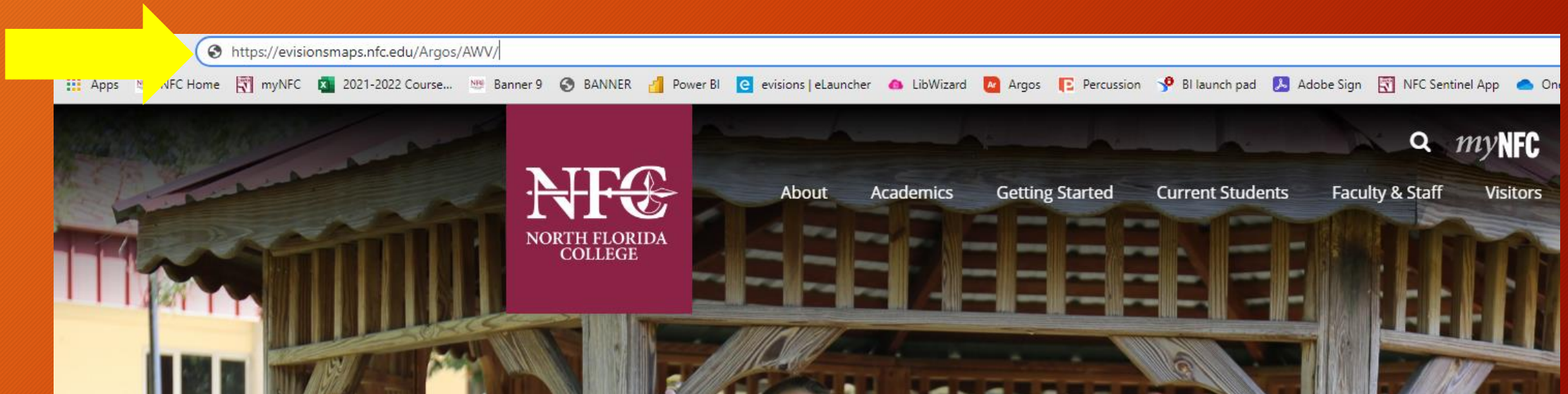


# Argos Training

Orientation for New Users

# Getting to Argos

- Click on or copy and paste the following URL into the browser
  - <https://evisionsmaps.nfc.edu/Argos/AWV/>



# Logging In to Argos

1. Enter Username and Password using your SSO credentials.
2. Click Sign In

A screenshot of a login form for 'evisions'. The form has a blue header with the word 'evisions' in white. Below the header, there are two input fields: 'Username:' and 'Password:'. Below the password field, there is a checkbox labeled 'Remember this user'. At the bottom right of the form, there is a blue button with a white user icon and the text 'Sign In'. At the bottom left, there is a small square icon with a question mark.

evisions

Username:

Password:

