

## **How to Run Argos Labor Distribution Reports**

To run a Labor Distribution Report by **Fund and Org** in Argos:

1. Click on the Argos App in MyPortal.
2. Click on Argos Web Viewer.
3. Click on !Certified.
4. Click on Finance.
5. Click on Labor Distribution Report by **Fund & Org**
6. Input Fiscal Year, Select Fund and Select Org
7. Select Excel or PDF Format from Reports dropdown list.
8. Click Run
9. The Labor Distribution Report is generated. You can view and/or save the report.

To run a Labor Distribution Report by **Employee** in Argos:

1. Click on the Argos App in MyPortal.
2. Click on Argos Web Viewer.
3. Click on !Certified.
4. Click on Finance.
5. Click on Labor Distribution by **Employee**
6. Input Fiscal Year and Employee CWID
7. Select PDF Format from Reports dropdown list.
8. Click Run
9. The Labor Distribution Report is generated. You can view and/or save the report.

See screenshots below for step-by-step instructions.

## Running Argos Step by Step Labor Distribution Reports by Fund & Org

### Step 1 – Click on the Argos App in My Portal

Argos



Launch Argos

### Step 2 - Click on Argos Web Viewer.

evisions | eLauncher

Argos

Argos

#### Enterprise Reporting

Evisions Argos is an enterprise reporting solution that gives you quicker access to the data that you need to run your institution. Argos makes reporting simple, delivering insights that enable you to make timely, better-informed decisions.

