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## **Tips & Tricks in Aeries Client Conference 2015**

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**Session Description:** A look at some well-known and some not-so-well-known features and applications available in Aeries.

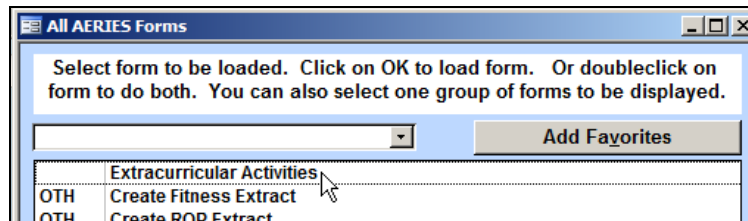
- 1. View All Forms / View All Reports**
- 2. Aeries Variables for Current User**
- 3. Change Form Colors**
- 4. Use of Double Click**
- 5. Turn On or Off Tab Stops**
- 6. Click Field Headings to Edit Fields**
- 7. Up/Down Arrows**
- 8. Minimize or Layer Screens and Reports**
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- 12. Print List of Saved Queries**
- 13. Print Database Table Information**
- 14. Print Preview**
- 15. Report Printing Packets**
- 16. Shift + F2**
- 17. Filter/Sort Student Data by field in a form**
- 18. Documentation on Web Page**

## View All Forms & View All Reports

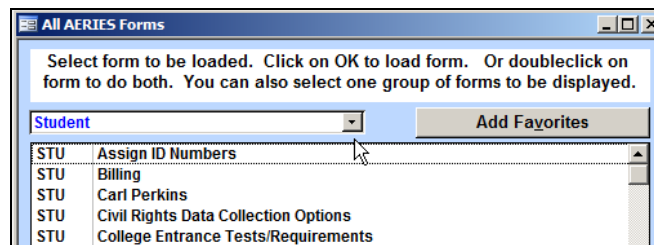
Accessible from the **Control Panel** and will display all Aeries Forms and Reports.



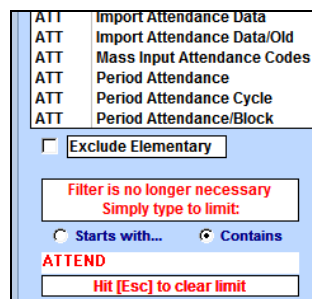
To select a form or report, double click on the form to be loaded or report to be generated.



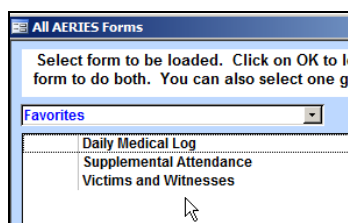
To sort a form or report by groups click on the **Group Type** at the top such as **Student** which will display only forms and reports for the group selected.



To **find** a form or report, start typing any part of the title. For example, type **Attend**, and only forms/reports that contain **Attend** will display. Click the mouse on **Starts with** before typing if you prefer to find a form or report using the starting letters of the title only.



Click the mouse on **Exclude** (Elementary or Secondary) if you wish to narrow choices further. Press the **Escape** key to reset a search. Use the **Add Favorites** button to store favorite forms or reports in the Favorites group. Select the form or report, click on the title to highlight it, then click on **Add Favorites**. To see forms or reports previously saved as favorites, choose the Favorites group from the dropdown.



## Aeries Variables for Current User

This form is accessible from **View All Forms** under group **OTH**. The **Aeries Variables for Current User** provides the User specific variables, such as, paths to the School Database, Student Pictures, District File, etc.

The screenshot shows the 'AERIES Variables for CSUSER' window. It includes fields for School Year (2013), School Code (994), and various paths like School Path, District Path, Photo Path, etc. There are also fields for System DB, Client Server, and Database Name. A section for scanner settings includes Scanner Model (2000) and Scanner Type (2). A grid of checkboxes allows users to customize their experience, such as 'Automatic Backup', 'Fast Exit from Aeries', 'Use Quick Launch form', etc. A yellow highlight is under 'CLIENT SERVER DATABASE' with an arrow pointing to the 'Database Name' field.

Each individual user can have **VARIABLES** in the **three** columns set to meet their needs and changed without affecting the data. Normally changes would not be made to entries in the top half of this form.

## Form Colors

**Color Chooser - Allows user to:**

- Modify screen colors to your own choice
- Set to gray
- Use Windows color scheme
- Use Aeries' default colors (light blue background, medium blue accent)

The screenshot shows the 'Color Chooser' window. It has radio buttons for 'Background Color' and 'Accent Color', a 'Keep Aeries Colors' checkbox, and three color selection buttons: 'RED 189', 'Green 216', and 'BLUE 255'. Each color button has 'MAX', 'MIN', and directional arrows. There are also buttons for 'Reset to basic gray', 'Reset to match Windows', 'Reset to Aeries Colors', and 'eXit'.

**Status Code Color Assignment - Allows user to:**

- Modify status code/border colors to own choice
- Change Status Tag Descriptions

The screenshot shows the 'Status Code Color Assignments' window. It features a table with columns for Code, Description, and Actual. A list on the right shows status tags like 'STU (Students) Status Tags', 'CRS (Courses) Status Tags', 'TCH (Teachers) Status Tags', 'MST (Master Schedule)', 'SMS (Scheduling Master)', and 'LOC (Location Data)'. There are buttons for 'Click to select a code', 'Click to assign new color to this Code', and 'EXIT'.

Code	Description	Actual
*	Pre-Enrolled for next year	508
B		27
E	Expelled	0
F		1
G	Graduated	3
I	Inactive	108
K		3
L	Leave	4
N	No Show	115
O		9
P	Passed Away	0

### Red Text in Fields:

- Warnings give attendance discrepancies
- Tag shows inactive student
- Age shows 18 years or older

**Students**  
2014-2015 Screaming Eagle High School 12/18/2014

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD) Student Documents (DOC)

Stu#	Last Name	First Name (A-J)	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
000001	Abbott	Allan	James		099400001	M	12	11/11/1996	18

Parent/Guardian: M/M A Abbott  
Area/Telephone: (777) 555-9448  
Father Work - Adam: (777) 555-7537  
Stepmom Mbl - Sara: (777) 569-1498  
Name/Addr Ver: 08/28/2013  
Status: I

Residence and Mailing Address: 1118 Glenview Lane, Eagle Rock, CA 99999-1234  
GridCd: [ ] Interdist xfer / District: [ ] Leave Date: [ ]

