - Alumni (Under Construction)
 - Annual Giving (Under Construction)
 - Athletic
 - Campaign
 - Campus Call (Under Construction)
 - Corporate & Foundation Relations (Under Construction)
 - Development Officers (Under Construction)
 - Donor Relations (Under Construction)
 - Foundation (Under Construction)
 - Office of Estate, Trust, and Gift Planning (Under Construction)
 - Prospect Management & Research
 - Trust and Investments
 - Ticket Office

Advancement Main Menu

- Request Data Report
Visiting, Mailing, Giving lists and Refreshing of lists.
 - Request Program Modification 
Creating/Modifying Argos reports and Banner processes.
 - Personal Information Change
 - Prospect Research Request
 - View Prospect Research Requests
 - Campus Call Request (Under Construction)
 - View Requests

Can I get contact information from Argos?

Contact information (telephone number, email address, street address) is generally not supplied in Argos. To submit requests for mailing lists, log into VandalWeb and click on the “Advancement Officers” link, then the “Vandal Advance” link, and finally the “Advancement Services Menu” link will open the Report main. Use the “Request Data Report” form to request the contact information. AIS is able to process a data report request in two weeks if provided with a description of the population desired. If provided with a list of VNumbers, AIS can return contact information in 48 hours. VNumber lists can be obtained by running Argos reports with parameters set to match the desired population. . **If you do not have access to these links, please send an email to ais@uidaho.edu and we will grant you access.**

University of Idaho VandalWeb

- Main Menu
 - Student Information / Registration Menu
 - Financial Aid & Scholarships
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Advancement Officers

- ID Number Search
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 - Vandal Advance 

Vandal Advance Menu



3.

Advancement Main Menu



4.

I have a question not answered by this FAQ. Who do I email?

Under the campaign logo of every Argos report is this blue text:

Questions? Please click here to email [advserv_it](mailto:advserv_it@uidaho.edu) . . .

Clicking on the blue text will open up an email to advserv_it@uidaho.edu with the report name in the subject. Please use this if there is a problem with the report or if you need AIS to run a report for you because it takes more than 30 minutes to process. If there are questions about report variables or run times please see the Glossary.

Where is the Glossary?

At the top, right-corner of every Argos report there is a “Glossary” button. This button will navigate to a new page with information about the report including approximate run times and definitions. If there is a question not answered by the glossary click on the gold text to let us know and we will get the information to you.

Have a question not answered by the glossary? Click here to email [advserv_it](mailto:advserv_it@uidaho.edu)