

## Getting Started with ARGOS

The current version of ARGOS will only run on a PC and Microsoft's Internet Explorer (IE). Therefore anyone who is using a Mac will need to use Remote Desktop to sign into Merced. Also anyone on the Foothill campus on a PC should also use Remote Desktop due to a network problem.

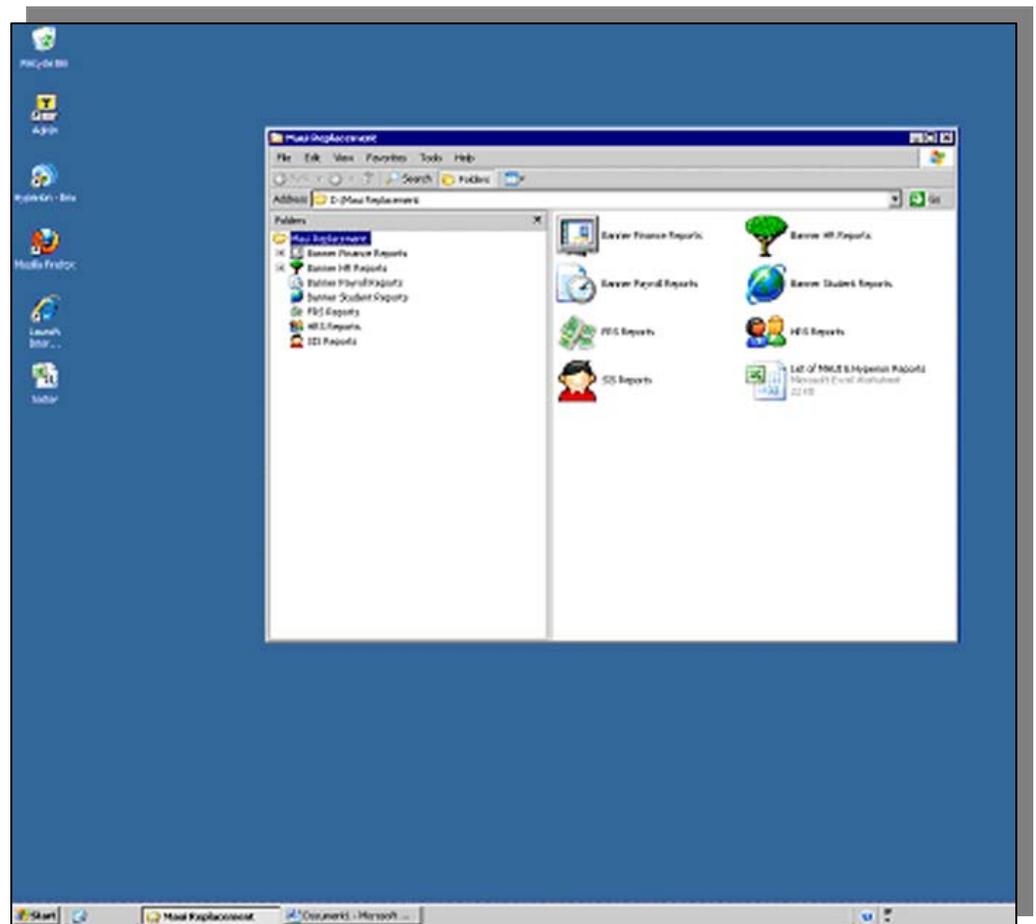
You will then enter your User Name (most likely your CWID) and Password.

Logon to: should have FHDA selected.

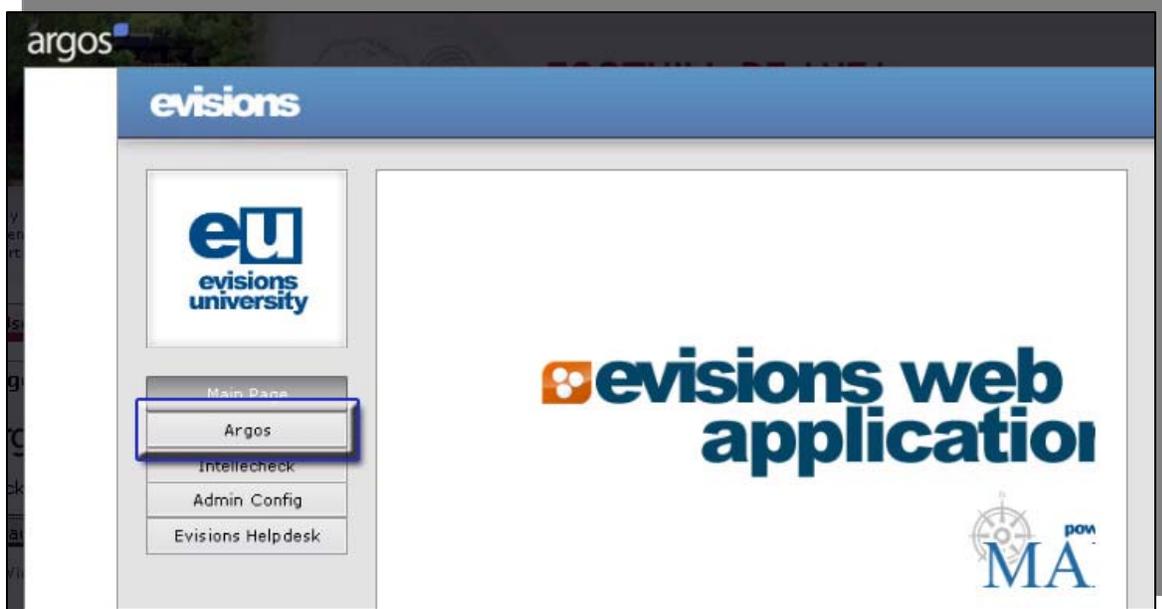
If this is the first time you are using Remote Desktop to access Merced, you will be asked to change your password as soon as you login.



