How to Run Argos Reports from the Strategic Planning Reporting System (Recommended Browser: Internet Explorer)

1. Login to the Strategic Planning Reporting System by entering your username into the “Goalkeeper Name” field, entering your password into the “Password” field, and clicking the “Login” button.

2. Click the “Argos Reports” menu option located in the Purple Bar at the top of the screen.

3. Select the Strategic Planning Cycle you would like to report on from the “Planning Years” drop down list.
4. Select the Plan Year within the Strategic Planning Cycle you would like to report on by making a selection from the “Plan Year” drop down list.
   a. Selecting “All” will cause the report to return all output no matter what year it was entered.

5. Select one of the radio buttons “All Goalkeepers in my College/Division” or “My data only” to run reports for you department (username) only or all departments in your College or Administrative Division.
6. Select the Report you wish to run by click in the associated link. *Note: The report will open in a separate window.*
   a. Please note the list of reports provided is fluid and will change as new reports are developed or requested.

7. When prompted about the websites security certificate you will need to select “**Continue to this website (not recommended)**” from the list of options.

8. View the report.
9. Please be aware that if you would like to run the same report or a different report for different criteria that what you selected, you will need to click the “Here” link in the phrase “Click here to reset your parameters” on the parameters page.