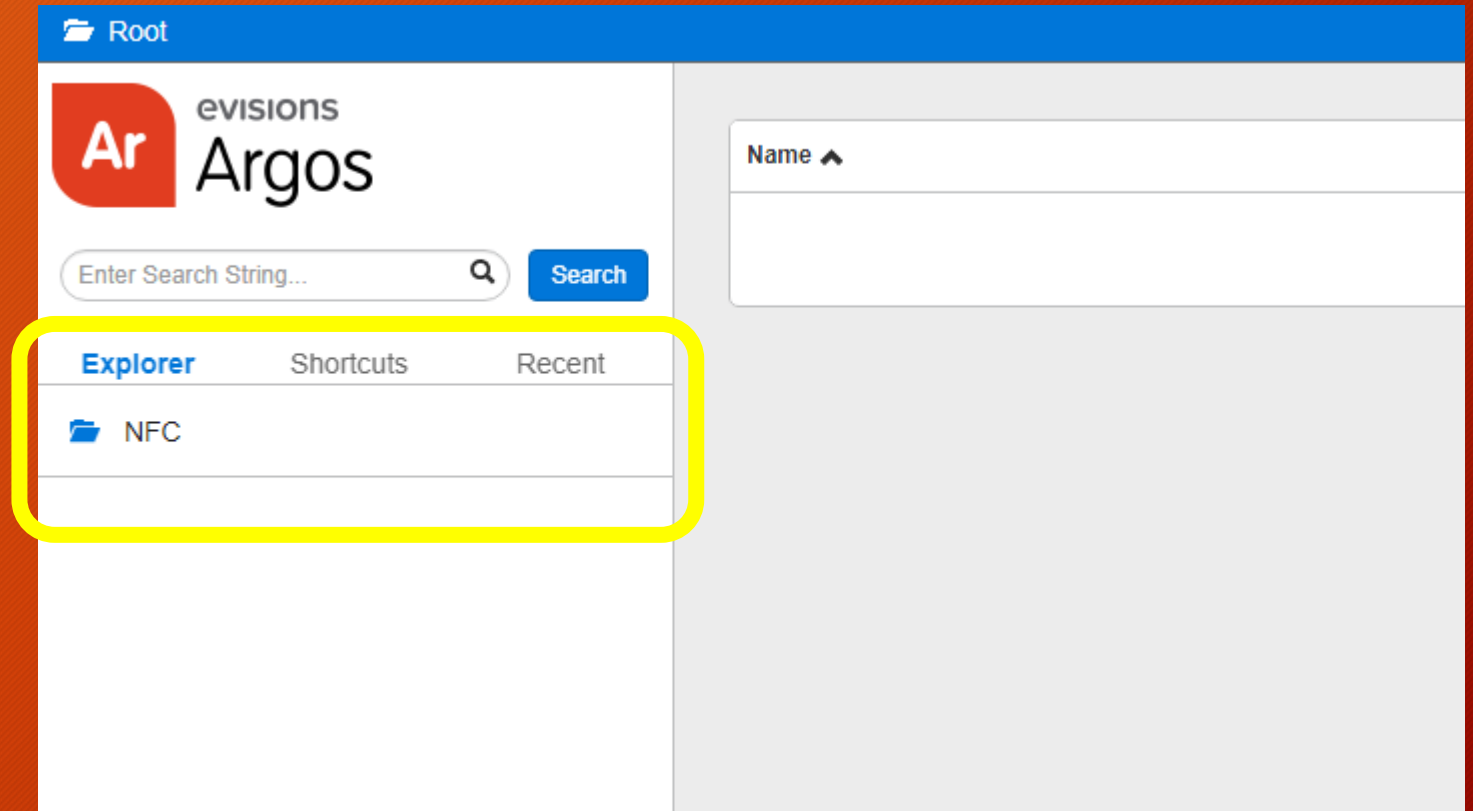
Remember this user

 Sign In



# Finding Your Folder

- Folders are listed on the left side of the screen.
- Follow the folder path you were provided by your Argos Trainer by clicking the corresponding folder.



