

# How to Sort and Filter a Report in Argos

1. Once a report has been run in Argos, it can be sorted and filtered in the Results Window.

**Schedule with Faculty Search Dashboard**

Dashboard Options: [Dropdown] Report Options: [Dropdown]

**Course Schedule**

Search By College: [Dropdown] By Specific Course: [Input]

**Term(s):** ALL, Fall Term I 2021 - FT Camp, Summer Term III 2021 - FT Camp, Summer Session 2021, Spring Term II 2021 - FT Camp, Spring Semester 2021, Spring Term I 2021 - FT Camp, Fall Term II 2020 - FT Camp, Fall Semester 2020, Fall Term I 2020 - FT Camp

**Subject(s):** CODE SUBJ, ALL ALL, ACC Accounting, ACCT Accounting, ADMIN Administration, ADMN Administrative Systems, WEB Advanced Computer Graphics, AAST African American Studies, AGR Agriculture, AGR1 Agriculture, AHS Allied Health Sciences, ANTH Anthropology, AR Art

**Instructor(s):** ALL, Abbott, Kenneth C., Abdulkareem, Ibrahim O., Abedin, Nagmul, Abery, Heather L., Abernathy, Fred D., Albert, George W., Adams, David L., Adams, Sarah J., Adcock, Cemele J., Adewale, Silexu A., Aghareparast, Amir, Agusto, Fobashade B., Ahanor, Osazeme, Ahner, Sally R.

**College:** CODE DESC, 01 Academic Affairs - CTL, BH Coll of Behav and Health S, PS Coll of Prof Prog and Soc S, AL College of Arts and Letters, AS College of Arts and Science, College of Business, ED College of Education, GR College of Graduate Studie, SM College of Sci Tech Engrg M, CE Continuing Education, ES Education Specialist

**Part of Term:** ALL, First Session (Session A), Full Term, Second Session (Session B), TNeCampus Online Degree

TERM_CODE	PRINT_IND	STATUS	CAPACITY...	CRN	SUBJ	CRSE_NUMB	SECT	PART_OF...	CRED	VARIABLE...	CAMP_CODE	INST_METH...	SCHED_TYPE	DEPT	
202084	Y	ACTIVE	ALMOST FULL	3028	AAST	2200	W1	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3030	AAST	2200	W7	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	4094	AAST	2200	8	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3029	AAST	2200	W2	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3032	AAST	2250	6	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3033	AAST	3020	6	1	1	3		14M	HYB	LEC	L
202084	Y	ACTIVE	ALMOST FULL	2000	ACCT	2010	W6	1	3		14M	DVC	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2005	ACCT	2010	W1A	A	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	1758	ACCT	2010	1	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2001	ACCT	2010	9	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2002	ACCT	2010	W10	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2003	ACCT	2010	11	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2004	ACCT	2010	25A	A	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2006	ACCT	201L	03	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2009	ACCT	201L	08	A	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2017	ACCT	201L	W1A	A	0		14M	WEB	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2017	ACCT	201L	W1A	A	0		14M	WEB	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2007	ACCT	201L	04	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2010	ACCT	201L	11	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2012	ACCT	201L	38	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2013	ACCT	201L	31	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2014	ACCT	201L	33	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2015	ACCT	201L	24	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2016	ACCT	201L	23A	A	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2020	ACCT	2020	W1B	B	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	1760	ACCT	2020	7	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2018	ACCT	2020	W10	1	3		14M	DVC	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2019	ACCT	2020	25B	B	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2021	ACCT	3001	6	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2022	ACCT	3010	6	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2024	ACCT	3100	6	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3803	ACCT	3110	12	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2025	ACCT	3110	W1	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2026	ACCT	3210	W8	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2027	ACCT	3410	12	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2028	ACCT	4210	8	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2029	ACCT	4310	W4	1	3		14M	DVC	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2188	ACCT	4400	93	1	1	3		14M	PRA	FLD	L
202084	Y	ACTIVE	ALMOST FULL	2030	ACCT	4510	10	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2030	ACCT	4510	10	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3337	AGRT	1310	6	1	3		14M	HYB	IFC	L	

