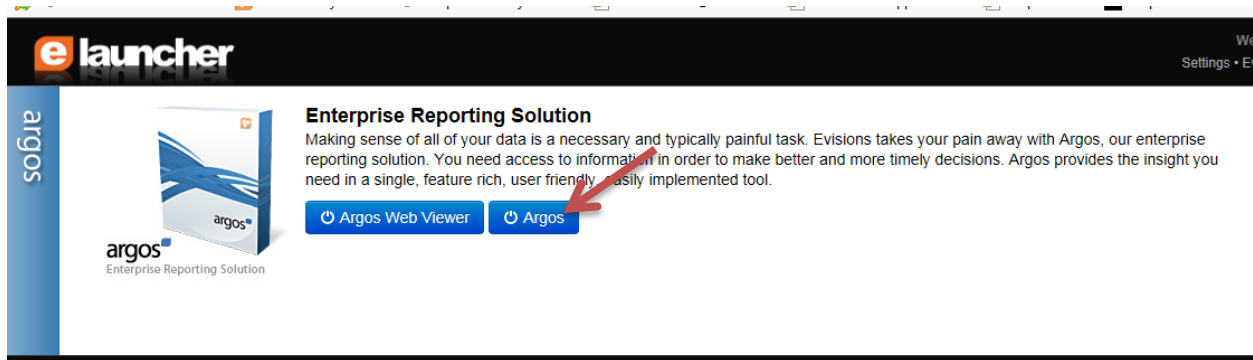


Instructions for running ACA Hours Tracking report in Argos

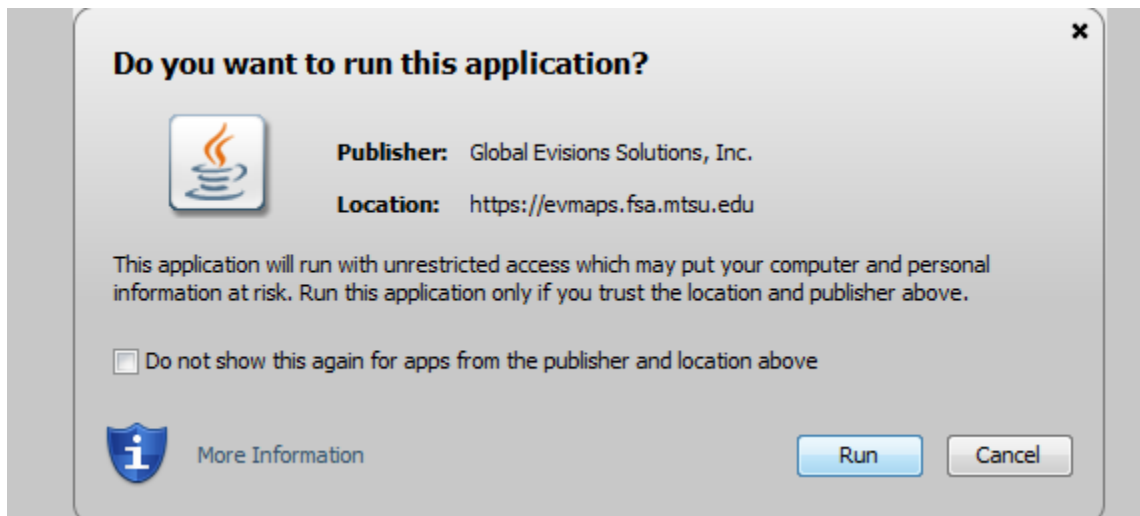
Click on the following link to open Evisions: <https://evmaps.fsa.mtsu.edu/>

Enter your FSA username and password and click Log In

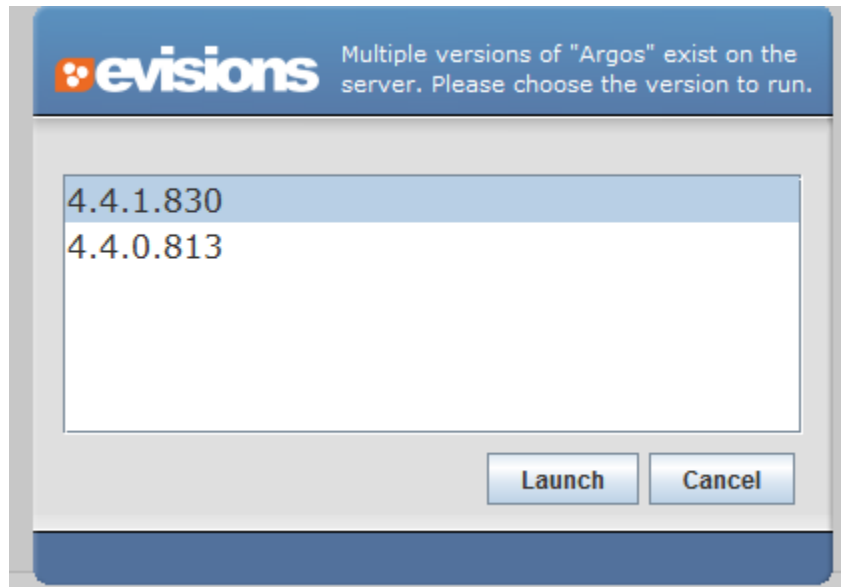
Once you click log in the following page will open up in the browser. Click on the Argos link:



