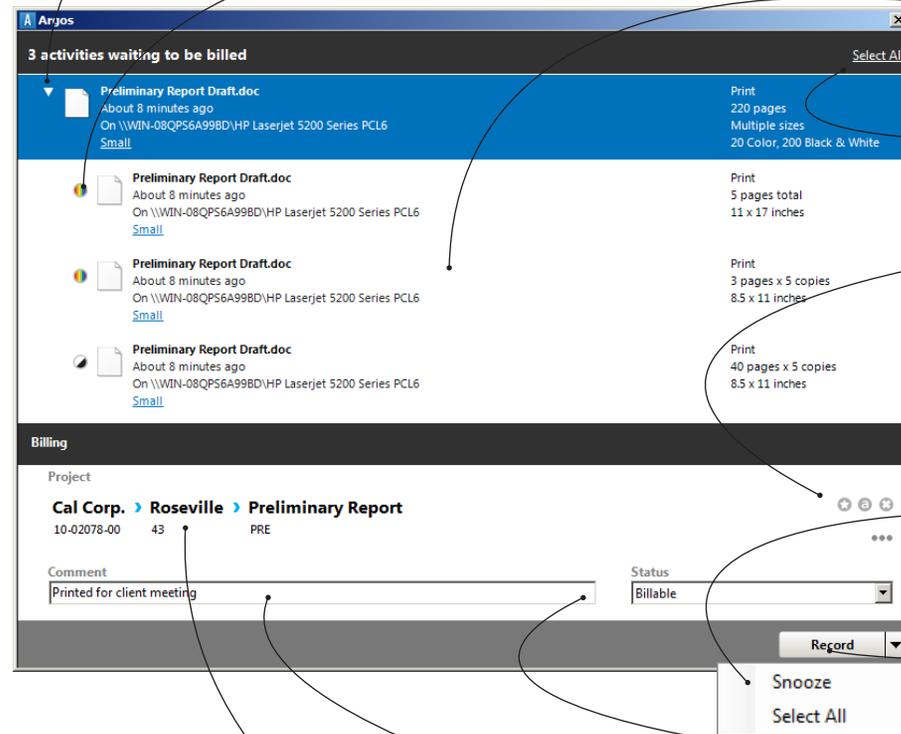


# Using the Argos Desktop Client

Your company has implemented Argos cost recovery to track expenses, such as print, copy, scan, fax, and more. The Argos Desktop Client—the “popup”—has been designed to make it as quick and easy as possible to accurately allocate your expenses and get back to work. Depending on how your administrator configures Argos, you may see the popup every time you produce an expense, or at regular intervals.



**Batch jobs.** When you generate sets of print or copy jobs, Argos bundles them together into one for each billing. Click the batch symbol to expand the batch into its constituent jobs.

**Color.** Indicates that a job was color or black-and-white.

**Pending jobs.** All your unbilled print, copy, and additional jobs appear here. Use SHIFT+Click, CTRL+Click, or the Select All link to choose multiple items.

**Select All.** Highlights all your unbilled jobs at once. Also available on the Record drop-down menu.

**Action buttons.**

- Access recently-used billing codes
- Reverse billing code number/name display
- Clear billing code and begin a new search

**Snooze.** Accessed via the drop-down menu from the Record button. Click to temporarily defer the mandatory Argos Desktop Client. Your administrator determines snooze availability and duration.

**Record.** Click here once you've highlighted one or more jobs to bill, chosen a billing code, a status, and a comment.

**Status.** Use the dropdown list to indicate the type, nature, or category of job. The list of possible status options is determined by your administrator.

**Comment.** Type a note here. If your administrator has set up “canned” comments, a drop-down appears to choose a predefined note. Your administrator may require you to type a comment.

**Billing Code.** Click to search. Depending on your setup, you may need to specify two, three, or more tiers (three tiers are shown above). You can click any tier to search within that tier.