3127 items, 1 selected

2. Right click inside the Results Window and choose Edit sort.

First Session (Session A), Full Term, Second Session (Session B), TNeCampus Online Degree

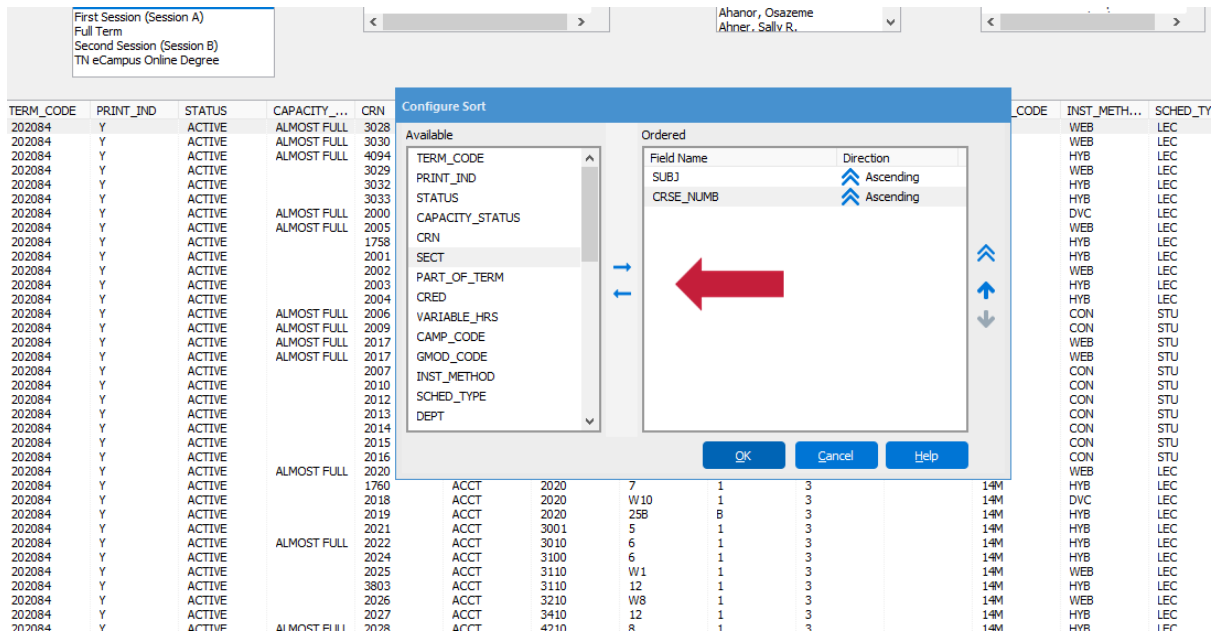
Ahanor, Osazeme, Ahner, Sally R.