Schl Enter Dt: 09/05/2009  
Dist Enter Dt: 11/11/2002

Counselor Number: 708  
Name: Durbin, S  
Locker: 994  
Res Schl: 0  
NxtSchl: 13  
NxtGrd: 0  
NxtTch: 0  
Rcd Rel: X  
ParEd: 12

CorrLng: 00  
Hm Lng: 01  
LangFlu: R  
Prog: [ ] Att Prg 1: [ ] Att Prg 2: [ ] Ethnicity: N  
Race: 700  
Race/Ethnicity: [ ]

User1: [ ] User2: [ ] User3: [ ] User4: [ ] Band: GATE  
User7: [ ] User8: [ ] User9: [ ] User10: [ ] User11: [ ] User12: [ ] User13: [ ]

Student has L or B leave code with no exit reason code

Check Status:  Show Inactives:  Show Adjust:

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts V Quick Con W Acad Plan Y Enroll Hist  
7 Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Language I Interventions S Programs Z Crs Req  
J Classes K Grades L Transcript M Misc N CrsAttend O College I GATE Q DST Info Extra Actv

LOCATE UPDATE Print Preview OTHER  
Backward Get Forward Add Change Delete UpdATT Print eXit Reports

### Define Required Fields - Turquoise Shading in Fields:

- Indicates field has been setup as required and student cannot be added without data entered.

### Loading forms or reports Using Double Click

Certain forms contain fields that can be **Double Clicked**, which will result in displaying another form. On the **Teachers** form double click the mouse on a section number. For example, section 1038.

**Teachers**  
2014-2015 Screaming Eagle High School 12/18/2014

Tch#	Teacher Name (output)	First Name	Last Name	Title	Room	Max Stu	Total Stu	Tag
605	Acosta			Mrs	12	0	0	

ElecTag: [ ] E-mail Address: Teacher605@example.com  
Staff ID: 994605  
Staff ID 2: [ ] Staff ID 3: [ ]  
Grade Range: 0-0  
Website: [ ]

User1: [ ] User2: [ ] User3: [ ] User4: [ ] User5: [ ] User6: [ ] User7: [ ] User8: [ ]

MST Classes SMS Classes

Tg	Per	Sem	Days	Sec#	Crs ID	Course Title	Room	SchGrp	T/A	Max	Total
1	Y	MTWTF		1038	0726	IBHstAm2/HEcCv	Z2			38	18
1	Y	MTWTF		1043	1500	Tchr Aide	Z2	Y		0	1
2	Y	MTWTF		2166	0726	IBHstAm2/HEcCv	Z2			38	24
2	Y	MTWTF		2043	1500	Tchr Aide	Z2	Y		0	0
3	Y	MTWTF		3036	0725	Hon World Hst	Z2			38	37

The **Master Schedule** form will display for that section and teacher.

**Master Schedule**  
2014-2015 Screaming Eagle High School 12/18/2014

Section	Period	Blk	Sem	Course ID	Course Title	TchNum	Teacher Name	Highly Qlfd	Room	Tag
43	0	1	Y	0304	English 12 CP	816	Turner		H	CD3

ClassID: 0 Credit: 5.00 School: [ ] Prgm: [ ] Hlry Prg: [ ] Exclude ADA: [ ] Tch#2: 0 Unassigned Tch#3: 0 Unassign

Tag: [ ] Scheduling More Info

Stu#	Last Name	First Name	Sex	Grd	Prg	LngFl	Status	Lock
000148	Avalos	Michael	M	12	E			
000173	Balderrama	Kevin	M	12	E			
000176	Banderas	Karl	M	12	E			
000288	Borromeo	Stephanie	F	12	F			
000399	Carr	Michael	M	12	E			
000426	Castillo	Lizet	F	12	R			
000442	Cattlett	Richard	M	12	E			

GradeRng: 11 12 SchedGrp: [ ] TmCrsGp: [ ] Team#: 0 SemGp: [ ]  
Sex: [ ] SplitTerm: [ ] Mon Tue Wed Thu Fri Sat: [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
SMS table is for Next Year. MST will NOT update SMS. Max: 38 Total: 37 Male: 20 Female: 17 Left: 1

## Other examples:

- Double click on a heading in **View MST** – same as using **GET**.
- Double click on a name in **View All Forms** or **View All Reports** – same as select then clicking the **OK** button.
- Double click on the name of a **Saved Query** – same as select then clicking the **OK** button.

## Turn On or Off Tab Stops

Click the mouse on certain headings to turn On or Off the tab stops. The color of the headings will change from a royal blue (**ON**) to a navy blue (**OFF**). When the tab is off the cursor will bypass the field.

Crs ID	Course Title	Prf	Teacher Nm	Meets	AltCrs	Sec#	Per Trm	Tr	Reject	PrmLk	ALL
0117	Spanish II	X	000 Villalobos	MTWTF		2689	0	Y			
0608	Geometry Cp	-X	000 Cruz	MTWTF		2866	1	Y			
0315	Hon Eng 10 CP	-X	000 Nuno	MTWTF		0248	2	Y			
0701	World Hist. Cp	-X	000 Bryan, R	MTWTF		0080	3	Y			
0970	Leadership	-X	000 Wallace	MTWTF		0460	4	Y			
0656	Biology Cp	-X	000 Dunne	MTWTF		0524	5	Y			

## Click Field Headings to Edit Field

On the Aeries forms click the headings of fields to highlight the entire contents of that field.

Code	School Name	Area	Telephone	Fax	Open Date	Close Date	Tag
994	Screaming Eagle High School	999	555-9994		7/11/2000		

This is extremely helpful when you enter a field that has a **space** entered in the field. Data can be entered incorrectly with a space in front of the code.