If you receive the following pop-up box click Run

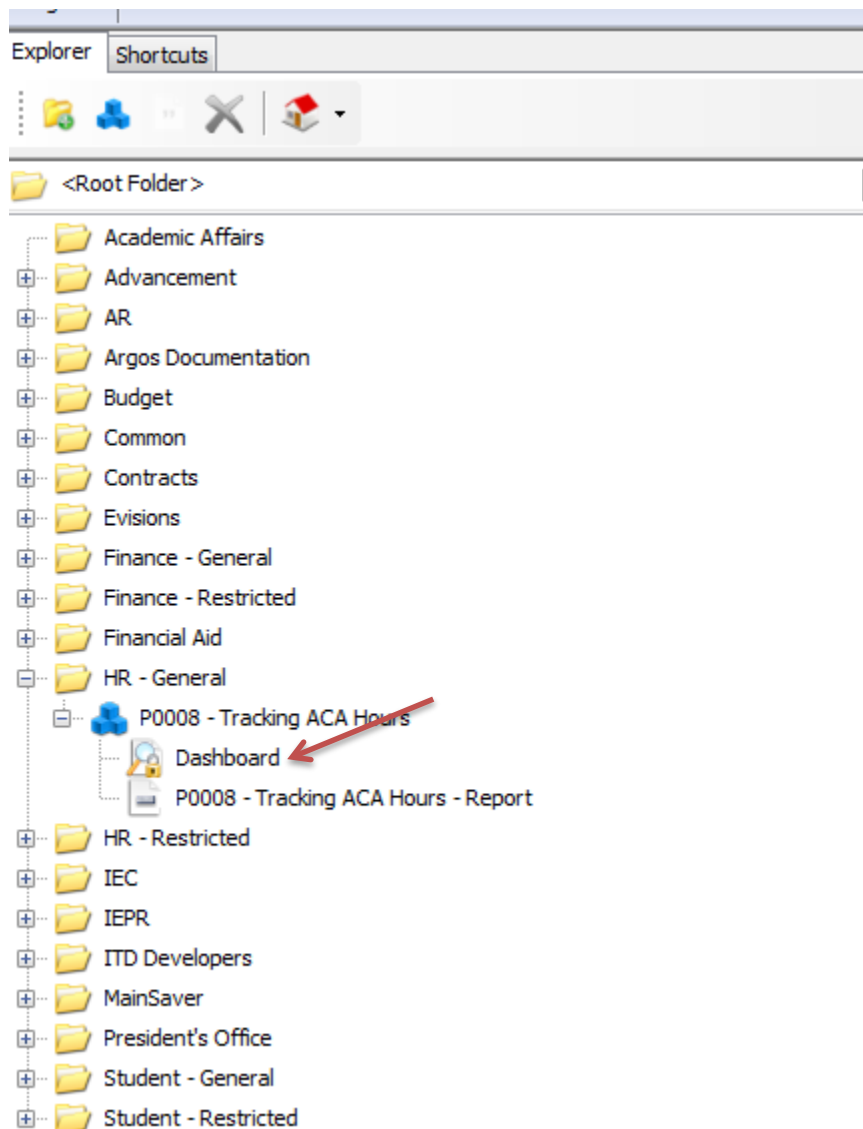


Click on the latest version of Argos in the pop-up box and click launch

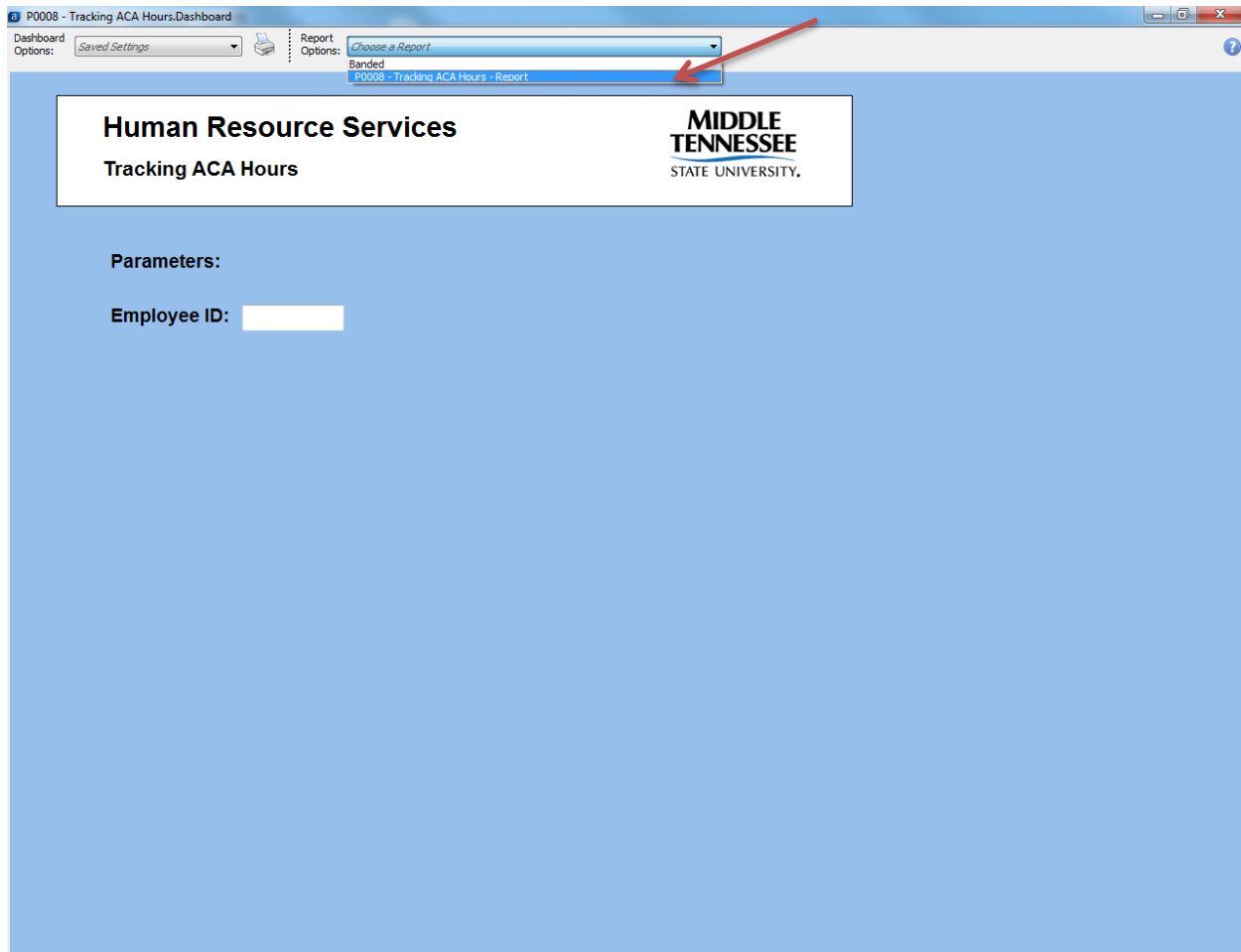


Depending upon your permissions you will be logged into Argos and will see the various folders you can access in the system.

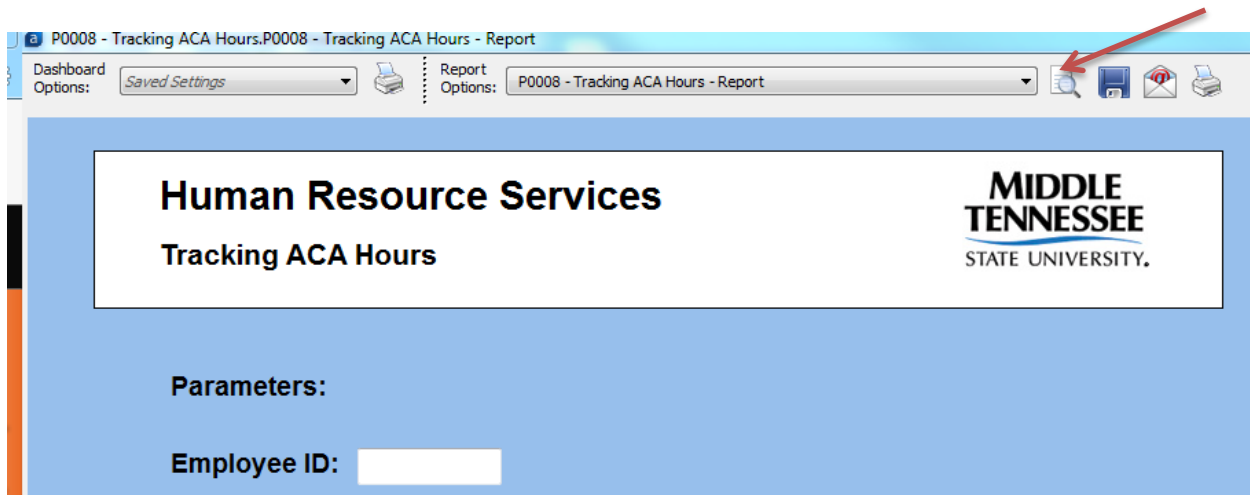
If you are a time or leave approver you will have access to the HR-General Folder. Double click on the HR-General folder which will expand the folder and then double click on Dashboard under the P0008-Tracking ACA Hours.



Under Report Options – click on the drop down box and select P0008-ACA Tracking Hours - Report



Enter the M# of the Employee and click on the View Report option at the top of the page.



This will bring up a report of the hours worked and paid for all positions during the past 10 months.

ACA - 10 Months Hour Tracking

[illegible]