You are now running on a Windows computer and the desktop will look like this:



Use Internet Explorer to go to **CHECKS.FHDA.EDU**.



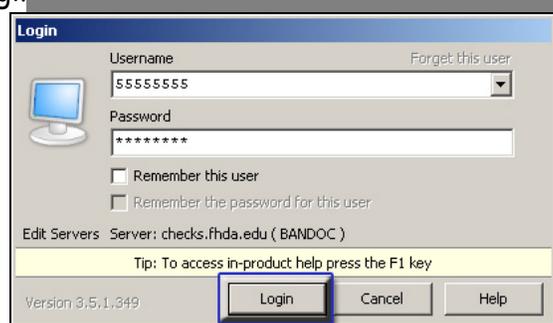
The Evisions (the company who provides Argos) web applications menu screen displays. Click on the ARGOS button on the left.

The start screen displays.



The first time you click on Start Here (on your computer), you will be asked to install the Active X controls which are used by the browser to run Argos. The installation instructions are displayed on the screen.

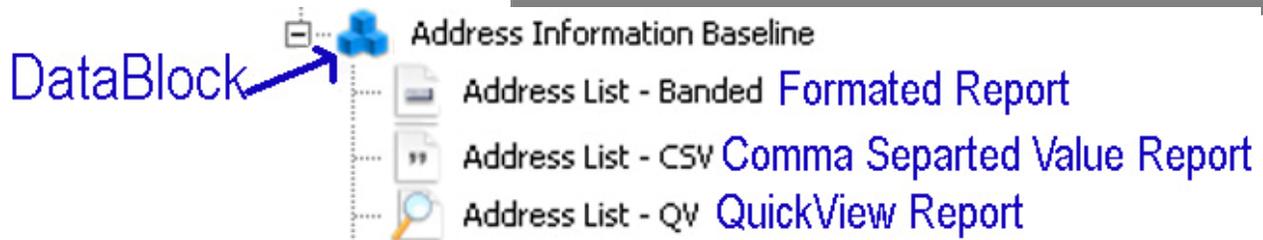
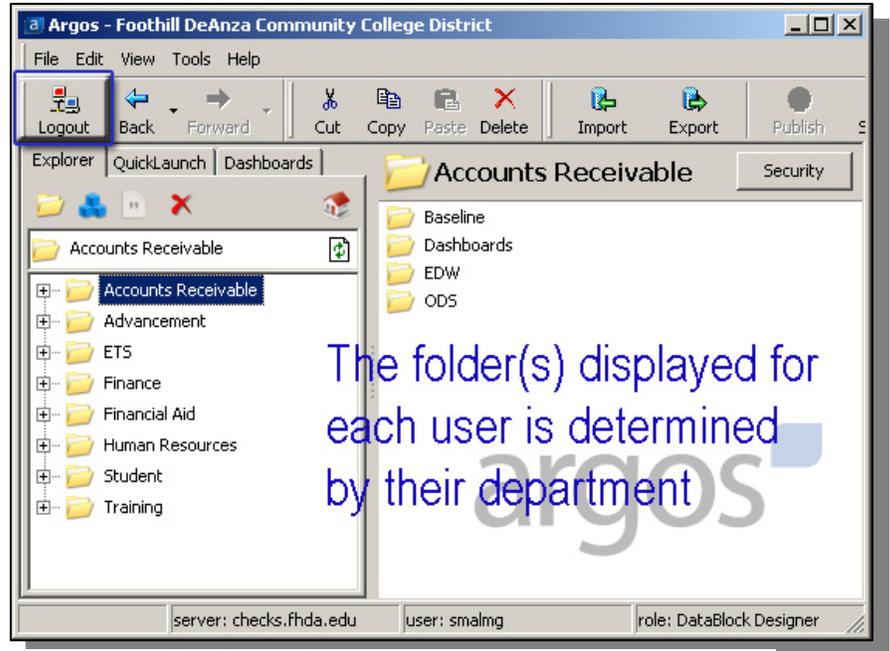
You will then be asked to login using the same id and password that you used to login to MyPortal.



After logging into Argos the Explorer Menu will display. Folders are set up for each group such as Student, Finance, HR, etc. You will only be able to see the folder for the department where you work.

Double clicking on a folder or clicking on the "+" to open and expand the folder. Folders can be nested several layers deep. Finally you will be able to display a Datablock and the reports under it.

The DataBlock controls access to data stored in a database which is retrieved for reports. DataBlocks are created and modified by ETS based on the users requirements.



To access Evisions' Customer site select Support from the drop-down **Help** menu. You will be able to register as a new account. Then using the user name and password you selected, you will have access to Argos documentation, video training material, the CO-OP User Community and Form. Only designated Foothill - De Anza users can contact the HelpDesk. If you need help creating reports or require changes to datablocks, please contact your ETS support person.