Argos Web Viewer | Argos

### Step 3 - Click on !Certified.

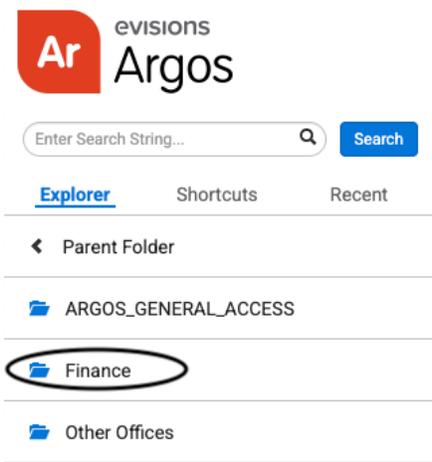
Argos

Enter Search String... Search

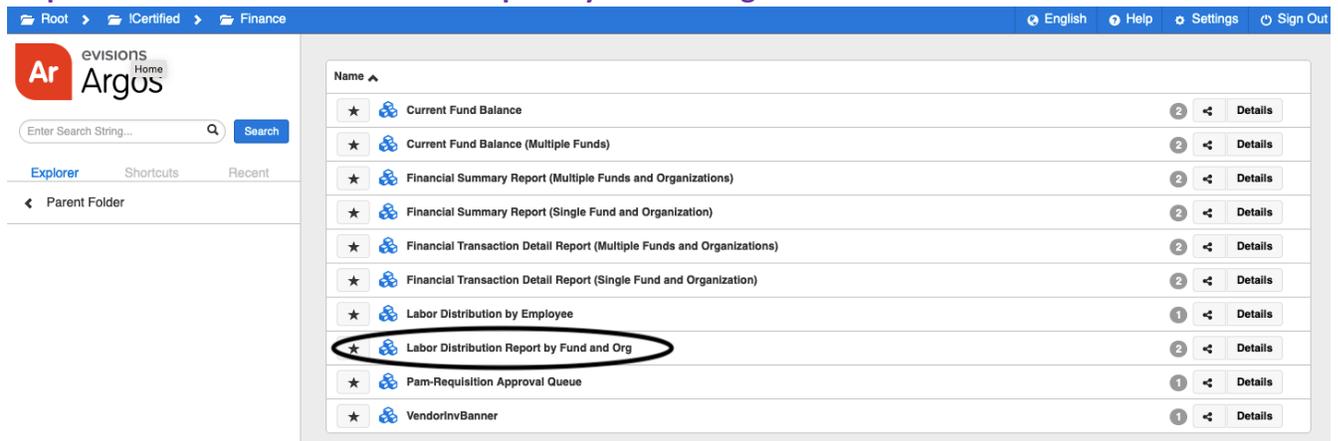
Explorer Shortcuts Recent

!Certified

**Step 4 - Click on Finance.**



**Step 5 - Click on Labor Distribution Report by Fund & Org.**



**Step 6 - Input Fiscal Year, Select Fund and Select Org.**

**Labor Distribution Report By Fund/Orgn**

**Fiscal Year:**

**Select Fund:**

**Select Orgn:**

**Step 7 - Select Excel or PDF Format from Reports dropdown list.**

Root > !Certified > Finance > Labor Distribution Report by Fund and Org - English Help Settings

Saved Dashboard Settings Reports Run Share

CSV Labor Distribution Report - Excel Format  
Labor Distribution Report - PDF Format

### Labor Distribution Report By Fund/Orgn

FOOTHILL-DE ANZA  
Community College District

Fiscal Year:

Select Fund:

Select Orgn:

**Step 8 - Click Run.**

Root > !Certified > Finance > Labor Distribution Report by Fund and Org - English Help Settings

Saved Dashboard Settings Labor Distribution Report - PDF For... Run Share

### Labor Distribution Report By Fund/Orgn

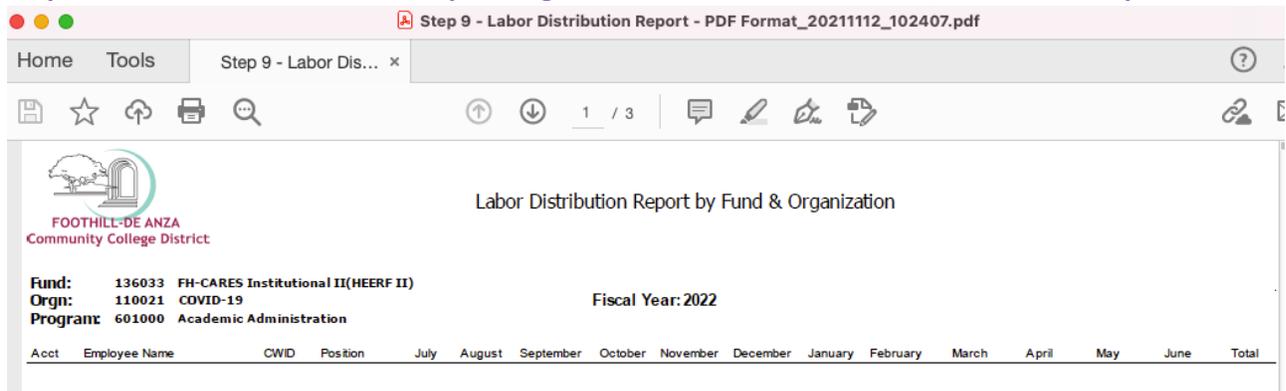
FOOTHILL-DE ANZA  
Community College District

Fiscal Year:

Select Fund:

Select Orgn:

**Step 9 - The Labor Distribution Report is generated. You can view and/or save the report.**



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**Running Argos Step by Step  
Labor Distribution Reports for an Employee**

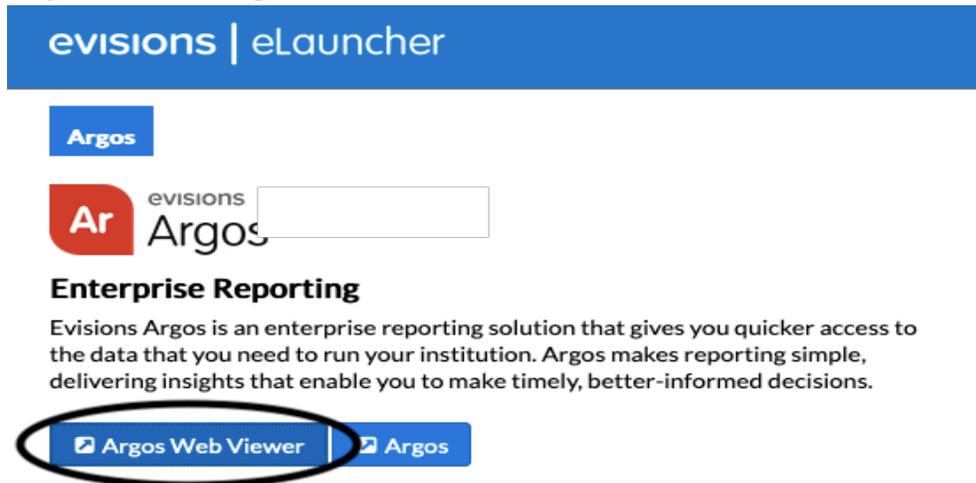
**Step 1 – Click on the Argos App in My Portal.**

