Instructions for ARGOS Dashboards
IR001_Eligible Student Registration

**Screenshot 1:** Login to Braveweb and then locate and click on “Argos Report Viewer”.

**Screenshot 2:** Use your BraveWeb username and password to login to Argos Reporting if prompted.
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Screenshot 3: On the left side panel locate and click on “UNCP Shared Reports”

Screenshot 4: On the left side panel locate and click on “IR Shared Reports”

Screenshot 5: On the Right-side panel locate and click on any available Dashboards.
Contact IR if you cannot find Dashboard(s) under “IR Shared Reports”
Example: IR001_Eligible Student Registration
Table A: This table will let the user know their access level for this dashboard. Please contact IR for additional access.

Required Filters:

1: Drop Down Filter: This report is term based and the term is defaulted to most recent term.

2: College Filter (Multi Select): This report is term based and the College is defaulted to Include All. College is based on Subject area. To filter “The Graduate School” use Career(s) Filter (See 4 below)

3: Department Filter (Multi Select): This report is term based and the Department is defaulted to Include All.

4: Career Filter (Multi Select): This report is term based and the Career is defaulted to Include All. Can be used to filter “The Graduate School”

5: Enrolled In Session(s) Indicator: (Multi Select): This report is term based and the Session enrollment indicator is defaulted to Include All. Please note that this is not a filter. This selection updates the following columns:

Column1: CURR_REG_TERM_SESS_ENROL_CHECK: This column indicates the selected session(s)

Column2: CURR_REG_TERM_SESS_ENROL_STDNT: This Column indicates session(s) the student is enrolled in based on the selection made.

6: Data/Report View: This area displays the data pulled based on the selections made in 1 through 5 from above.
Download Dataset: Scroll the webpage to the bottom right corner and click on the gear icon and select/click on 'Export All to CSV'