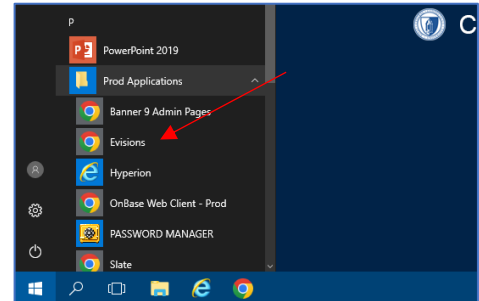


## Accessing Evisions Argos

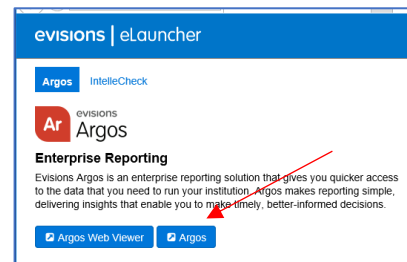
1. Open your web browser and navigate to the Secure Enclave at <https://secureapps.ccsu.edu>.
2. Click on the Continue button. At the Office 365 Sign in screen, enter your CCSU email address and password, then authenticate using Microsoft MFA.
3. Click on the Secure Apps Desktop icon to access the Citrix Secure Apps Desktop.
4. Click the Start button (lower-left corner), then expand the Prod Applications folder and click Evisions.



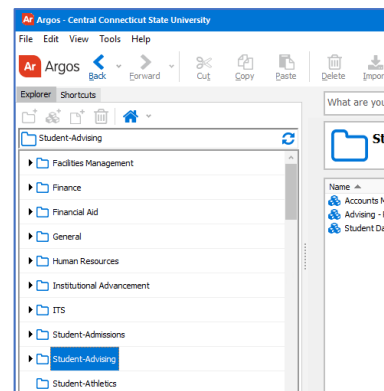
5. At the Evisions log in screen, click on **Use Single Sign-On** to be automatically logged in with your Central account.



6. Click the Argos button (bottom-right) to open the report viewer.
  - a. If you are prompted to allow the web site to open the program, click the Allow button.
  - b. If you are prompted to update the app, click the No button.

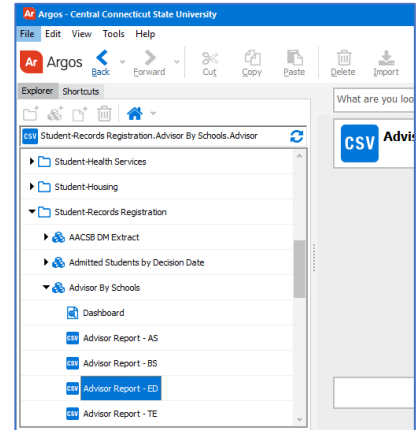


7. The report viewer will open and list of folders will be displayed. *Note: You may not see the full list of folders as shown here, you will only see the folders which contain reports that you have permission to run.*

