

Argos Reporting User Guide

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Document Version History

Author	Date	Version	Approved by	Comments
Niall Dixon	1 st Aug 2025	Draft 1.0	Digital Skills Training & Development Manager	
Niall Dixon	5 th Sept 2025	Draft 2.0	Digital Skills Training & Development Manager	
Niall Dixon	14 th Sep 2025	Ver 2.0	Digital Skills Training & Development Manager	Change to datablock locations and emergency Validation Extract report for producing Class Lists.

Argos Reporting - Running Reports

Introduction

This user guide is intended for all users of Argos reporting. There is an underlining assumption that all users fully understand the process of producing reports and have a deep understanding of the source data and associated coding (i.e. Banner).

1. If you are a new or intending user, please obtain a login by filling out the relevant [form](#): (from TU Dublin home page – CONNECT/Technology Services/All Services/Staff Business Applications/Request Access to Business Apps)

Using Argos Reporting

Launching Argos Reporting:

The web address (url) for Argos Reporting is (if logging in remotely/from home you will need to have VPN running or access via remote Desktop):

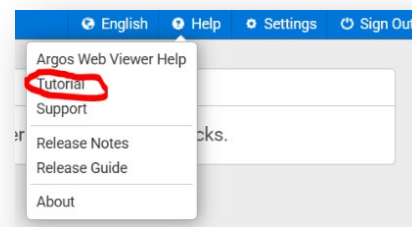
- <https://reports-srms.tudublin.ie/Argos/AWV/#explorer/>

Instructions for logging in and out:

1. Copy and Paste the above url into your preferred browser
2. **DO NOT** enter Username or Password, simply click on Single Sign-On to log in
3. If you receive an error message you may not have an active account – contact Technology Services if you have already requested an account.

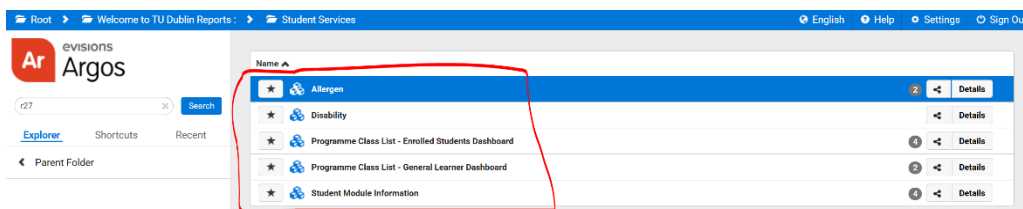


>>> Use the Help/Tutorial feature to familiarise yourself with the Argos Home Page:

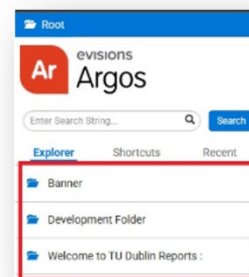


To navigate to, and run reports:

1. Select the *Welcome to TU Dublin Reports* then appropriate folder with required Datablock/Reports sub-folder e.g. 'Student Services'



2. Select the Datablock to run the report
3. Note - The number in the grey circle indicates the number of reports available from that Datablock
4. Select Input Parameters in the Saved Dashboard Settings
5. Note - To select all items in any list, use Ctrl A or hold Ctrl key and click to select non adjacent items.



Student Module Registrations

Academic Year: Academic Year 2026-2027, Academic Year 2025-2026, Academic Year 2024-2025, Academic Year 2023-2024, Academic Year 2022-2023, Academic Year 2021-2022, Academic Year 2020-2021

Term: 202530 Jun-Aug Academic Term 20, 202520 Jan-May Academic Term 20, 202510 Sept-Dec Academic Term 20

Part of Term: FY - Full Year, APS - Apprenticeship Sept Intake, AP6 - Apprenticeship P6 TU1197 Intake, 2 - Double Term, 1 - Full Term

Module Subject: COMM - Computing, COFI - Commercial/Financial Mgmt, COIS - Co-operative Information Systems, COMM - Communication, COFI - Computing, 487 items, 1 selected

Module Course Number: 1101, 1103, 1105, 1201, 2101, 2102, 42 items, 3 selected

Student Campus: AUN - Aungler Street, BN - Blanchardstown, BST - Bolton Street, GRG - Grangegorm, TA - Tallaght

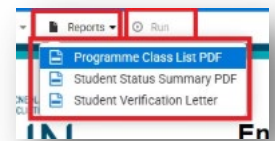
Note Selecting more than 1000 values in either Subject or Course number will result in an error.

Preview Results

student_id	first_name	last_name	programme_o	programme_n	year_of_study	attribute	academic_year	academic_year	registration_status	campus	student_status	level	study_mode	student_type	academic_term
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6. DO NOT click 'Preview Results'

7. Once you have selected all the relevant parameters, choose the Report you require from the Reports dropdown then click **Run**. *You can also do this step before you select the parameters.*



8. Report will be downloaded to your Downloads folder on your PC as a PDF or a CSV (Excel) file (depending on which report you choose).

Generating class lists – Emergency measure 12th September 2025

As a temporary measure the Class Lists are available via a “General Learner Record” datablock, once downloaded you can filter in Excel:

1. **Navigate to the "General Learner Record" datablock folder, via “Welcome to TU Dublin Reports/Validation Extracts”**
2. **Select the "General Learner Record" datablock - all students will be included on this list (registered or not), as long as they have accessed their TU Dublin email.**
3. **Select the relevant term from the drop-down list, then click ‘Display Term’**
4. To **download** the extract as an excel file, click on the setting icon (cog wheel) in the bottom right hand corner and Select ‘**Export All to CSV**’ then click ‘**Apply**’.
5. **The file will be downloaded to your Downloads folder on your PC (if using Remote Desktop – check with your local Tech Services Technician how to access this file)**
6. **Use Excel to filter by the ‘PROGRAMME_CODE’ heading.** If you need help with this contact niall.dixon@tudublin.ie
7. If you are missing any data (Student names, Programmes etc.) please contact the SET Team at setprogrammeteam@TUDublin.ie

