

# Learning Activity: Argos

## 1. Go to Argos

- <https://maps.uidaho.edu> or
- Tech Support Portal

The screenshot shows the University of Idaho Tech Support Portal. At the top, there is a search bar with the text "Search the client portal". Below the search bar, there are navigation links: Home, Services, and Knowledge Base. Underneath, there are more navigation links: Ticket Requests, My Favorite, My Recent, My Approvals, Services A-Z, and Search. The main content area is titled "Enterprise Applications" and includes a breadcrumb trail: Service Catalog / Administrative Applications / Enterprise Applications. Below this, there are several application icons: Banner (Desktop Client), VandalWeb (Student & Staff Portal), Evisions (Argos, Form Fusion, Intellecheck), and Workflow (Banner Workflow Client). The Evisions icon is highlighted with a red box.

## 2. Sign in (same username and password as Banner, VandalWeb, etc.)

## 3. Launch Argos

- Argos Web Viewer (the screenshots below are from the Web Viewer)
- Argos
  - The Argos application looks slightly different from the Web Viewer, but has the same content
  - If the application does not launch you may need to download & install the Envisions Application Launcher

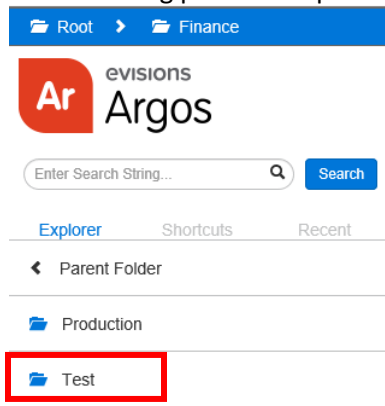
The screenshot shows the Evisions eLauncher interface. At the top, there is a blue header with the text "evisions | eLauncher". Below the header, there are three tabs: Argos, FormFusion, and IntelleCheck. The Argos tab is selected. Below the tabs, there is a red "Ar" logo and the text "evisions Argos". Underneath, there is a section titled "Enterprise Reporting" with a description: "Evisions Argos is an enterprise reporting solution that gives you quicker access to the data that you need to run your institution. Argos makes reporting simple, delivering insights that enable you to make timely, better-informed decisions." At the bottom, there are two buttons: "Argos Web Viewer" (highlighted with a red box) and "Argos".

## 4. Find a Query

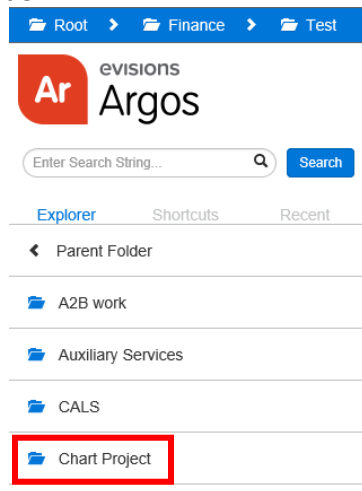
- Note: different folders will show depending on your accesses
- Click on the *Finance* folder

The screenshot shows the Argos application interface. At the top, there is a blue header with the text "Root". Below the header, there is a red "Ar" logo and the text "evisions Argos". Underneath, there is a search bar with the text "Enter Search String..." and a "Search" button. Below the search bar, there are three tabs: Explorer, Shortcuts, and Recent. The Explorer tab is selected. Below the Explorer tab, there is a folder icon and the text "Finance" (highlighted with a red box).

- Click on the *Test* folder
  - Note: These queries are in testing phase. The production folder contains the final queries



- Click on the *Chart Project* folder



- Available queries will now be displayed...see next page for further learning activity details

Chart Project	
Name ▲	
★ Account Crosswalk Queries	
★ Activity Code Report	
★ Approvals Routing by Approver - Chart V	
★ Approvals Routing by Org - Chart V	
★ Budget to Actual using Index or FOAPAL	
★ Fund Crosswalk Queries	
★ Fund List by Level 3 or Org codes	
★ Index Listing by Level 2, Level 3 or Org Code	
★ Index Report	
★ Operating Statement Reporting	
★ Organization by Hierarchy Reports - Chart V	
★ Organization crosswalk by Mid Level report	
★ Organization Crosswalk Query	
★ Transaction Detail Reports - Chart V	

# Learning Activity: Argos

Note: The following screenshots are from Argos Web Viewer.