User1	User2	User3	User4	Band	GATE	User7	User8	User9	User10	User11	User12	User13

## UP/DOWN Arrows Function on Selected Screens

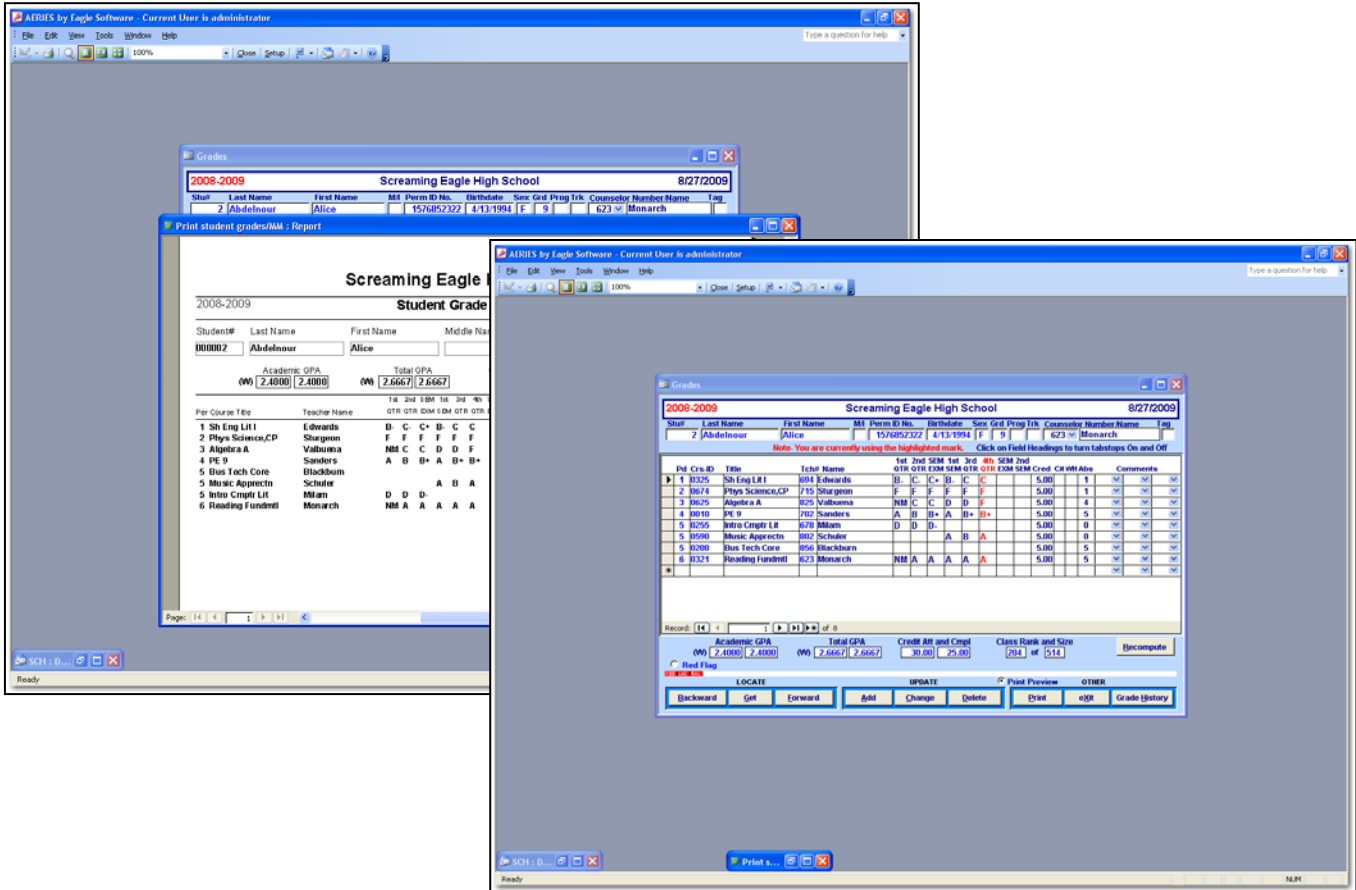
The **cursor** can be moved left, right, up and down on various screens instead of hitting tab.

Tch#	Teacher Name	Pd	Sec#	Days	Tag
605	Acosta	1	1038	MTWTF	

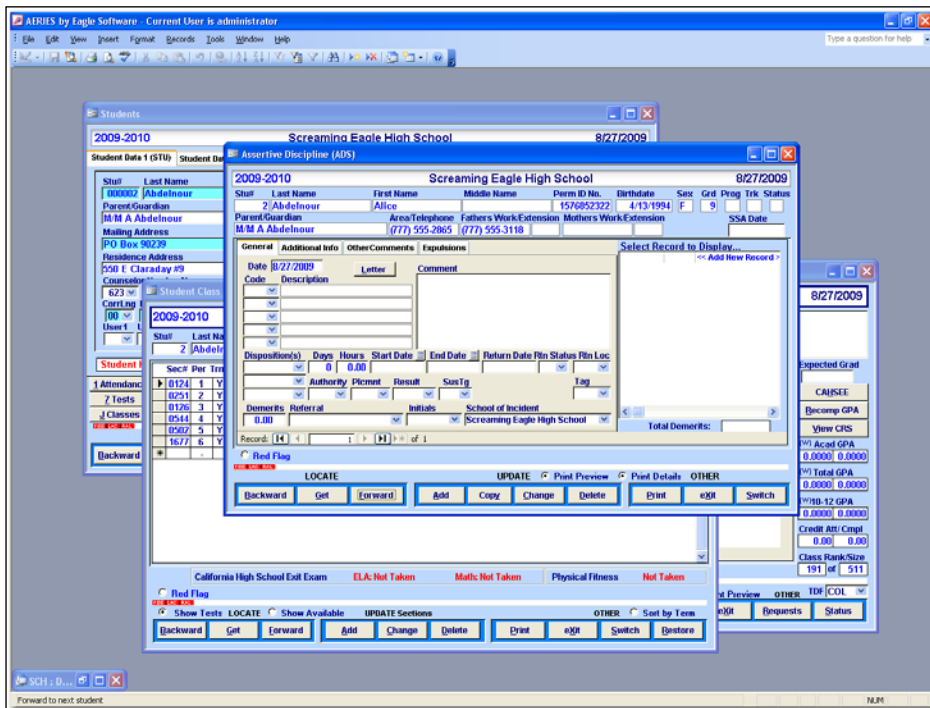
Stu#	Student Name	Grd	Tr	Pr	Nov	24	25	26	27	28	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19
000156	Baca, Jason	12							*	*															
000318	Brown, Gloria	12							*	*															
000371	Calucag, Thais	12							*	*															
000723	Elhadary, Brian	12							*	*															
000839	Flores, Desiree	12							*	*															

## Minimize or Layer Screens and Reports

Minimize a report in order to open a new screen without having to rerun the report.



Opening multiple screens allows more information at the click of a button. Don't make it too busy or it will cause greater difficulty rather than ease of use.