Go

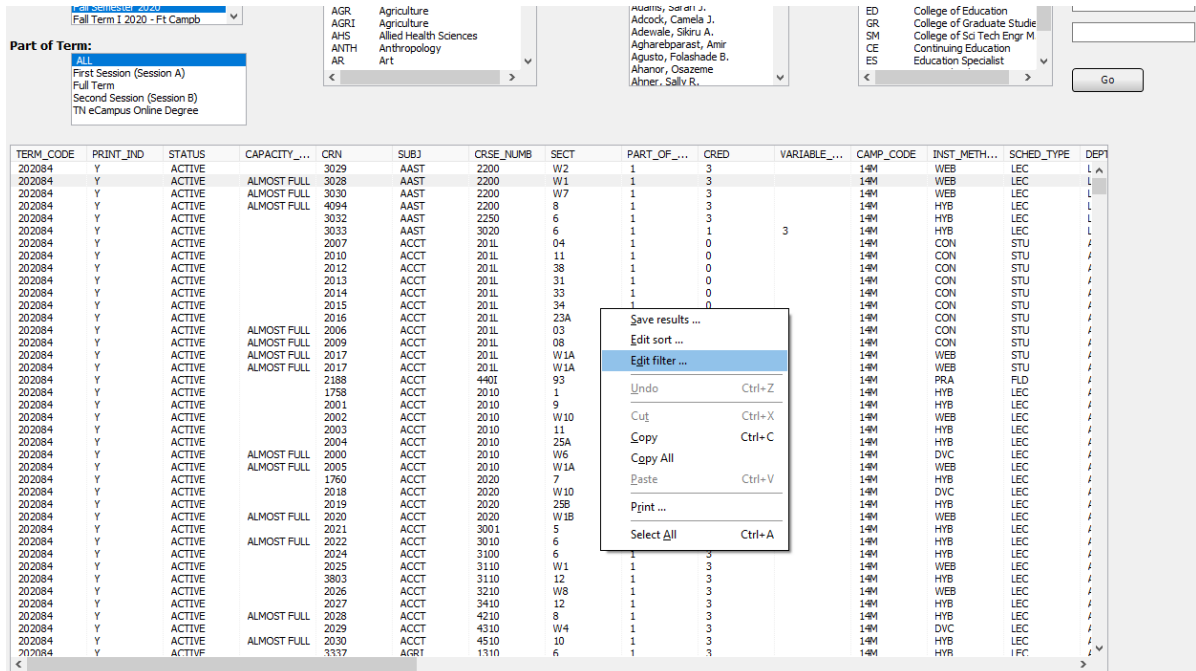
TERM_CODE	PRINT_IND	STATUS	CAPACITY...	CRN	SUBJ	CRSE_NUMB	SECT	PART_OF...	CRED	VARIABLE...	CAMP_CODE	INST_METH...	SCHED_TYPE	DEPT	
202084	Y	ACTIVE	ALMOST FULL	3028	AAST	2200	W1	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	4094	AAST	2200	8	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3029	AAST	2200	W2	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3032	AAST	2250	6	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3033	AAST	3020	6	1	1	3		14M	HYB	LEC	L
202084	Y	ACTIVE	ALMOST FULL	2000	ACCT	2010	W6	1	3		14M	DVC	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2005	ACCT	2010	W1A	A	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	1758	ACCT	2010	1	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2001	ACCT	2010	9	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2002	ACCT	2010	W10	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2003	ACCT	2010	11	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2004	ACCT	2010	25A	A	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2006	ACCT	201L	03	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2009	ACCT	201L	08	A	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2017	ACCT	201L	W1A	A	0		14M	WEB	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2017	ACCT	201L	W1A	A	0		14M	WEB	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2007	ACCT	201L	04	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2010	ACCT	201L	11	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2012	ACCT	201L	38	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2013	ACCT	201L	31	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2014	ACCT	201L	33	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2015	ACCT	201L	24	1	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2016	ACCT	201L	23A	A	0		14M	CON	STU	L	
202084	Y	ACTIVE	ALMOST FULL	2020	ACCT	2020	W1B	B	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	1760	ACCT	2020	7	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2018	ACCT	2020	W10	1	3		14M	DVC	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2019	ACCT	2020	25B	B	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2021	ACCT	3001	6	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2022	ACCT	3010	6	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2024	ACCT	3100	6	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3803	ACCT	3110	12	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2025	ACCT	3110	W1	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2026	ACCT	3210	W8	1	3		14M	WEB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2027	ACCT	3410	12	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2028	ACCT	4210	8	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2029	ACCT	4310	W4	1	3		14M	DVC	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2188	ACCT	4400	93	1	1	3		14M	PRA	FLD	L
202084	Y	ACTIVE	ALMOST FULL	2030	ACCT	4510	10	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	2030	ACCT	4510	10	1	3		14M	HYB	LEC	L	
202084	Y	ACTIVE	ALMOST FULL	3337	AGRT	1310	6	1	3		14M	HYB	IFC	L	