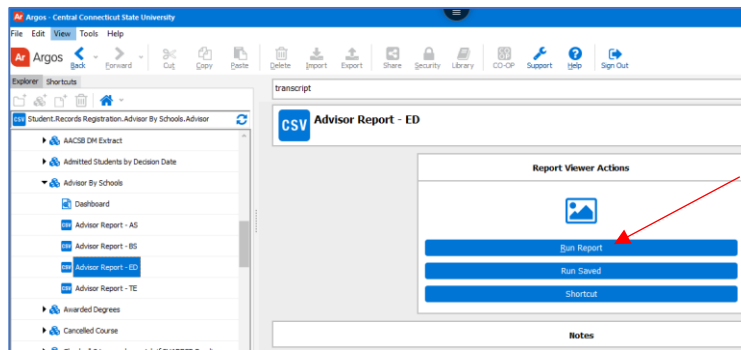


## Running Argos Reports

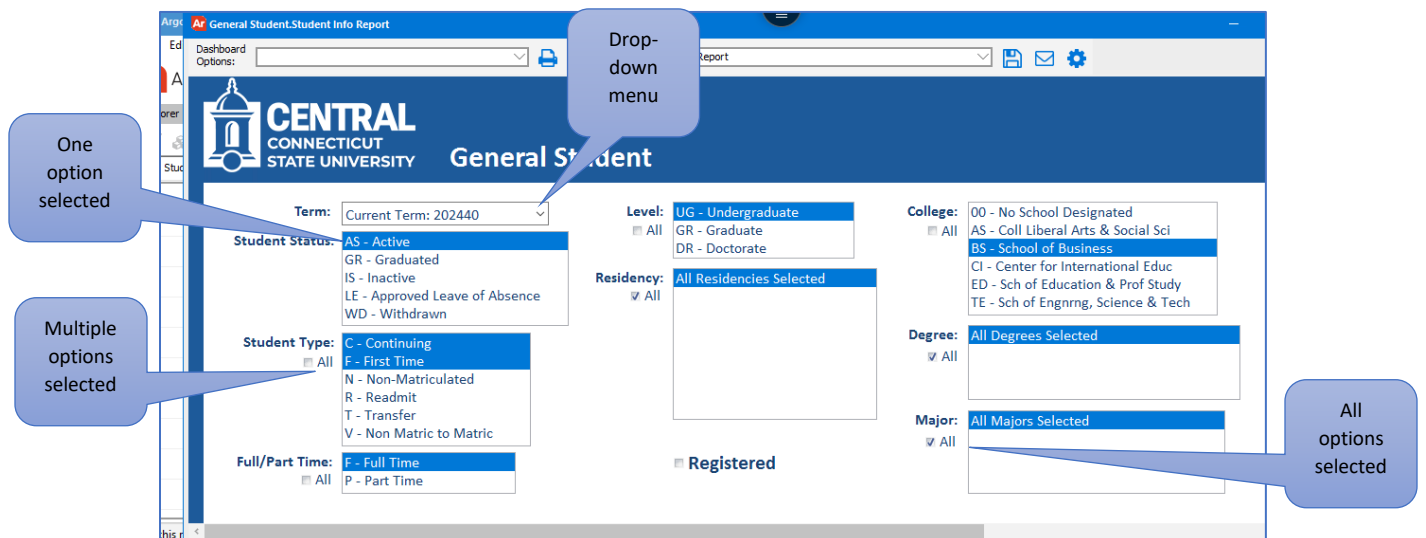
1. Click on the arrow to the left of the folder name to expand the folder. Depending on the folder, a list of subfolders may display so again click the arrow to expand the subfolder.
2. Reports are grouped into “data blocks” as depicted by the blue blocks icon. Click the arrow to the left of data block group, and the list of reports under that group will be displayed.



3. Click on the name of the report, then click Run Report from the middle of the screen.



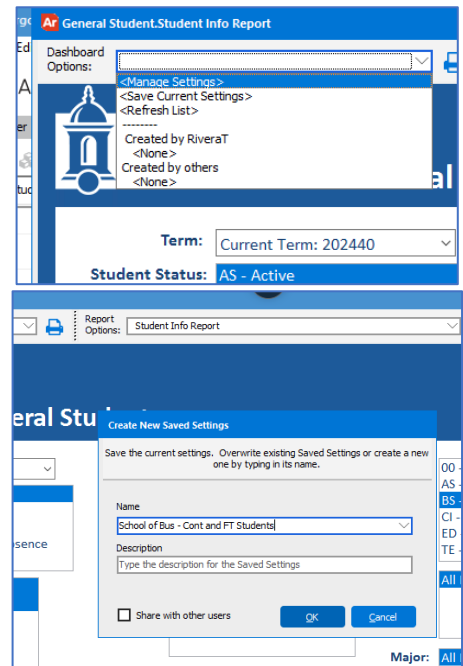
4. A window with the field prompts for the report will open. Each report will be different depending on the information provided by the report. Each field prompt has various ways to select your desired output:
  - a. To select from a drop-down menu, click the down arrow select the option.
  - b. To select all options for a field, click the “All” checkbox next to the box.
  - c. To select just one option for a field, uncheck “All” and select the one option.
  - d. To select multiple options for a field, but not all, hold CTRL and click each option.



## General Instructions for Running Argos Reports

5. Before running a report, you may want to save the field prompt settings for future use:
  - a. Click the down-arrow next to Dashboard Options, then click <Save Current Settings>.
  - b. Type a Name and Description, then click on the OK button.

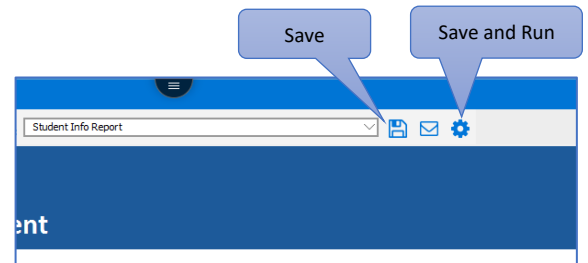
*Note: Once saved, the next time you want to run a report with these settings, click the down-arrow next to Dashboard Options and select the saved name from the list.*



6. For most reports, there are two ways to run and save:
  - a. Click the Save icon to save the output of the report (save to either the P: drive or the T: drive). Once saved, you will need to open it from the folder.
  - b. Click the Save and Run icon to save the output of the report (save to either the P: drive or the T: drive) and immediately open the report.

**If you receive an error about a printer not being configured, see Default Printer on the last page of this document to configure one.**

*Note: the Email option is not configured in secureapps.*



7. When you are finished with a report, click the X in the upper-right corner to close the report window.

### Default Printer

You will need to have a default printer set up in Secureapps. To check for a default printer:

1. Click the Search icon in the bottom-left corner of the Secureapps window and type "printers" in the search bar.
2. Click View Printers & Set Default.
3. From the Printers window:
  - a. If a printer in the list has a green checkmark next to it then that is the default printer. No further action needed.
  - b. If no printers have the green checkmark, right-click the icon for your printer and select Set as Default Printer.
  - c. If no printers are listed, right-click Microsoft Print to PDF to set that as the default.