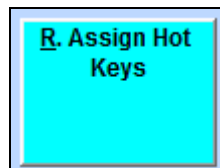


## Hot Keys

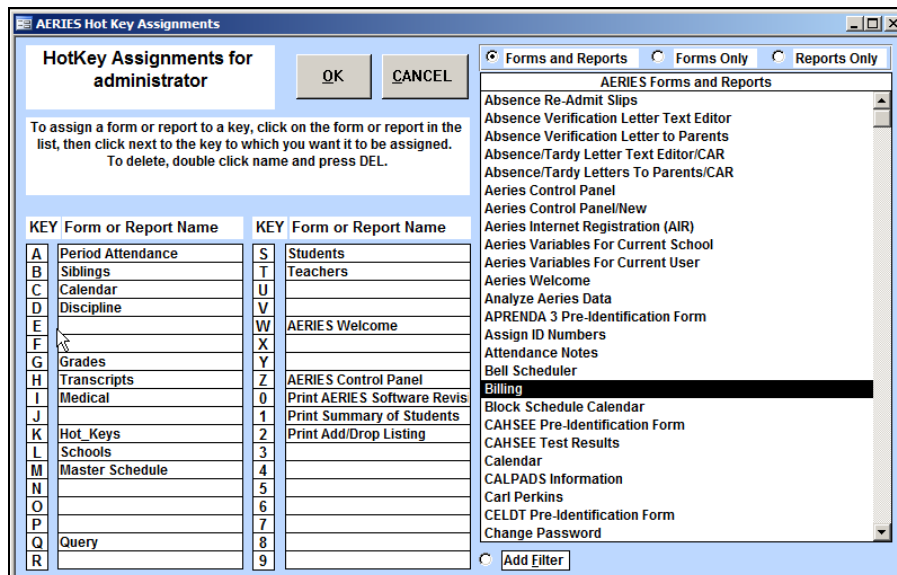
From the **Control Panel** click the mouse on the **Other Functions** button



Select **Assign Hot Keys**



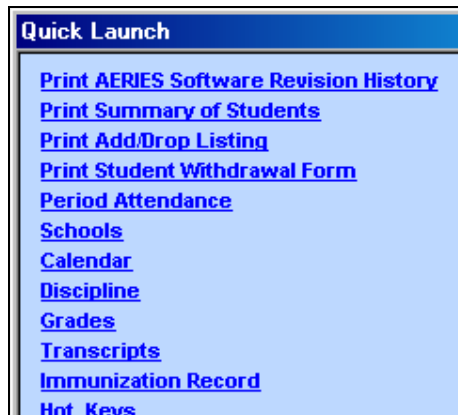
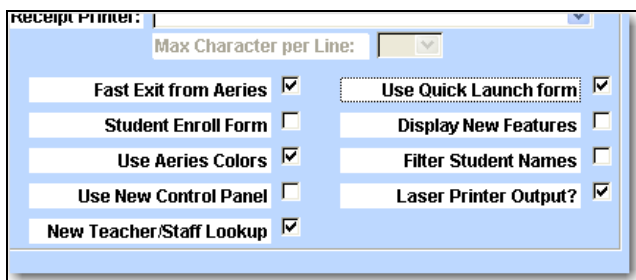
At the top right side options are available to display **ALL Forms and Reports**, **Forms Only** or **Reports Only**. The **Add Filter** will allow you to filter for specific forms or reports such as Attendance. To assign a form or report click the mouse on the Form or Report name, click next to the Key to be assigned. The report or form name will display.



Please Note - Forms are listed first, then Reports, each in alphabetical order.

## Quick Launch

Compare this to **Hot Keys** to find the Hot Keys selections that are the **Quick Launch Links**. The numbered selections are after alpha selections. **Quick Launch** can either be a Hot Key selection or setup to run automatically on startup via the Aeries Variables for current user.



Use the **arrow keys** on the keyboard to move left, right, up and down through screens



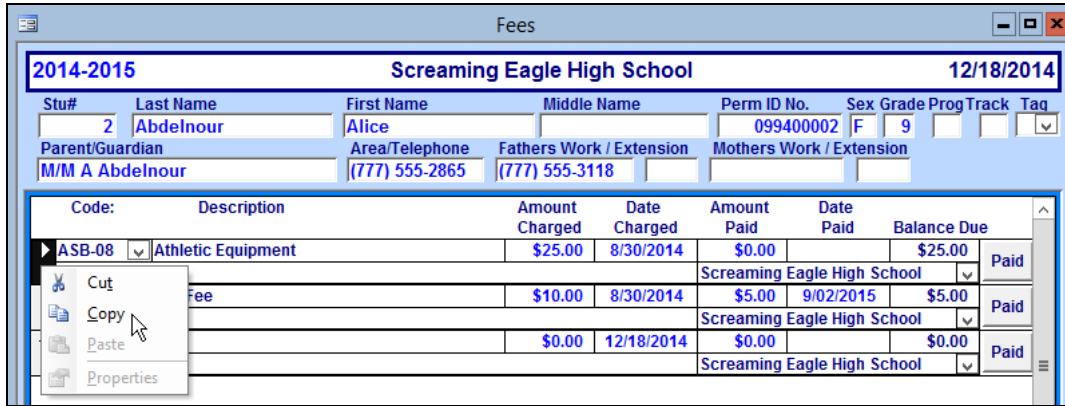
## Copy and Paste Records

A record can be easily copied from one student to another on certain forms. For example, on the **Interventions** form a counselor might need to talk to a number of students in regards to **Credit Checks**. A record can be added for Credit Checks for one student and copied to another student spoken to for the exact same thing. Any one of the options below can be used to copy or cut and paste a record to another student.

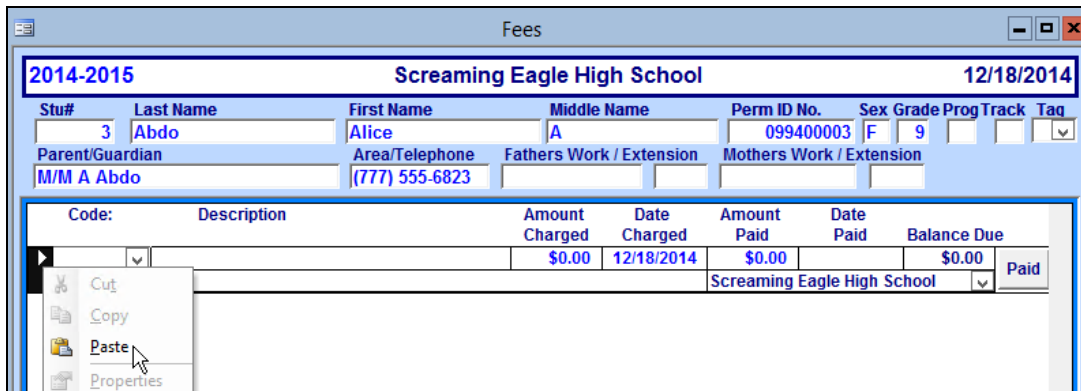
Function	Right Click Menu	Access Menu	Keyboard
Cut	Cut	Edit   Cut	Ctrl-X
Copy	Copy	Edit   Copy	Ctrl-C
Paste	Paste	Edit   Paste	Ctrl-V



