**Argos Folder Design**

**Marist Institutional Reports**

This folder is designed to be accessed by everyone at Marist who has access to Argos. Marist Institutional Reports contains a General folder which consists of common reports needed across the campus as a whole. For example, it will have lists and labels for commuter students, resident students, etc. Under the General folder will be Office Specific folders. These are designed to be used by specific offices such as Registrar, Student Financial Services, etc. So, someone working in Registrar will see both the General and the Registrar folder. They will not see the Student Financial Services folder unless they’ve been given special access. This design will cut down on the amount of folders you will need to look through to locate your report.

The Marist Institutional Reports folder will be maintained by individuals responsible for ensuring datablocks and reports have been tested properly before making them available for public consumption. We call this certifying a report. This individual is the Gatekeeper. This method of managing the Marist Institutional folder will ensure the integrity of the datablock and its associated folders, giving you the confidence that a report run out of this section is accurate.

**Marist Reports in Development**

When you need a report that is similar to one in the Institutional but needs a slight modification or if you need a report that does not exist in the Institutional folder, you will develop that report in this section. You can do this by copying a datablock (and possibly a report you would like to modify) down into the Marist Reports in Development section. This ability is reserved for Argos Report Writers. The folder structure you see in Marist Institutional Reports is replicated here so that only you and those in your office with Report Writing capability will be able to access this report. You will do all modification and testing of your report in this section. When you are confident that your report is ready, you will put in a request to the Gatekeeper to have it moved into the Marist Institutional Reports section. The Gatekeeper will look at a few aspects of your report. 1. Is it accurate? 2. Has it been documented? They will then move your report up into the Marist Institutional Reports section for everyone in your department to access. If your report is ‘General’ in nature, it may be moved to the General folder for all to use. This will be determined in your communication with the Gatekeeper.

**Marist Datablocks in Development**

When you need a report for which no datablock exists or if you need a datablock to contain perhaps another field, you will copy that Datablock out of the Marist Institutional Reports folder into this section. This ability is reserved for Marist Datablock Developers. The folder structure here is different than the other two. You, as a datablock designer, will have a folder assigned to you with your name. This is the only folder you will see. This is where you will work on your datablock(s). Modifying a datablock and ensuring it is ready to be moved back into the Marist Institutional Reports section is a little more complicated. If you are replacing a datablock that already exists, you will need to ensure that this change does not cause any of the other reports previously available under this datablock still run and are accurate. This means you should copy down not on the datablock you are modifying but also all of the reports associated with it. Once you have made your modification to the datablock, documented your changes and submitted a request to the Gatekeeper to have it moved back in to the Marist Institutional Reports, the Gatekeeper will go through the same series of tests to ensure that the datablock modification is ready to be moved into Marist Institutional Reports. If the Gatekeeper finds a problem with the datablock, they will contact you and the two of you will work through that problem.
Argos Folder Design

Marist Institutional Reports
- General
- Departments/Offices

Gatekeeper
Certifies datablocks/reports before moving into Institutional Reports

Marist Reports in Development
- General
- Departments/Offices

Reports and associated datablocks moved into this area for modification. Can be moved back into Marist Institutional by Gatekeeper.

Marist Datablocks in Development
- IT
  - Ian
  - Lori
- Finance
- Jay
- Advancement
  - Marilyn

View/List Children
Create/Modify children & modify:
- Gatekeeper(s)
View/List Children:
- DB Designers
- Writers

View/List Children
Create/Modify children & modify:
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Datablocks are created, tested and modified in this section. Each user has their own folder. Datablocks can be moved into Marist Institutional by Gatekeeper.