How to access *Graduate Listing* report?

Steps to follow:

Go to https://intranet.sauwi.uwi.tt/it/enterpriseSys.asp

2. Under **Support** header, click on **Argos Enterprise Reporting System**

3. Enter your **Username** and **Password**

a. Your credentials are same for entering UWI staff network

4. Click on **Argos Web Viewer** button

5. On the left hand side menu, click on **St. A Main Campus**

6. Click on **Production** then **Banner Student** then **Examinations**

7. On the right panel click **Graduation Lisitng**

8. On the Graduate Listing form enter:
   o Term (choose ALL by selecting "**All**" check box). *To choose multiple specific values please see instructions below[1]*
   o Level(s) (choose ALL by selecting "**All**" check box)
   o Faculty (choose ALL by selecting "**All**" check box)
   o Campus (choose ALL by selecting "**All**" check box)
   o Degree Status (choose ALL by selecting "**All**" check box)
   o Programme (choose ALL by selecting "**All**" check box)
   o Degree Class (choose ALL by selecting "**All**" check box)
   o Degree Type (choose ALL by selecting "**All**" check box)
   o Click "**Preview Results**" button to view results in the panel below

9. To save the results click on the drop down arrow next to "**Reports**" menu located on the second row from the top of the screen.

10. Select "**Graduate Listing Report (CSV)**" then click on "**Run**" button

11. A prompt will appear asking to either **open** or **save** file.

12. Choose to save the file at your preferred location.

13. Navigate to your file and open it in MS Excel

14. Save file as and MS Excel file

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[1] **Using the CTRL key to select items**

Hold the CTRL key while clicking items in a list to select them. Click every item you want to select.

If you make a mistake and want to un-select an item, click it again. If it is not selected it will be, and if it is selected it will be un-selected. This is called a toggle.

Using the SHIFT key to select adjacent items

To select multiple items that are adjacent, click on the first item. Hold the SHIFT key while you click on the last item. This will select all of the items between the first and the last, or "stretch" the selection across all items.