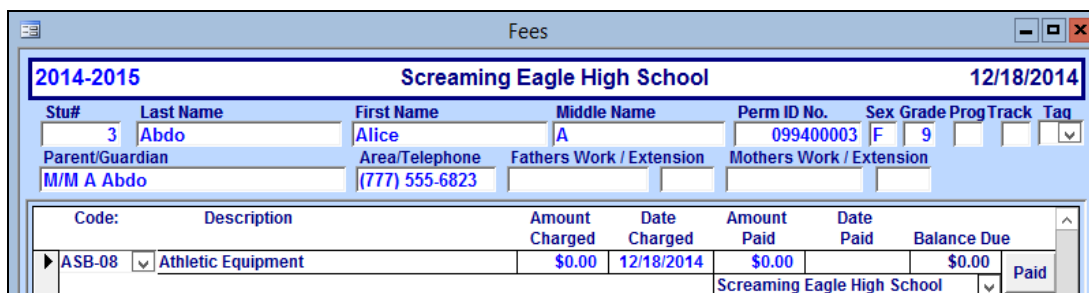
To select the record to copy click the mouse on the gray box to the left of the information. Use one of the copy functions listed above. For example, right-click on the mouse and a selection box will display. Click the mouse on **Copy**.



Select the student that the record will be copied to and click on the record that displays the asterisk (\*). Right-click the mouse on that record and the selection box will display.



Click the mouse on **Paste** and the record will be added to the student selected.



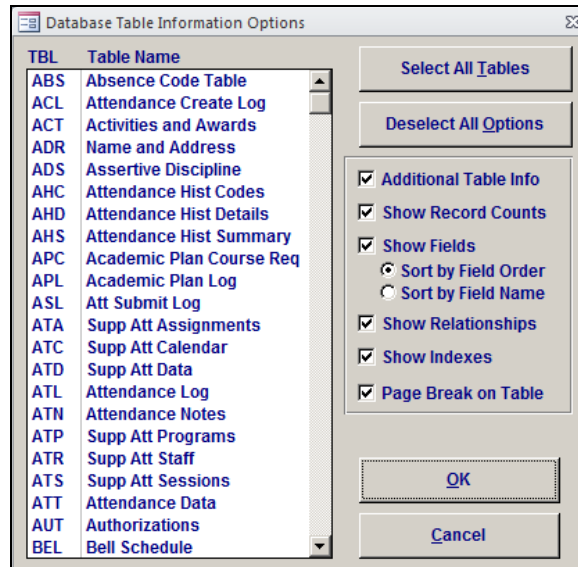
## Print List of Saved Queries

From **View All Reports** select the **OTH** group. Select **Print Saved Queries** in order by alpha or Author.

Screaming Eagle High School			12/18/2014
2014-2015 LIST of SAVED QUERIES			Page 1
Author	Query Name	Query Statement	
administrator	CRD query	LIST STU SEC MST CRS CRS.CN CRS.CO MST.LO MST.HI IF STU.GR = 9	
Demo	11th Grade Students	LIST STU FN LN PG IF GR = 11	
	2nd period student list	LIST STU SEC MST TCH CRS STU LN STU.FN TCH.TE MST.RM MST.PD IF MST.PD = 2	
	9th Grade Student	LIST STU LN FN GR IF GR = 9	

## Print Database Table Information

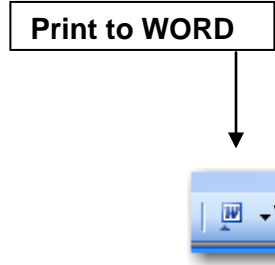
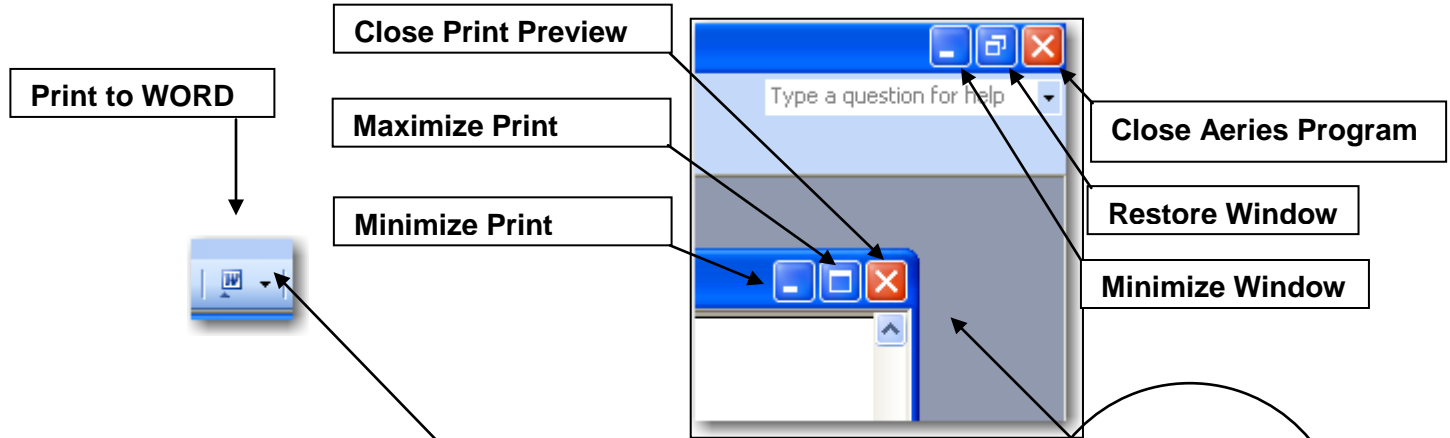
The **Print Database Table Information** report is accessed from **View All Reports** and the **OTH** group. This report will print one or more pages for each table selected and will print all fields within these tables.



After selecting the tables and options, click the mouse on the **OK** button and the report will generate. The Table name will display in the left hand corner and various table information will print.

