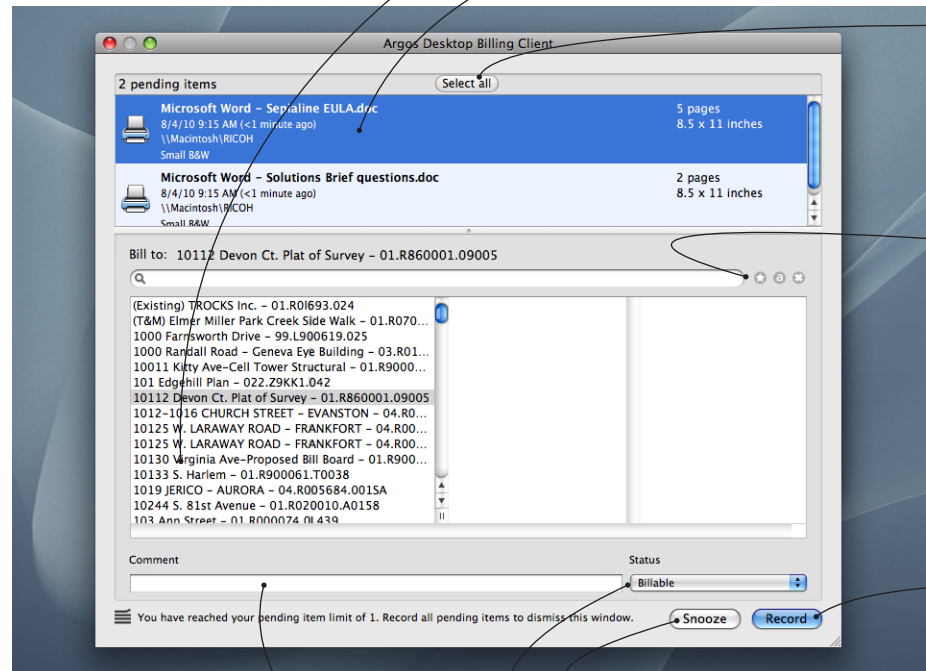# Using the
# Argos Desktop Client

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.

**Sepialine Argos**



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

**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.

**Action buttons.**

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

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

**Snooze.** Click to temporarily defer the mandatory Argos Desktop Client. Your administrator determines snooze availability and duration.

**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.