



Tips & Tricks – Aeries Web

Tips & Tricks - A look at some well-known and some not-so-well-known features available in Aeries Web.

1. My Favorites
2. Resources Links
3. Customize Home
4. Search Feature
5. Icons (Upper Right by User's Name)
6. Red Flag
7. Quick Links
8. Email List
9. View All Forms/Reports
10. Readmit Slips
11. Summons
12. Student Groups
13. Aeries Analytics

My Favorites:

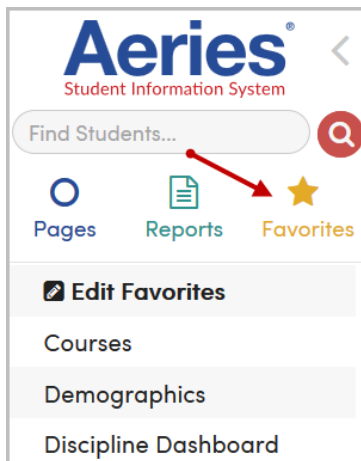
From the **Navigation Tree**, click on:

- The node(s) you want to add to **Favorites** Ex. Demographics, Contacts, Profile, etc..

2. From the **Node(s)** click on **Star icon** on the upper right hand corner.



- The **Favorites** box will display **yellow**. From the **Navigation Tree** click on **Favorites**. The page or report will be listed under **My Favorites**.



Resource Links:

From the **Navigation Tree** click on:

- **Home** node

2. From the **Home** page under **Resource** you can click on

- Technology Services, Work Order System, Training/Workshops, Riverside Unified School District, and Aeries Web Query Fields



Resources	
Site	Description
Technology Services	Link to Technology Services Website (Internal Only)
Work Order System	Link to Technology Services Work Order System (Internal Only)
Training/Workshops	Link to Technology Services Training Website (Internal Only)
Riverside Unified School District	Link to RUSD Website
Aeries Web Query Fields	Link to Aeries Web Query Field Cheat Sheets

Customize Home:

From the **Home** node click on the **three dots** icon.

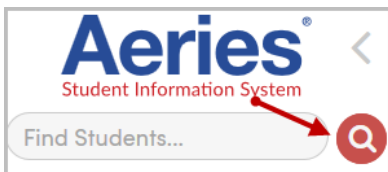
Click on **Customize Home**



***Note:** You can remove or add the following to the Home node: **Attendance Summary, Events Calendar, My Tasks, Resources, and Intervention Caseload**

Search Feature:

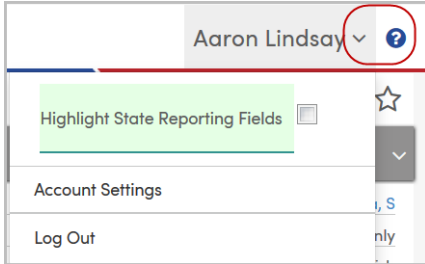
Above the **Navigation Tree** you will see a **Magnifying Glass** icon



- Once you click on the icon you can search for students by typing the student's **Last Name, First Name, Student Number, Permanent ID, and State Student ID** to obtain the student information
- You can search the student's full name by typing the student's **last name comma space student's first name, ex:** Mouse, Mickey
- Choose **Reverse Lookup** which will allow you to search by **Telephone Number, Street Address, Email Address, Contact Name, and Date of Birth**

Icons:

On the right side of **Your name** you will see two icons



1) Down Arrow

- Highlight State Reporting Fields
- Account Settings
- Log Out

2) ?

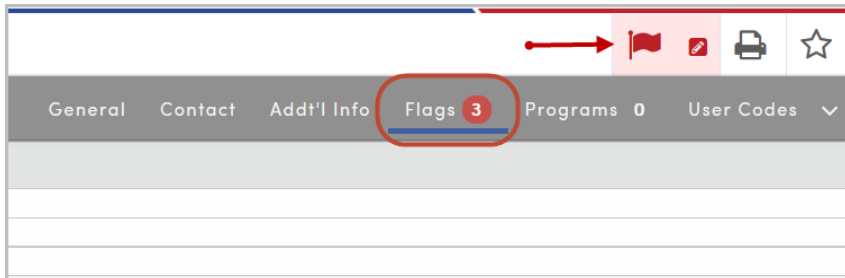
- Link to Aeries.com documentation

Red Flag:

Red Flags can be found in multiple areas in **Aeries Web**

1) Flags under the Quick Links

2) Red Flag icon will be show on the node that has been red flagged



Quick Links:

Quick Links provide you quick detail student information in the following areas:

1. **General** – Student Demographic information
2. **Contact** – Student’s mobile, Student’s Email, Parent/Guardian, Primary Phone number, etc..
3. **Add’l Info** – Additional information from the student’s demographics node
4. **Flags** – Node(s) that been Red Flagged and any comments as to why the node was red flagged
5. **Programs** – Any special programs the student is involved in (Ex. AVID, Legacy, Heritage, etc..)
6. **User Codes** – Any User Defined Codes from the Student Demographics node