## 1. Find your Org

- Use the **'Organization Crosswalk Query'**
- Enter the Chart 9 values into the Organization Code parameter and the new Chart V index code and default FOAPAL elements will be displayed
  - If only the Chart 9 value is displayed there isn't a direct crosswalk to a Chart V index

University of Idaho Organization Code Crosswalk Queries

Organization Code

Chart 9 Orgn	New Index	New Fund	New Orgn	New Prog	New Activity	New Location
SFX008	663999	100000	663	07GAX		

## 2. Find your Hierarchy

- Use the **'Organization by Hierarchy Reports - Chart V'**
- Select Level 2 or 3 from the Start with Level parameter
- Select from the values in the Organization Code parameter
  - Available options:
    - On screen viewing
    - 'Chart V Organization by Hierarchy Report – Print' creates a formatted print report
    - 'Chart V Organization by Hierarchy Report – CSV' creates a CSV output for spreadsheet use

University of Idaho Chart V Organization Hierarchy Report

Start with Level

Organization Code

Print report - Chart V Organization by Hierarchy Report - Print

Spreadsheet - Chart V Organization by Hierarchy Report - CSV

Chart	Orgn	Title	Hierarchy
V	3953	Auxiliary Services	- 3953
V	569	Vandal Card	- 3953 - 569
V	777	VandalStore	- 3953 - 777
V	794	Housing & Residence Life	- 3953 - 794
V	856	UI Golf Course	- 3953 - 856
V	878	Children's Center	- 3953 - 878
V	892	Auxiliary Services	- 3953 - 892

### 3. Find your Index by Org

- Use the 'Index Listing by Level 2, Level 3 or Org Code'
- Similar to the Chart V Organization Hierarchy report, but with additional information
  - Enter a valid hierarchy level into
    - Org Code – for single organization code
    - Level 3 Org – for level 3 and all org codes below it
    - Level 2 Org – for level 2 and all hierarchy below
- Available options:
  - On screen viewing (shown below)
  - Index Listing by Organization or Level 3 Org Code Report (Print) – Print creates a formatted print report
  - Index Listing by Organization or Level 3 Org Code Report – CSV creates a CSV output for spreadsheet use

Saved Dashboard Settings | Reports | Run

**University of Idaho** Index Listing by Level 2, Level 3 or Organization Code

Chart: V | Org Code: 710 | Level 3 Org: | Level 2 Org: | Enter one of the organization hierarchy levels to produce report

Lvl 3	Lvl 3 Title	Org	Org Title	Index	Index Title	Fund	Fund Title	Index Org	Program	Program Title	Activity	Activity Title
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710935	THE 440 Playwriting	160810	THE 440 Playwriting	710	01INX	Instruction		
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710936	FineArtsFee-FigureTheatreArtist	160780	FineArtsFee-FigureTheatreArtist	710	01DRO	Departmental Research On Ca...	710HOS	FY17 EIS Grant: Hoste
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710937	FY17 EIS Grant: Hoste	100000	General Education	710	01DRO	Departmental Research On Ca...		
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710938	IHC Certain Women	221711	IHC Certain Women	710	03PSF	Public Service Off Campus		
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710939	Theatre Arts Soft Salary Gap	121403	Soft Salary Gap Theatre Arts	710	07UNA	Other Institutional Actvty/Unall...		
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710940	Forge Production-Ticket Rev	120030	University Theatre	710	07UNA	Other Institutional Actvty/Unall...	710FPT	Forge Production-Ticket Rev
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710941	Main Stage 4-Ticket Rev	120030	University Theatre	710	07UNA	Other Institutional Actvty/Unall...	710ST4	Main Stage 4-Ticket Rev
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710942	Main Stage 3 -Ticket Rev	120030	University Theatre	710	07UNA	Other Institutional Actvty/Unall...	710ST3	Main Stage 3 -Ticket Rev
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710943	Main Stage 2-Ticket Rev	120030	University Theatre	710	07UNA	Other Institutional Actvty/Unall...	710ST2	Main Stage 2-Ticket Rev
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710944	Main Stage 1-Ticket Rev	120030	University Theatre	710	07UNA	Other Institutional Actvty/Unall...	710ST1	Main Stage 1-Ticket Rev
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710945	All Shows - Scene	120030	University Theatre	710	07UNA	Other Institutional Actvty/Unall...	710SCE	All Shows - Scene
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710946	All Shows - Props	120030	University Theatre	710	07UNA	Other Institutional Actvty/Unall...	710PRP	All Shows - Props
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710947	All Shows - Prod/Lighting/Soun...	120030	University Theatre	710	07UNA	Other Institutional Actvty/Unall...	710PLS	All Shows - Prod/Lighting/Soun...
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710948	All Shows - Costume Shop Exp...	120030	University Theatre	710	07UNA	Other Institutional Actvty/Unall...	710CSE	All Shows - Costume Shop Exp...
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710949	All Shows- Costume	120030	University Theatre	710	07UNA	Other Institutional Actvty/Unall...	710COS	All Shows- Costume
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710950	University Theatre	120030	University Theatre	710	03PSO	Public Service On Campus		
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710951	OSF Spring Break	120029	OSF Spring Break	710	01INX	Instruction		
3999	Col of Letters, Arts & Social Sci.	710	Theatre Arts	710952	Idaho Repertory Theatre	120027	Idaho Repertory Theatre	710	03PSO	Public Service On Campus		