Argos

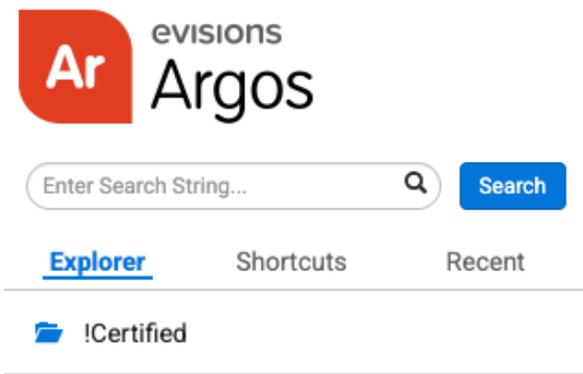


Launch Argos

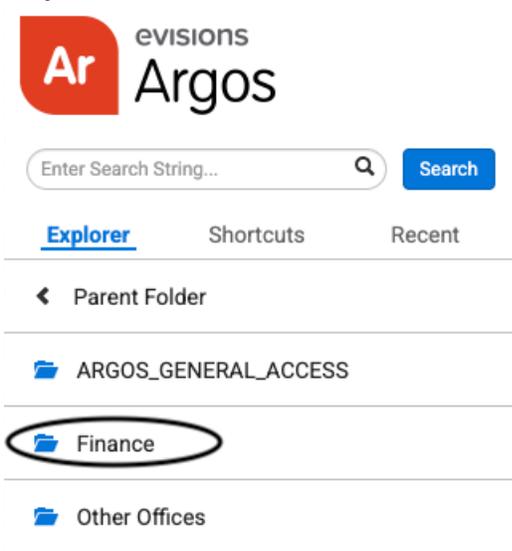
**Step 2 - Click on Argos Web Viewer.**



Step 3 - Click on !Certified.



Step 4 - Click on Finance.



Step 5 - Click on Labor Distribution by Employee.



Step 6 - Input Fiscal Year and Employee CWID.

Root > ICertified > Finance > Labor Distribution by Employee - Dashboard English

Saved Dashboard Settings Reports Run



### Labor Distribution By Employee CWID

**Fiscal Year:** 2026

**Employee CWID:** 12345678

Step 7 - Select PDF Format from Reports dropdown list.

Root > ICertified > Finance > Labor Distribution by Employee - Dashboard English

Saved Dashboard Settings Reports Run

Labor Distribution Report by Employee - PDF Format



### Labor Distribution By Employee CWID

**Fiscal Year:** 2026

**Employee CWID:** 12345678

**Step 8 - Click Run.**

Root > |Certified > Finance > Labor Distribution by Employee - Dashboard English

Saved Dashboard Settings Labor Distribution Report by Employ... **Run**



## Labor Distribution By Employee CWID

**Fiscal Year:** 2026

**Employee CWID:** 12345678

**Step 9 - The Labor Distribution Report is generated. You can view and/or save the report.**

Step 9 - Labor Distribution Report by Employee.pdf

Home Tools Step 9 - Labor Dis... x

Save Star Refresh Print Search 1 / 1



## Labor Distribution by Employee CWID

Employee Name: ██████████ Fiscal Year: ██████  
CWID: ████████

Position	Fund	Orgn	Acct	Prog	July	August	September	October	November	December	January	February	March	April	May	June	Total
<b>Labor</b>																	