3131 items, 1 selected

3. A window will open that will allow specific fields to be chosen for sorting.

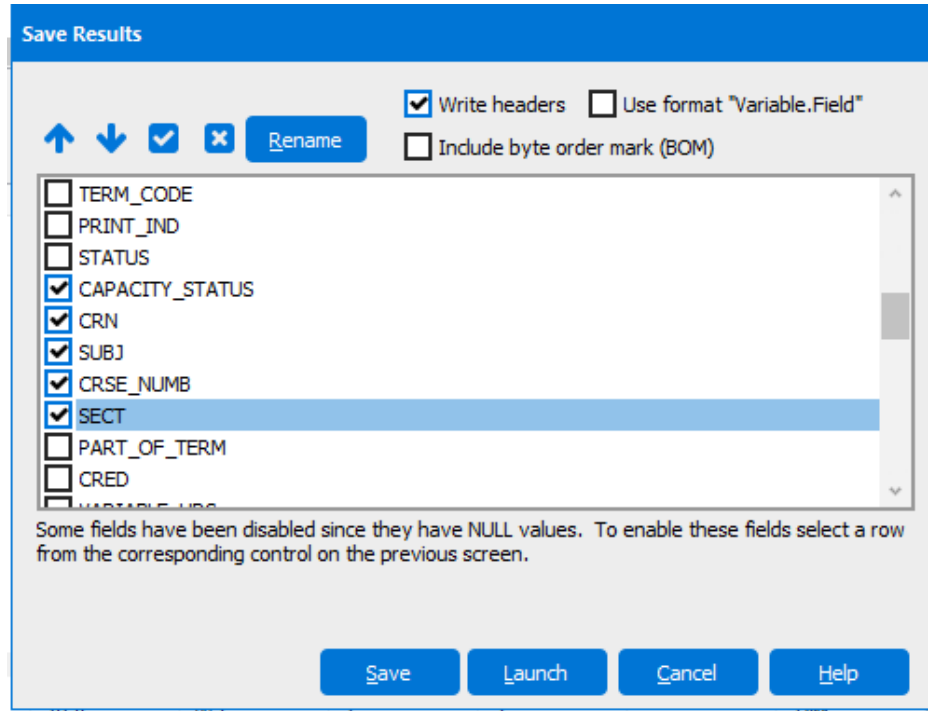


4. If only specific courses are needed, the results can be filtered in the window. Right click inside the Results Window and choose Edit filter.





- To save the results, right click and choose Save results. In the pop up window, choose only the fields on the report that needs to be saved.



- The report to the right displays the above fields saved onto a CSV file.

	A	B	C	D	E	F	G
1	CAPACITY	CRN	SUBJ	CRSE_NUM	INST_METHOD		
2	ALMOST F	3028	AAST	2200	WEB		
3	ALMOST F	3030	AAST	2200	WEB		
4	ALMOST F	2017	ACCT	201L	WEB		
5	ALMOST F	2017	ACCT	201L	WEB		
6	ALMOST F	2005	ACCT	2010	WEB		
7	ALMOST F	2020	ACCT	2020	WEB		
8	ALMOST F	3382	AGRI	3420	WEB		
9	ALMOST F	3384	AGRI	3420	WEB		
10	ALMOST F	2598	AGRI	3500	WEB		
11	ALMOST F	2605	AGRI	3730	WEB		
12	ALMOST F	2606	AGRI	4010	WEB		
13	ALMOST F	2607	AGRI	4020	WEB		
14	ALMOST F	1542	APSU	1000	WEB		
15	ALMOST F	4127	APSU	1000	WEB		
16	ALMOST F	4140	APSU	1000	WEB		
17	ALMOST F	3763	APSU	4010	WEB		
18	ALMOST F	3763	APSU	4010	WEB		
19	ALMOST F	3764	APSU	4010	WEB		
20	ALMOST F	1014	ART	1035	WEB		
21	ALMOST F	1016	ART	1035	WEB		

We have a corresponding video that goes along with these pdf directions called ArgosSortand Filter\_2.

Questions?  
Please contact DSIR at 931-221-6760  
or [dsir@apsu.edu](mailto:dsir@apsu.edu).