<b>Screaming Eagle High School</b>				
2014-2015		<b>Database Table Information</b>		12/18/2014
<b>Table Code:</b> ABS	<b>Table Name:</b> Absence Code Table		<b>Record Count:</b>	17
<b>Table Description</b>			<b>Data Type</b>	<b>District Managed</b>
Codes used for recording absences			Setup	Y
<b>Relationships</b>		<b>Field Name</b>	<b>Foreign Table</b>	<b>Foreign Field</b>
ABS		CD	ATT	AL
<b>Indexes</b>		<b>Index Type</b>	<b>Field</b>	
PRIMARYKEY		Primary	CD	
<b>Field Code</b>	<b>Field Heading</b>	<b>Field Description</b>	<b>Type of Data</b>	<b>Maximum</b>
CD	Absence code	Absence code	Text	1
TI	Title	Title	Text	10
AB	Abbreviation	Abbreviation	Text	3
TY	Type	Type	Numeric	255
AD	ADA (Y/N)?	ADA?	Yes/No	1
LT	Letters (Y/N)?	Letters?	Yes/No	1
DI	Dialer (Y/N)?	Dialer?	Yes/No	1
OT	Other (Y/N)?	Other?	Yes/No	1
GR	Grades (Y/N)?	Grades?	Yes/No	1
SU	Susp (Y/N)?	Suspension?	Yes/No	1
PT	Partial Dy Truant (Y/N)?	Partial Day > 30 Minutes Truant?	Yes/No	1
DTS	DTS	DTS	Date	8

# Print Preview



AERIS by Eagle Software - Current User Is administrator

File Edit View Tools Window Help

Close Setup 100%

Type a question for help

Master Schedule List

04/27/2009 03:04:22 PM Page 1

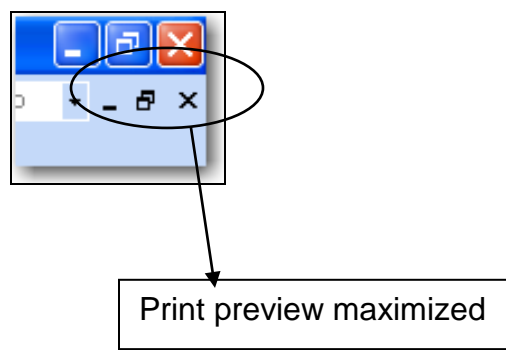
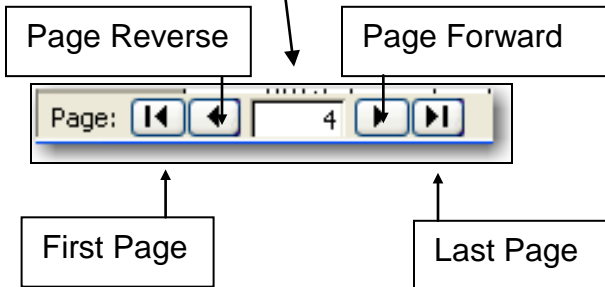
### Screaming Eagle High School

2009-2010 MASTER SCHEDULE BY PERIOD and SECTION

Sec#	Pd-Bk	Sm	Days	Crs ID	Course Title	Dept	Tchr/ Teacher Name	Room	Credit	Sex	Low	High	Max	Tot	Boys/Pct	Girls/Pct	Sm Sch Grp	Crs Grp	Team Num	TM
0003	0	Y	MTWTF	0210	Office Training	B	840 Wright	BOff	5.0		11	12	7	7	4	57	3	43		
0004	0	S	MTWTF	9001	No Zero Period		801 Aldrich	ADM	5.0		9	12	500	0	0	0	0			
0010	0	Y	MTWTF	1500	Tchr Aide	J	721 Wallace	ASD	5.0		11	12	0	0	0	0	0			Y
0019	0	Y	MTWTF	1000	Tchr Aide	J	723 Wilson	ADM	5.0		11	12	0	0	0	0	0			Y
0025	0	Y	MTWTF	1500	Tchr Aide	J	623 Monarch	ADM	5.0		11	12	0	0	0	0	0			Y
0029	0	Y	MTWTF	1500	Tchr Aide	J	709 Dublin	ADM	5.0		11	12	0	0	0	0	0			Y
0035	0	S	MTWTF	0765	Health/Careers	P	718 Valdez	E1	5.0		9	12	40	28	14	50	14	50	B	
0036	0	F	MTWTF	0765	Health/Careers	P	718 Valdez	E1	5.0		9	12	40	28	14	50	14	50	B	
0040	0	S	MTWTF	0971	Admin F Art		601 Aldrich	ADM	5.0		9	12	100	1	1	100	0	0		
0044	0	S	MTWTF	0974	Admin F Comput		601 Aldrich	ADM	5.0		9	12	100	0	0	0	0			
0045	0	S	MTWTF	0973	Admin F English		601 Aldrich	ADM	5.0		9	12	100	0	0	0	0			
0046	0	S	MTWTF	0975	Admin F For Lan		601 Aldrich	ADM	5.0		9	12	100	1	0	0	1	100		
0047	0	S	MTWTF	0978	Admin F Home Ec		601 Aldrich	ADM	5.0		9	12	100	0	0	0	0			
0050	0	S	MTWTF	0977	Admin F Music		601 Aldrich	ADM	5.0		9	12	100	0	0	0	0			
0053	0	S	MTWTF	0986	Admin F Science		601 Aldrich	ADM	5.0		9	12	100	0	0	0	0			
0054	0	S	MTWTF	0970	Admin F Ind Art		601 Aldrich	ADM	5.0		9	12	100	0	0	0	0			
0060	0	S	MTWTF	0979	Admin F Math		601 Aldrich	ADM	5.0		9	12	100	1	1	100	0	0		
0065	0	Y	MTWTF	0980	Gen Elective		601 Aldrich	ADM	5.0		9	12	100	0	0	0	0			
0069	0	S	MTWTF	0902	Admin F Soc Stu		601 Aldrich	ADM	5.0		9	12	100	1	0	0	1	100		
0070	0	S	MTWTF	0983	Admin F Wee		601 Aldrich	ADM	5.0		9	12	100	0	0	0	0			
0071	0	S	MTWTF	0984	Admin F Rep		601 Aldrich	ADM	5.0		9	12	100	1	0	0	1	100		
0072	0	S	MTWTF	0985	Admin F Spec Ed		601 Aldrich	ADM	5.0		9	12	100	0	0	0	0			
0086	0	Y	MTWTF	0996	Tri Course		601 Aldrich	ADM	5.0		9	12	100	18	11	61	7	39		
0080	0	F	MTWTF	0993	Admin F Dance		601 Aldrich	ADM	5.0		9	12	100	0	0	0	0			
0081	0	F	MTWTF	0983	Admin F Wee		601 Aldrich	ADM	5.0		9	12	100	0	0	0	0			

Page: 1 4 1

Ready NUM



This is a maximized print preview. Notice the scroll bar on the right to allow viewing the rest of the page.