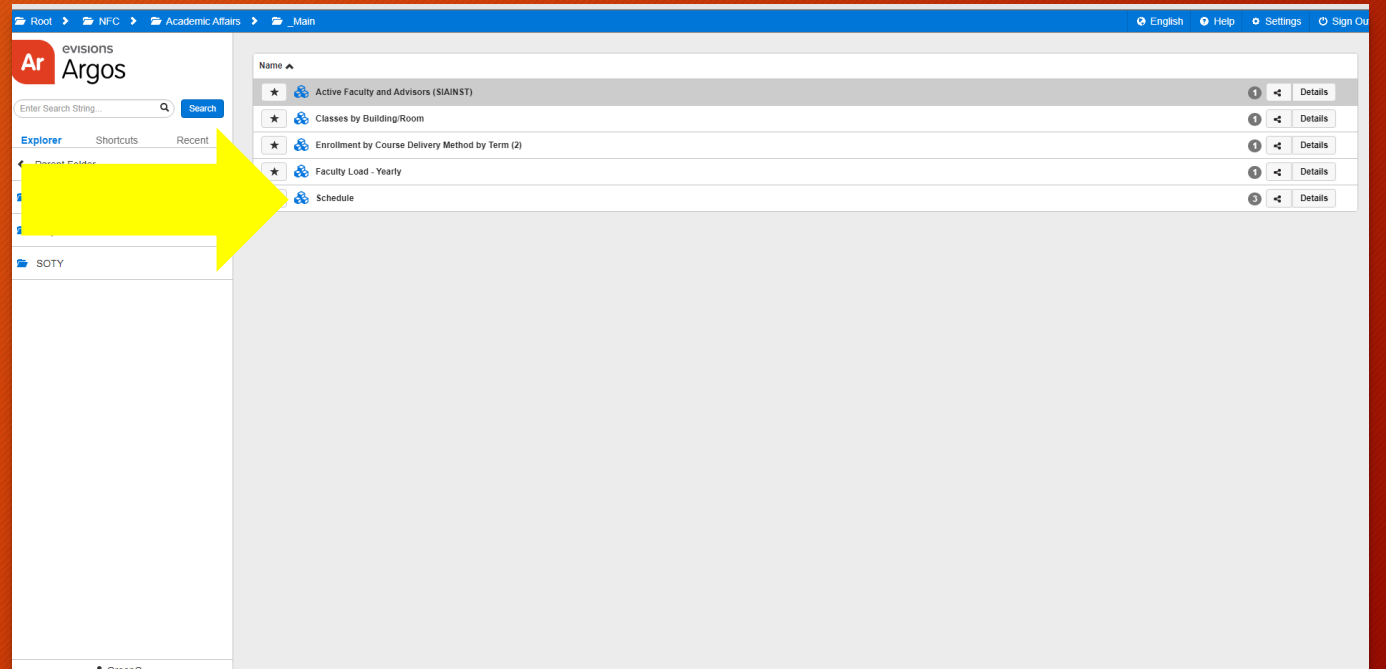
# Setup Your Home Folder

- Once you are in your folder, click on Settings at the top right of the page, in the blue bar.
- When the Settings window opens, click the Set Home button.
- Click Close.
- Next time you log in, Argos will open in this folder.

The screenshot displays the Argos web application interface. At the top, a blue navigation bar contains the 'Settings' link, which is highlighted by a yellow arrow. Below the navigation bar, the main content area shows a list of folders and reports, including 'Active Faculty and Advisors (SIAINST)', 'Classes by Building/Room', 'Enrollment by Course Delivery Method by Term (2)', 'Faculty Load - Yearly', and 'Schedule'. A 'Settings' window is overlaid on the bottom left of the screen. The window has a blue header with the title 'Settings' and a close button. It contains two sections: 'Password' and 'User Home'. The 'Password' section indicates that the user does not have permissions to change their password and includes a 'Change Password' button. The 'User Home' section shows the current home folder as '<Root>' and offers a 'Set Home' button to change it to '\_Main'. A 'Close' button is located at the bottom right of the Settings window.

# Running a Report

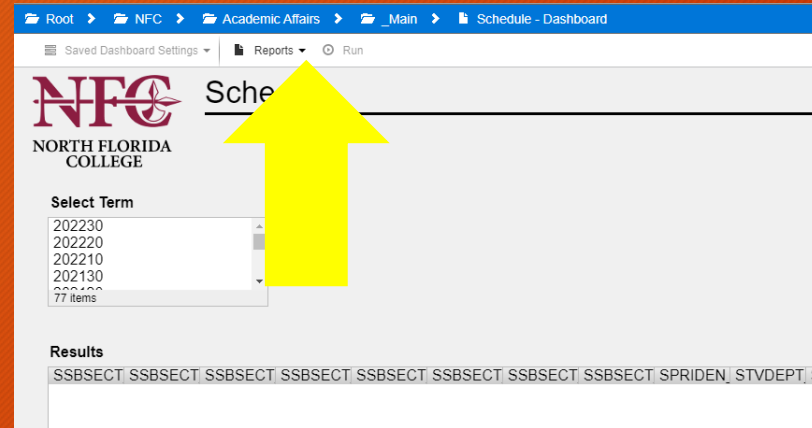
- Your available datablocks are listed on the screen
- Click the blue block icon to open a particular datablock.



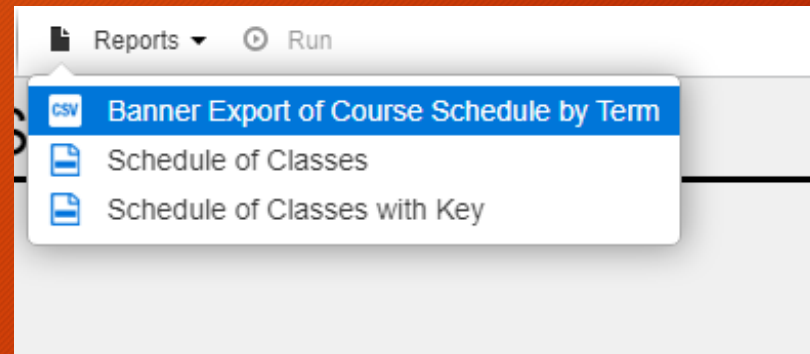
- The select options will vary for each datablock.
- In this example, we will click a term listed in the Select Term box.
- Some dashboards may have a Query button. If it does, click Query to populate results in the Results box.

