

Graduation Dashboard — Quick Start (A-State Faculty/Staff)

Access

1. **Sign in to Argos.**
2. In the left panel, open the **JBORO** folder.
3. Inside **JBORO**, open **STU-GRAD-ADVISOR**.

“ **Note:** You may be prompted to sign in again when you select your folder.

Tip: If you cannot login to the first sign in screen, please resync your password on the banner table GUAPSWD. If you do not remember your old password, please reach out to ITS_DBA@astate.edu to reset it. Your new password will be the current password you use.

**If you are able to get into Argos on the first sign in but not on the second one, it may be a security issue, please reach out to bcreech@astate.edu

Dashboard



Graduation Dashboard

Student ID: %	Term Code: 2025 Fall 2025 Summer 2025 Spring 2024 Interim - December 2024 Fall 2024 Summer 2024 Spring	Graduation Status ☒ All Codes All Codes	Program ☒ All Codes All Codes	Major: ☒ All Codes All Codes	Run
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Filters: Term Code, Grad Status, Program, Major, Student ID, Advisor ID: pick one or more values as needed.

What you'll see

- **Student ID** (textbox)
- **Advisor ID** (textbox)
- **Term Code, Grad Status, Program, Major** (lists)
- **All Codes** Marked ✓

You can change any filter at any time. Click on a **filter** to refresh.

Very important: Student ID & Advisor ID require a wildcard when “blank”

Those two boxes use a SQL `LIKE` match. That means:

- To search **all students/advisors**, the box must contain a single percent symbol: `%`
- If you look up an ID and then **clear** the box, the query won't run as “all.”
You **must** put the wildcard `%` back in the box.

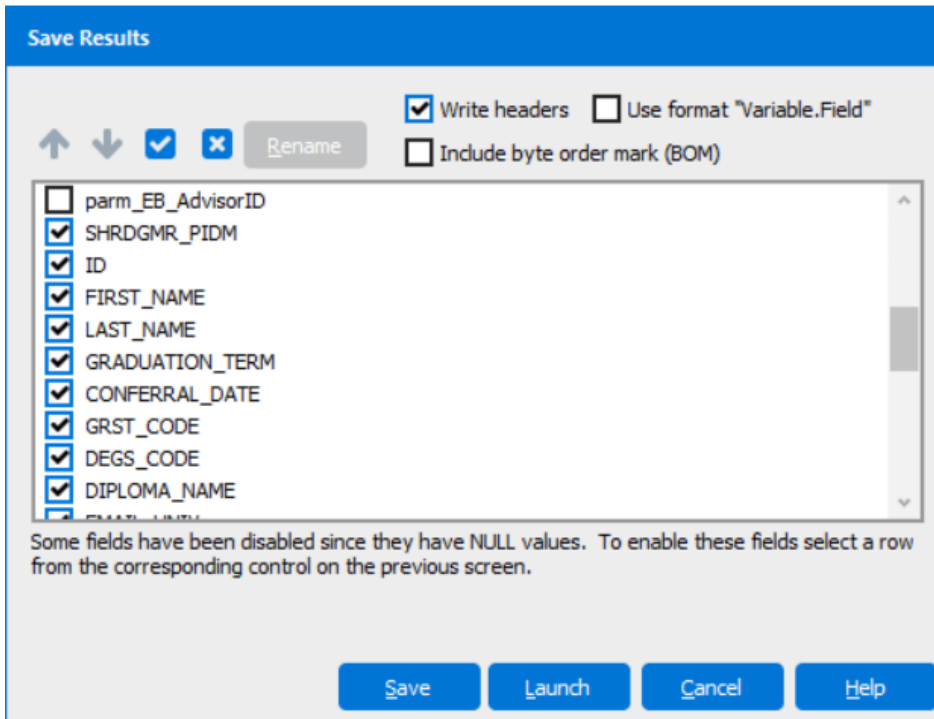
Examples (Student ID or Advisor ID)

- **Exact 9-digit ID:** `123456789` → returns just that person
- **Starts with:** `12345%` → returns anyone whose ID begins with 12345
- **All:** `%` → returns everyone (no filtering by that field)

Tip: If a run returns nothing or won't execute after you delete an ID, add ☐ back to the box and run again.

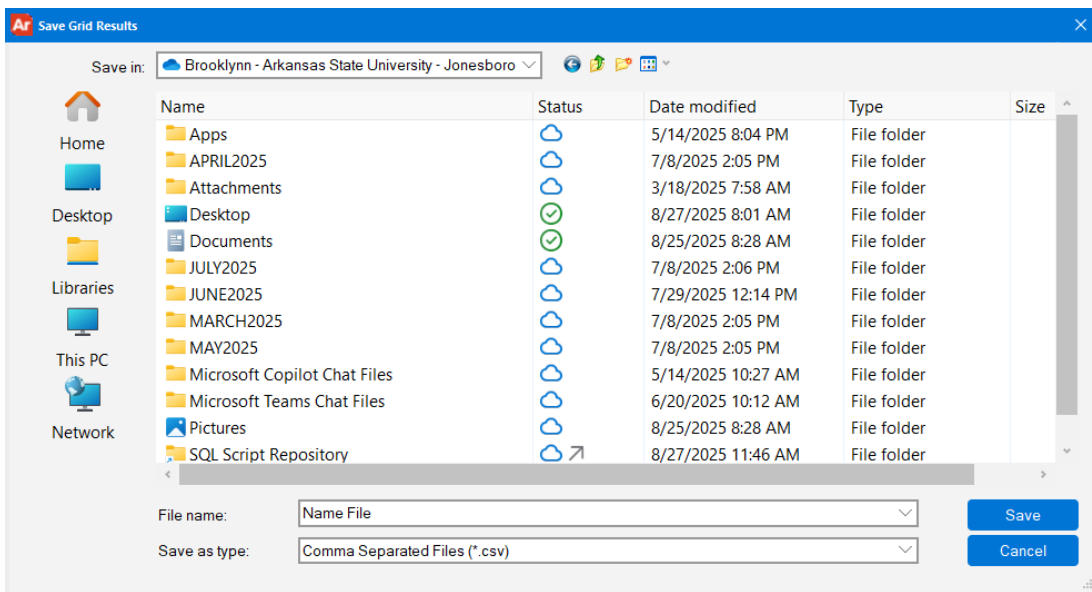
Save / Export results

1. Right-click anywhere in the report grid and choose **Save Results**.
2. Uncheck any columns you don't want.



The "Save Results" dialog box has a blue header bar. Below the header, there are four icons: an up arrow, a down arrow, a checkmark, and an 'x' icon. To the right of these icons is a "Rename" button. Further right are three checkboxes: "Write headers" (checked), "Use format 'Variable.Field'" (unchecked), and "Include byte order mark (BOM)" (unchecked). Below these options is a list box containing the following fields: parm_EB_AdvisorID, SHRDGMR_PIDM, ID, FIRST_NAME, LAST_NAME, GRADUATION_TERM, CONFERRAL_DATE, GRST_CODE, DEGS_CODE, and DIPLOMA_NAME. The first field is unchecked, while the others are checked. Below the list box is a message: "Some fields have been disabled since they have NULL values. To enable these fields select a row from the corresponding control on the previous screen." At the bottom of the dialog are four buttons: "Save", "Launch", "Cancel", and "Help".

3. Click **Save**.
4. Choose **OneDrive** so you can access the file anywhere.



5. Name the file and confirm **Save**.

“ **Tip:** If you don’t see **Save Results**, click once inside the grid to activate it, then right-click again. ▀

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