Sec#1	Pd	Bl	Sm	Days	Crs ID	Course Title	Dept	Tch#r	Teacher Name	Room	Credit	Sex	Low	High	Max	Tot	Boys/Pct	Girls/Pct	T/A
1017	0	Y	MTWTF	1500	Tchr Aide	J 831 Elliott	OYM	5.0		11 12	0	0	0	0	0	0			Y
1018	0	Y	MTWTF	1500	Tchr Aide	J 815 Crane	CAFÉ	5.0		11 12	0	0	0	0	0	0			Y
1021	0	S	MTWTF	0582	Adv Band	F 802 Schuler	L1	5.0		9 12	0	0	0	0	0	0			
1022	0	Y	MTWTF	0014	Adapt PE	P 835 Wilber	OYM	5.0		9 12	30	12	4	33	8	67			
1023	0	Y	MTWTF	1500	Tchr Aide	J 835 Wilber	OYM	5.0		11 12	0	0	0	0	0	0			Y
1024	0	Y	MTWTF	0618	Appl Calculus	M 725 Zigler	S5	5.0		9 12	0	0	0	0	0	0			
1025	0	Y	MTWTF	0617	Hon Adv Alg Cp	M 810 Stawmizy	CD3	5.0		9 12	0	0	0	0	0	0			
1437	0	Y	MTWTF	0012	Weight Trng	P 702 Standers	OYM	5.0		9 12	45	44	16	36	28	64			
<b>Totals:</b> Seats: 554    Students: 403    Class Average: 19.2    Boys: 200    Pct: 50    Girls: 203    Pct: 50																			
0001	1	Y	MTWTF	0321	Reading Fundmtl	E 729 Cooksey	C7	5.0		9 12	30	14	7	50	7	50	B		
0008	1	Y	MTWTF	0952	Math	T 713 Staley	F4	5.0		9 12	12	9	5	56	4	44			
0023	1	F	MTWTF	0582	Adv Band	F 802 Schuler	L1	5.0		9 12	200	29	14	48	15	52			
0027	1	Y	MTWTF	1500	Tchr Aide	J 823 Monarch	ADM	5.0		10 12	0	0	0	0	0	0			Y
0028	1	Y	MTWTF	1500	Tchr Aide	J 708 Durbin	ADM	5.0		11 12	0	0	0	0	0	0			Y
0059	1	Y	MTWTF	1500	Tchr Aide	J 716 Taylor	ADM	5.0		11 12	0	0	0	0	0	0			Y
0061	1	Y	MTWTF	1500	Tchr Aide	J 723 Wilson	ADM	5.0		11 12	0	0	0	0	0	0			Y
0073	1	Y	MTWTF	0210	Office Training	B 840 Wright	BO#	5.0		11 12	7	7	4	57	3	43			
0076	1	F	MTWTF	0765	Health/Careers	P 718 Valdez	E1	5.0		9 12	40	26	14	54	12	46	B		
0078	1	Y	MTWTF	0550	Study Skills	J 811 Stepanik	E2	5.0		9 12	22	9	5	56	4	44			
0079	1	Y	MTWTF	1500	Tchr Aide	J 810 Alvarado	F7	5.0		11 12	0	0	0	0	0	0			Y
0080	1	Y	MTWTF	0302	English 10 CP	E 732 Stromberg	C5	5.0		10 12	28	28	15	54	13	46			
0087	1	Y	MTWTF	0353	Lib Trng I	J 835 Gonzalez	LIB	5.0		10 12	3	3	2	67	1	33			
0089	1	Y	MTWTF	0304	English 12 CP	E 690 Perry	C6	5.0		12 12	36	35	18	51	17	49			
0091	1	Y	MTWTF	1500	Tchr Aide	J 811 Stepanik	E2	5.0		11 12	0	0	0	0	0	0			Y
0099	1	Y	MTWTF	0112	Lab Asst Cer	F 699 Rodriguez	F6	5.0		11 12	4	3	1	33	2	67			

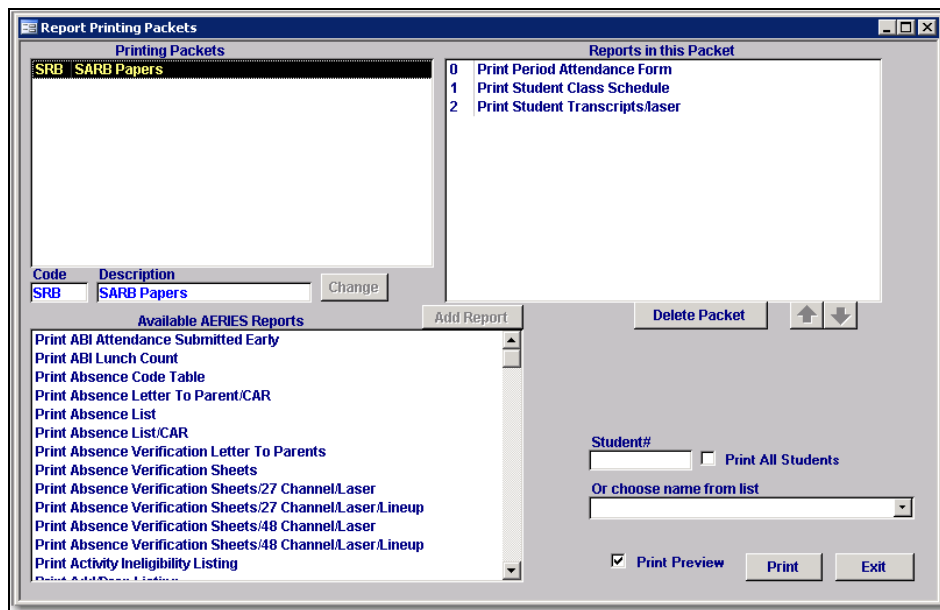
This screen is a zoom view of the report in preview mode.