Email List:

From the Navigation Tree click on:

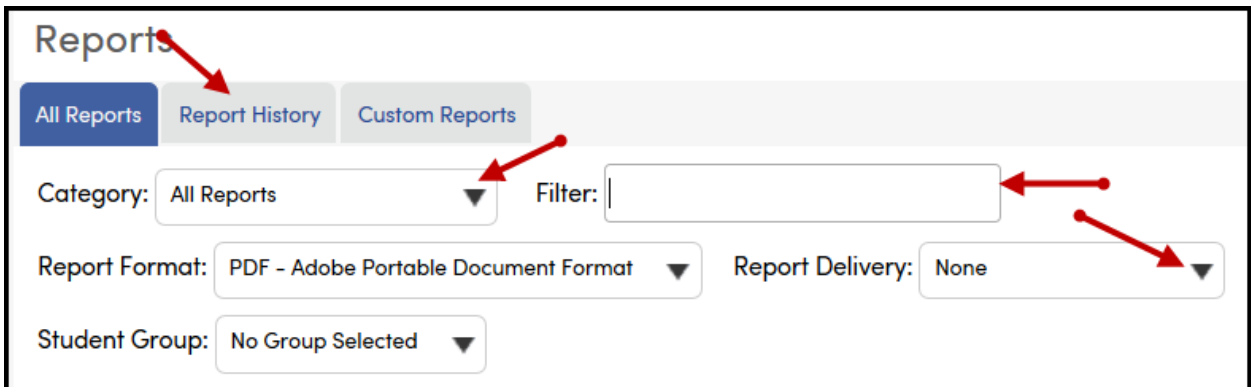
- **Student Data > Other > Email List**

Email list form allows you to get a list of email address of the student, parent, counselor and all of the student’s teachers.

View All Forms/Reports:

From the Navigation Tree click on:

- View All Forms or View All Reports



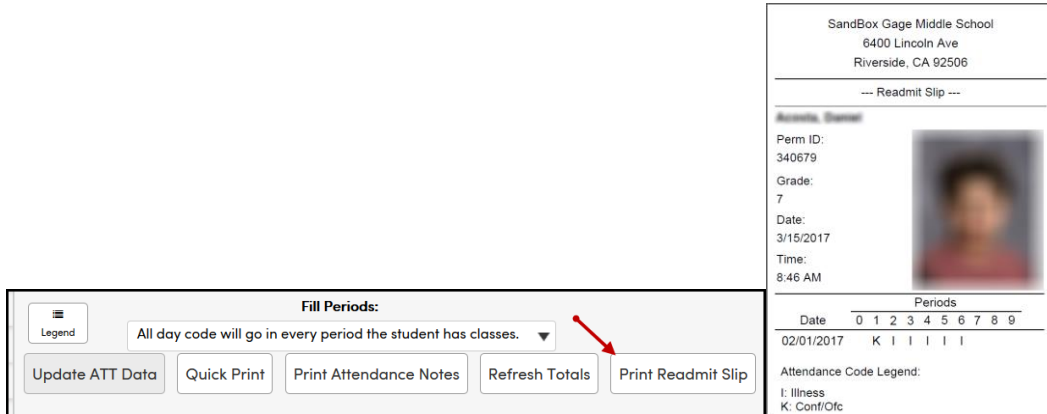
The screenshot shows the 'Reports' interface. At the top, there are three tabs: 'All Reports', 'Report History', and 'Custom Reports'. Below the tabs, there are several form fields: 'Category' (a dropdown menu currently set to 'All Reports'), 'Filter' (a text input field), 'Report Format' (a dropdown menu currently set to 'PDF - Adobe Portable Document Format'), 'Report Delivery' (a dropdown menu currently set to 'None'), and 'Student Group' (a dropdown menu currently set to 'No Group Selected'). Red arrows point to the 'Report History' tab, the 'Category' dropdown, the 'Filter' input field, and the 'Report Delivery' dropdown.

***Note:** You can find any report Filter by report name and Category type. You can change the Report Delivery from PDF to email attachment. You can run reports by a Student Group and lastly you can see past report you ran through Report History tab.

