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Argos

# Argos 6-Day Advanced Training Package

The Argos Advanced Training Package is designed to provide in-depth training for developing DataBlocks and writing reports, as well as using the Argos advanced modules (OLAP, Charts, and API). It also includes a trainer-facilitated discussion about best practices for reporting with Argos. This package is suitable for clients who are new to Argos, as well as for those who would like to broaden Argos use on campus or advance the skills of current Argos users.

Below you'll find a detailed agenda and descriptions of the material covered in each training session. Our trainers are careful to cover all of the topics listed in the session description, but we opt not to use an hour–by-hour schedule. This allows our trainers to facilitate more dynamic sessions, with opportunities for discussion and independent lab times determined by the attendees' progression through the material. It also allows the client and the trainer to customize certain segments of the training to accommodate specific attendees.

## Session Descriptions and Recommended Audiences

### Argos Demonstration

Audience: All User Groups

This session is an overview of Argos functionality and shows attendees how to navigate and run a variety of reports. *This is not a hands-on session.* Topics Covered:

- Evisions Support resources
- Navigating a Dashboard and running Argos reports, including OLAP cubes and drill-through charts

## Course details

**Length**: Two 3-day sessions. (We strongly recommend that you schedule these two sessions more than one week – and not more than four weeks – apart. This allows for attendees to have sufficient time to practice their new skills and to formulate questions prior to the second session.)

**Recommended class size**: 10-15

## Important note

The Argos Advanced Training Package does not include custom report development. If you need custom report development, please contact Professional Services to discuss your needs.

## Report Design Process

Audience: Report Writers, DataBlock Designers and Reporting Process Decision Makers

This is a trainer-led discussion formatted to outline the report design process and the criteria for a report specification. The objective of this session is to illustrate the elements needed for successful two-way communication between different user groups. Topics Covered:

- Report design process
- Report request template

## DataBlock Designer Training

Audience: DataBlock Designers (an understanding of query logic or SQL is recommended)

In this hands-on training, we'll show the basics of building a DataBlock dashboard and report query. It also includes a more in-depth look at OLAP cubes and multi-form dashboards, and using advanced SQL techniques. Topics Covered:

- Evisions Support resources
- DataBlock creation
- Dashboard variables
- Report query
- OLAP cube
- Dashboards with multiple forms
- Drill-through charts
- Using the Visual Designer with subqueries, functions, and unions
- Security
- Object level security
- Report query field level security
- Report datasets (connecting to multiple databases)
- Scheduling reports
- Library of Objects & templates

## DataBlock Designer Trainer Facilitated Workshop

Audience: DataBlock Designers

In this workshop session, DataBlock Designers will work independently, or in small groups, to create DataBlocks based on their own specifications. The goal of this session is for the DataBlock Designers to create DataBlocks that the Report Writers will be able to use in the second training workshop session. The instructor will facilitate this session by assisting with planning, suggesting techniques, and one-on-one instruction. Requirements for success:

## Recommended audience & knowledge requirements

The different sessions that make up the training agenda are designed for attendees of a specific user type. Please see the agenda and session descriptions for the intended audience for each session. Before your training commences, we'll ask you to select attendees based on what type of Argos user they are. To help you start thinking about who those attendees should be, here's a description of the different Argos user types:

**Report viewers**: Casual users who are able to run reports, save, and distribute the outputs in a variety of useful formats.

**Report writers**: Intermediate users who use pre-built DataBlocks to build a variety of reports. These users should be comfortable learning new software tools.

**DataBlock designers**: Argos "power users" who create DataBlocks and reports. These users should be familiar with SQL and the database table structure.

**MAPS administrator**: Person who manages the MAP Server, sets up, and defines the configuration options (users, groups, and ADO connections.)

- Attendees should have predefined report specifications
- Attendees must be familiar with the database tables
- DataBlocks need to be completed prior to Writer workshop

## Report Writer Training

Audience: Report Writers and DataBlock Designers

In this hands-on training, we will show the attendees how to build and modify CSV, Extract, and Banded reports. Topics Covered:

- Evisions Support resources
- Security and reports
- The capabilities of each report type
- Letters and mailing labels
- Expressions
- Sorting & filtering
- Grouping in banded and extract reports
- Library of Objects & templates
- Using datasets in banded reports

## DataBlock and Report Writer Workshop

Audience: Report Writers and DataBlock Designers

This session provides an opportunity for the DataBlock Designers and Report Writers to review the DataBlocks created for the workshop and discuss any needed changes.

## Report Writer Trainer Facilitated Workshop

Audience: Report Writers

In this workshop session, the Report Writers will create reports based on the DataBlocks created by the DataBlock Designers in the first training session. The attendees will work independently, or in small groups, with the instructor facilitating by answering questions and giving suggestions. Requirements for Success:

- Completed DataBlocks from the first training session.

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## Professional Services

## Sample Agenda

### Week 1

| | Tuesday | Wednesday | Thursday |
|---|---|---|---|
| 8am | **Meet and Set Up Training Lab** *Project Manager, MAPS Administrator & DBA* | Flexible Time - Q&A | Flexible Time - Q&A |
| 9am | **Argos Demonstration** *All who are interested* | **DataBlock Designer** *DataBlock Designers* | **DataBlock Designer Workshop** *DataBlock Designers* |
| 10am | **Report Design Process** *Report Writers, DataBlock Designers & Decision Makers* | | |
| 11am | | | |
| Noon | Lunch Break | Lunch Break | Lunch Break |
| 1pm | **DataBlock Designer** *DataBlock Designers* | **DataBlock Designer** *DataBlock Designers* | **DataBlock Designer Workshop** *DataBlock Designers* |
| 2pm | | | |
| 3pm | | | |
| 4pm | Flexible Time - Q&A | Flexible Time - Q&A | **Final Follow-Up** *Project Manager* |

### Week 2

| | Tuesday | Wednesday | Thursday |
|---|---|---|---|
| 8am | **Meet and Set Up Training Lab** *Project Manager, MAPS Administrator & DBA* | Flexible Time - Q&A | Flexible Time - Q&A |
| 9am | **Report Writer** *Report Writers* *(DataBlock Designers recommended)* | **Report Writer** *Report Writers* *(DataBlock Designers recommended)* | **DataBlock Designer and Report Writer Workshop** *Report Writers & DataBlock Designers* |
| 10am | | | **Report Writer Workshop** *Report Writers* |
| 11am | | | |
| Noon | Lunch Break | Lunch Break | Lunch Break |
| 1pm | **Report Writer** *Report Writers* *(DataBlock Designers recommended)* | **Report Writer** *Report Writers* *(DataBlock Designers recommended)* | **Report Writer Workshop** *Report Writers* |
| 2pm | | | |
| 3pm | | | |
| 4pm | Flexible Time - Q&A | Flexible Time - Q&A | **Final Follow-Up** *Project Manager* |

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