Holds Report - Step 1

- Access Banner webpage from the UTHSC homepage.
Holds Report - Step 2

- Access the available reports page.

Banner Information

As the new Banner II Project Manager for the Banner implementation, I am charged with the responsibility of crafting a customer service plan for Banner users. This plan will continue to evolve as we work with new email contact (banner@utk.edu) to support and answer questions. A welcome message and introduction to the member of the Banner team will be sent to all users to help address your needs. The second part of this service plan is a major update to the Banner webpage, providing you with information and a variety of links to assist you. These log-ins for Faculty and Student Self-Service, a list of Frequently Asked Questions (FAQs), training videos, and guides, and, most importantly, an issues log that will be updated weekly. You can report issues to submit issues to the log and follow their resolution, by reviewing regular status updates that can be viewed online.

We recognize that the Banner implementation has created challenges for us all. The Banner backbone is now working, we are still learning, and we have not yet replaced some of the current functionality that was developed in our Legacy system. These were developed over a period of fifteen years and cannot all be replaced over night. We appreciate your patience and for your assistance in setting the priorities and enhancements. Please give us feedback and report your issues.
Holds Report - Step 3

- Access the Argos reporting software by clicking “Argos” at the top of the page.
Holds Report - Step 4

- On the next screen, select “Argos” from the left menu options.
Holds Report - Step 5

- On the next screen, select “Start Here.”
Holds Report - Step 6

- On the next screen, select “Start Here.”
Holds Report - Step 7

- Following the directions presented on the next screen to ensure that your web browser will load the Argos software.
- The software will load in a separate pop-up window.
Holds Report - Step 8

- Click the [plus] button to the left of “Administrative Reporting” to expand the options.
- Click the [plus] button to the left of “Colleges” to expand the options.
- Click the [plus] button to the left of “C60 – UTHSC Hold Report by College.”
- Click “C60.1-UTHSC Hold Report by College.”
- Click the [Execute] button in the middle of the screen.
Holds Report - Step 9

- Select the appropriate college.
- Select the appropriate term [e.g. Fall 2011].
- When all options are selected, click the [Next] button at the bottom right.

Select College:  

Select Term:  
- 999999
- 202040
- 202030
- 202020
- 201940
- 201930
Holds Report - Step 10

- [Preview] allows you to view the report on the screen.
- [Save to file] allows you to save the output as html, pdf, rtf, xls, or txt formats.
- [Email] allows you to email the output in one of the file options listed above.
- [Print] allows you to immediately print the document to a local printer.
- IMPORTANT: To go back, click the [back] button at the bottom right; to return to the Argos reports menu, click the [close] button at the bottom right. Argos will not continue to function if you do not select one of these two options.