The screenshot shows a web browser window displaying the 'Schedule' dashboard for North Florida College. The browser's address bar shows the URL: `evisionmaps.nfc.edu/Argos/AWV/#explorer/NFC%00Academic%20Affairs%00_Main/Schedule`. The dashboard includes a navigation bar with 'English', 'Help', 'Settings', and 'Sign Out' options. The main content area features the North Florida College logo and the title 'Schedule'. A 'Select Term' dropdown menu is highlighted with a yellow arrow, showing a list of terms: 202230, 202220, 202210, 202130, and 77 items. Below the dropdown is a 'Results' section with a table header containing columns: SSBSECT, SSBSECT, SSBSECT, SSBSECT, SSBSECT, SSBSECT, SSBSECT, SSBSECT, SPRIDEN, STVDEPT, SSRMEET, and SSRMEET Tim. The results area is currently empty, showing '0 items'.

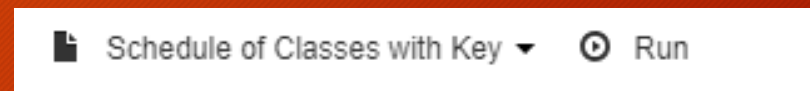
1. Now click the arrow next to Reports under the blue bar at the top of the screen.



2. A drop down list will appear. Select the name of the report you want to run. For this example we will select Schedule of Classes with Key.



3. With your report selected, click the Run button. This will generate a PDF of your report.





- The PDF will save to your Downloads folder and should also appear at the bottom of your browser window.



Root > NFC > Academic Affairs > \_Main > Schedule - Dashboard

Saved Dashboard Settings | Schedule of Classes with Key | Run

**NFC**  
NORTH FLORIDA  
COLLEGE

**Schedule**

Select Term

202130  
202120  
202110  
202030  
202020  
77 items, 1 selected

Results

SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SPRIDEN	STVDEPT	SSRMEET	S
202110	ACG	2021	10003	02	A	D	I		Brave H...	Account...	ONLINE	0
202110	ACG	2021	10212	03	A	D	I		Brave H...	Account...	ONLINE	0
202110	ACG	2071	10211	01	A	D	I		Brave H...	Account...	ONLINE	0
202110	ACG	2100	10004	01	A	D	I		Brave H...	Account...	ONLINE	0
202110	TAX	2000	10171	01	A	D	I		Brave H...	Account...	ONLINE	0
202110	ETI	0001	10082	01	A	C	N		Eustace	Advanc...	0013	02
202110	ETI	0001	10082	01	A	C	N		Eustace	Advanc...	0013	02
202110	ETI	0002	10213	01	A	C	N		Eustace	Advanc...	0013	02
202110	ETI	0003	10214	0	A	C	N		Eustace	Advanc...	0013	02
202110	ETI	0004	10215	01	A	C	N		Eustace	Advanc...	0013	02
202110	ETI	0400	10083	01	A	C	N		Eustace	Advanc...	0013	02
202110	ETI	0431	10084	01	A	C	N		Eustace	Advanc...	0013	02
202110	ETI	0432	10085	01	A	C	N		Eustace	Advanc...	0013	02
202110	ETI	0453	10086	01	A	C	N		Eustace	Advanc...	0013	02
202110	ART	1300C	10011	01	A	C	N		Thomps...	Art	0010	00
202110	ART	1300C	10011	01	A	C	N		Thomps...	Art	0010	00

263 items

Schedule of Classe...pdf

# Exporting Raw Data to CSV

In some cases, if you want all of the raw data to use in Excel, you can export as a CSV.

Once you have selected a term and the data shows in the results box, click the small gear icon in the bottom right corner of the results box.

Select the option to Export All to CSV.

The screenshot shows the 'Schedule' dashboard for North Florida College. The breadcrumb trail is: Root > NFC > Academic Affairs > \_Main > Schedule - Dashboard. The page title is 'Schedule' and the logo for North Florida College is visible. A 'Select Term' dropdown menu is set to '202110' (77 items, 1 selected). Below it is a 'Results' table with columns: SSBSECT, SSBSECT, SSBSECT, SSBSECT, SSBSECT, SSBSECT, SSBSECT, SSBSECT, SPRIDEN, STVDEPT, SSRMEET, SSRMEET, and Tim. The table contains 263 items. A small gear icon in the bottom right corner of the results table is highlighted with a yellow arrow, and a dropdown menu is open showing options: Filter, Order Columns, and Export All to CSV.

SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SPRIDEN	STVDEPT	SSRMEET	SSRMEET	Tim
202110	ACG	2021	10003	02	A	D	I	Brave H...	Account...	ONLINE	ONLINE	C
202110	ACG	2021	10212	03	A	D	I	Brave H...	Account...	ONLINE	ONLINE	C
202110	ACG	2071	10211	01	A	D	I	Brave H...	Account...	ONLINE	ONLINE	C
202110	ACG	2100	10004	01	A	D	I	Brave H...	Account...	ONLINE	ONLINE	C
202110	TAX	2000	10171	01	A	D	I	Brave H...	Account...	ONLINE	ONLINE	C
202110	ETI	0001	10082	01	A	C	N	Eustace	Advanc...	0013	0211	C
202110	ETI	0001	10082	01	A	C	N	Eustace	Advanc...	0013	0211	C
202110	ETI	0002	10213	01	A	C	N	Eustace	Advanc...	0013	0211	1
202110	ETI	0003	10214	0	A	C	N	Eustace	Advanc...	0013	0211	1
202110	ETI	0004	10215	01	A	C	N	Eustace	Advanc...	0013	0211	1
202110	ETI	0400	10083	01	A	C	N	Eustace	Advanc...	0013	0211	C
202110	ETI	0431	10084	01	A	C	N	Eustace	Advanc...	0013	0211	C
202110	ETI	0432	10085	01	A	C	N	Eustace	Advanc...	0013	0211	C
202110	ETI	0453	10086	01	A	C	N	Eustace	Advanc...	0013	0211	C
202110	ART	1300C	10011	01	A	C	N	Thoms...	Art	0010	0007	1

- Select all of the fields you want to include.
- Click Apply

Export Data

↑ ↓ ↻ ✕

SSBSECT\_TERM\_CODE

SSBSECT\_SUBJ\_CODE

SSBSECT\_CRSE\_NUMB

SSBSECT\_CRN

SSBSECT\_SEQ\_NUMB

SSBSECT\_SSTS\_CODE

SSBSECT\_INSM\_CODE

Write Headers  Use format "Variable.Field"

Include byte order mark (BOM)

↵ Cancel

- The CSV will save to your Downloads folder and should also appear at the bottom of your browser window.



Root > NFC > Academic Affairs > \_Main > Schedule - Dashboard

Saved Dashboard Settings | Schedule of Classes with Key | Run

# NFC Schedule

NORTH FLORIDA COLLEGE

Select Term

- 202130
- 202120
- 202110
- 202030
- 202020

77 items, 1 selected

Results

SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SSBSECT	SPRIDEN	STVDEPT	S
202110	ACG	2021	10003	02	A	D	I	Brave H...	Account...	0
202110	ACG	2021	10212	03	A	D	I	Brave H...	Account...	0
202110	ACG	2071	10211	01	A	D	I	Brave H...	Account...	0
202110	ACG	2100	10004	01	A	D	I	Brave H...	Account...	0
202110	TAX	2000	10171	01	A	D	I	Brave H...	Account...	0
202110	ETI	0001	10082	01	A	C	N	Eustace	Advanc...	00
202110	ETI	0001	10082	01	A	C	N	Eustace	Advanc...	00
202110	ETI	0002	10213	01	A	C	N	Eustace	Advanc...	00
202110	ETI	0003	10214	0	A	C	N	Eustace	Advanc...	00
202110	ETI	0004	10215	01	A	C	N	Eustace	Advanc...	00
202110	ETI	0400	10083	01	A	C	N	Eustace	Advanc...	00
202110	ETI	0431	10084	01	A	C	N	Eustace	Advanc...	00
202110	ETI	0432	10085	01	A	C	N	Eustace	Advanc...	00
202110	ETI	0453	10086	01	A	C	N	Eustace	Advanc...	00
202110	ART	1300C	10011	01	A	C	N	Thomps...	Art	00
202110	ART	1300C	10011	01	A	C	N	Thomps...	Art	00

263 items

Schedule - Dashbo...csv | Schedule of Classe...pdf

# Thank you for completing the Argos Orientation!

If you have any questions, please contact:

Cheri Green, Reports Developer at extension 1678 or [greenc@nfc.edu](mailto:greenc@nfc.edu)