Sec#1	Pd	Bl	Sm	Days	Crs ID	Course Title	Dept	Tch#r	Teacher Name	Room	Credit	Sex	Low	High	Max	Tot	Boys/Pct	Girls/Pct	T/A
1017	0	Y	MTWTF	1500	Tchr Aide	J 831 Elliott	OYM	5.0		11 12	0	0	0	0	0	0			Y
1018	0	Y	MTWTF	1500	Tchr Aide	J 815 Crane	CAFÉ	5.0		11 12	0	0	0	0	0	0			Y
1021	0	S	MTWTF	0582	Adv Band	F 802 Schuler	L1	5.0		9 12	0	0	0	0	0	0			
1022	0	Y	MTWTF	0014	Adapt PE	P 835 Wilber	OYM	5.0		9 12	30	12	4	33	8	67			
1023	0	Y	MTWTF	1500	Tchr Aide	J 835 Wilber	OYM	5.0		11 12	0	0	0	0	0	0			Y
1024	0	Y	MTWTF	0618	Appl Calculus	M 725 Zigler	S5	5.0		9 12	0	0	0	0	0	0			
1025	0	Y	MTWTF	0617	Hon Adv Alg Cp	M 810 Stawmizy	CD3	5.0		9 12	0	0	0	0	0	0			
1437	0	Y	MTWTF	0012	Weight Trng	P 702 Standers	OYM	5.0		9 12	45	44	16	36	28	64			
<b>Totals:</b> Seats: 554    Students: 403    Class Average: 19.2    Boys: 200    Pct: 50    Girls: 203    Pct: 50																			
0001	1	Y	MTWTF	0321	Reading Fundmtl	E 729 Cooksey	C7	5.0		9 12	30	14	7	50	7	50	B		
0008	1	Y	MTWTF	0952	Math	T 713 Staley	F4	5.0		9 12	12	9	5	56	4	44			
0023	1	F	MTWTF	0582	Adv Band	F 802 Schuler	L1	5.0		9 12	200	29	14	48	15	52			
0027	1	Y	MTWTF	1500	Tchr Aide	J 823 Monarch	ADM	5.0		10 12	0	0	0	0	0	0			Y
0028	1	Y	MTWTF	1500	Tchr Aide	J 708 Durbin	ADM	5.0		11 12	0	0	0	0	0	0			Y
0059	1	Y	MTWTF	1500	Tchr Aide	J 716 Taylor	ADM	5.0		11 12	0	0	0	0	0	0			Y
0061	1	Y	MTWTF	1500	Tchr Aide	J 723 Wilson	ADM	5.0		11 12	0	0	0	0	0	0			Y
0073	1	Y	MTWTF	0210	Office Training	B 840 Wright	BO#	5.0		11 12	7	7	4	57	3	43			
0076	1	F	MTWTF	0765	Health/Careers	P 718 Valdez	E1	5.0		9 12	40	26	14	54	12	46	B		
0078	1	Y	MTWTF	0550	Study Skills	J 811 Stepanik	E2	5.0		9 12	22	9	5	56	4	44			
0079	1	Y	MTWTF	1500	Tchr Aide	J 810 Alvarado	F7	5.0		11 12	0	0	0	0	0	0			Y
0080	1	Y	MTWTF	0302	English 10 CP	E 732 Stromberg	C5	5.0		10 12	28	28	15	54	13	46			
0087	1	Y	MTWTF	0353	Lib Trng I	J 835 Gonzalez	LIB	5.0		10 12	3	3	2	67	1	33			
0089	1	Y	MTWTF	0304	English 12 CP	E 690 Perry	C6	5.0		12 12	36	35	18	51	17	49			
0091	1	Y	MTWTF	1500	Tchr Aide	J 811 Stepanik	E2	5.0		11 12	0	0	0	0	0	0			Y
0099	1	Y	MTWTF	0112	Lab Asst Cer	F 699 Rodriguez	F6	5.0		11 12	4	3	1	33	2	67			

To change the **Zoom View** of the report place the cursor on the report until the **symbol** displays and click the mouse.

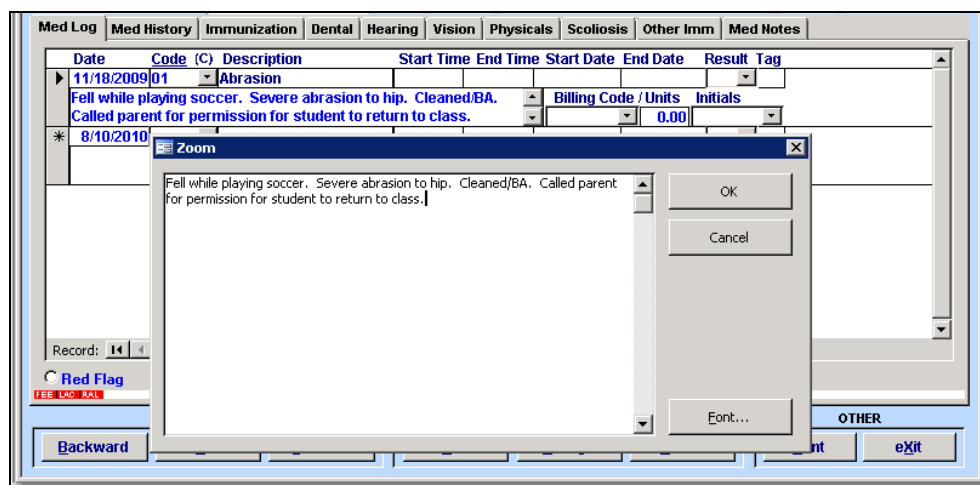
## Report Printing Packets

The **Report Printing Packets** is an option from **View All Reports** that allows you to create a packet of specific reports to be printed all at one time.



## Shift + F2

Zooms in on the memo field and displays a text box to view while entering information.

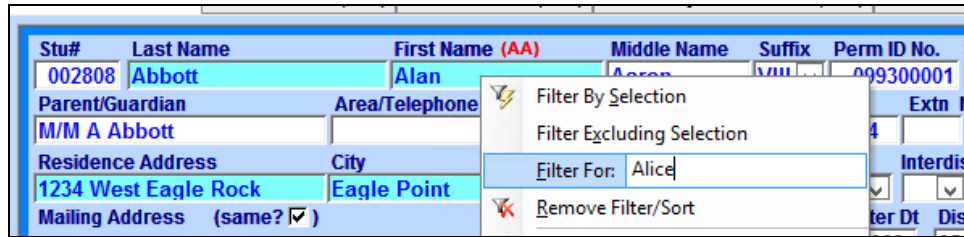


## Filter/Sort Data by field in a form:

Right-Click the mouse in a field to display the pop up menu

- **Filter by Selection** hi-light the first name and will select all students with the first name
- **Filter Excluding Selection** hi-light the first name and will select all students that **DO NOT** have that first name.
- **Sort Ascending** will sort students in ascending order using the sorted field first.
- **Sort Descending** will list students in descending order using the sorted field first
- **Filter for** on the first name enter 'Alice' and only students with the first name of Alice will display

To **Remove the Filter/Sort**, right-Click the mouse in the field selected to sort by to display the pop up menu. Click the mouse on the **Remove Filter/Sort** option.



**NOTE:** Filtering on a field is the same as the SKIP/KEEP except you are not reminded to remove the Filter. **YOU MUST** click on “Remove Filter/Sort” to return data to its original state.

## Documentation on web page

This website <http://www.aeries.com> allows all users to link to the FAQ, Videos, Queries, On-Line Help and Documentation files from the **Training & Support** drop down.



The Downloadable Documents page is available from the **Training & Support** tab and displays different areas for procedural documentation.