Re-Admit Slip:

From the **Navigation Tree** click on:

- **Student Data > Attendance**

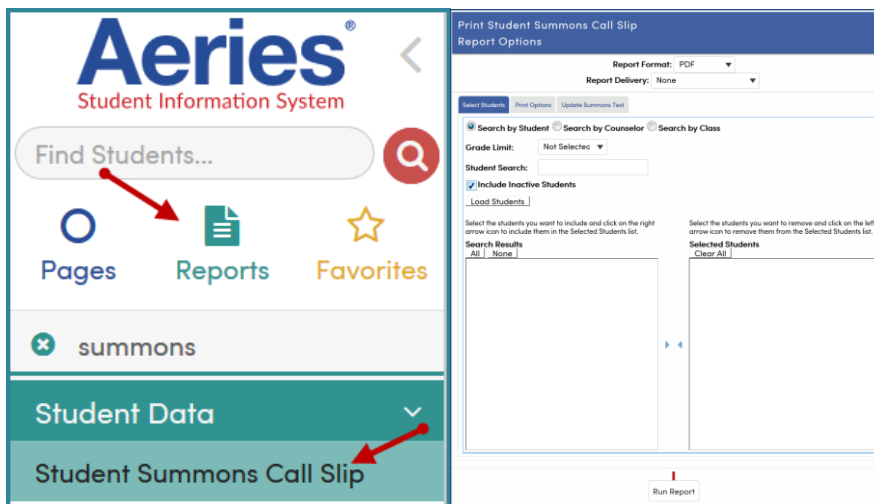


***Note:** Re-Admit Slips locates the last date the student has an attendance record entered. Also you can print it on a receipt printer or on a laser printer.

Summons:

Above the **Navigation Tree** click on:

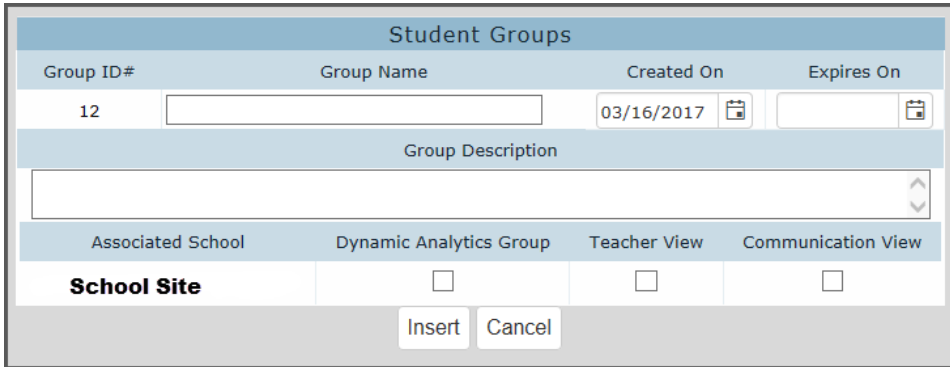
- **Reports**
- In the **Filter** box type: “**summons**”
- **Click** on report titled “**Student Summons Call Slip**”



Student Groups:

From the **Navigation Tree** click on:

- **School Info > Student Groups**



The screenshot shows a form titled "Student Groups" with the following fields and options:

Group ID#	Group Name	Created On	Expires On
12	<input type="text"/>	03/16/2017	<input type="text"/>
Group Description			
<input type="text"/>			
Associated School	Dynamic Analytics Group	Teacher View	Communication View
School Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

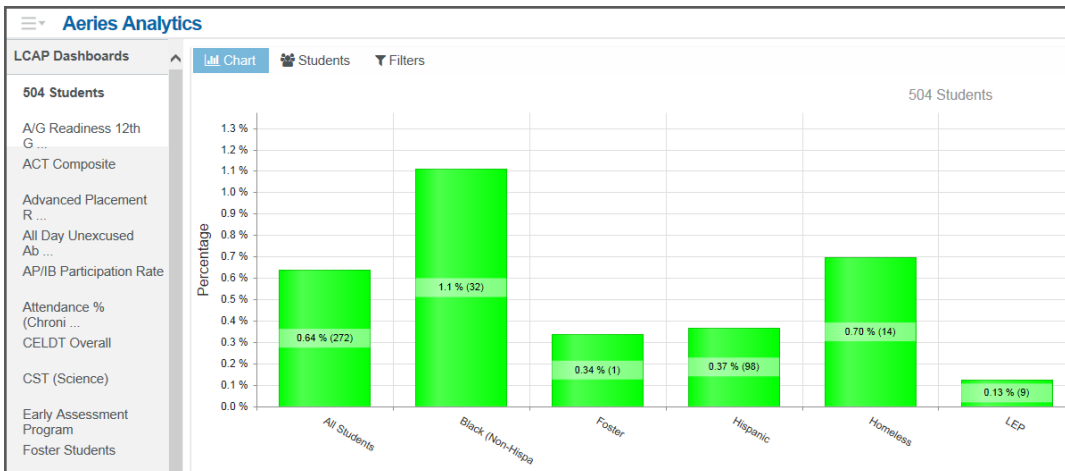
Buttons: Insert, Cancel

***Note:** Student Groups will allow you to create a group of specific students with Student ID numbers and assign a Group ID. After the Group ID has been created you can use the group to generate reports on the specific students.

Aeries Analytics:

From the **Navigation Tree** click on:

- **Aeries Analytics > Analytics Dashboard**



***Note:** The LCAP Dashboards provide pre-configured dashboards to analyze many data points common to the LCAP Development process.