## How to Setup Quick Launch & Hot Keys

Quick Launch is a terrific part of Aeries that allows you to go directly to frequently used screens, forms, or reports.

1. On your main Aeries screen, click on "View all forms".



2. Start typing "Aeries Variables" and select "Aeries Variables for Current User".

== All A	ERIES Forms			۰	23	
Sele form	Select form to be loaded. Click on OK to load form. Or doubleclick on form to do both. You can also select one group of forms to be displayed.					
	×	A	dd Fa <u>v</u> orit	es		
OTH	Aeries Variables For Current School					
OTH	Aeries Variables For Current User					
	xclude Elementary Group			Cle	ear	
Fi	Iter is no longer necessary					
	Simply type to limit:					
0.5	C Starts with C Contains					
AERI	AERIES VARIABLES OK EXIT					
	HIT [ESC] TO Clear limit -					

3. You will see the screen displayed below. Please put a check in the "Use Quick Launch form" box at the bottom of the screen. Exit from this screen and restart Aeries.

E AERIES Variables f	for ADMINISTRAT	FOR			- 0 %	
School Year: 2012 School Code: 990 C:\Aeries Cs\SCH12990.MDB						
School Path:	h: C:\Aeries Cs\				EXIT	
District Path:	C:\Aeries Cs\					
Photo Path:					<u>H</u> ELP	
Help Path:					PRINT	
SASI Path:					<u></u>	
PAC Path:					Create New	
SAV Path:	Cache DB					
Update Path:	G:\InfoSrv\Easy\Latest custom CS\					
Email Address:						
System DB:	c:\aeries_cs\systemxp.mdw					
Client Server:	Client Server: shackleton.iusd.org					
Database Name:	DST12000IUSI	)				
Data source is E	AGLE1.INI					
Scanner Model:		Receipt Printer:	I		•	
Scanner Type:	1		Max Character per Line:	Ŧ		
				_		
Automat	ic Backup 🗖	Fast Exit from Aeries 🔽	Use Quick Launch form 🗹 🧲			
Old Stude	nt Lookup 🗖	Student Enroll Form 🗖	Display New Features	•		
Show Stud	lent Photo 🔽	Use Aeries Colors 🗖	Filter Student Names 🗖			
Check Stude	ent Status 🔽	Use New Control Panel 🗖	Laser Printer Output? 🔽			
Show Red-Flag	g-O-Meter 🔽	New Teacher/Staff Lookup 🔽				
Nuke Cache	on Close 🚺 👻	CLIENT SERVER DATABASE				

4. When you log in, you will see a display such as below.



5. The Quick Launch box will now display on the left whenever you launch Aeries. You can move it to another part of the screen or close it if need be. It starts with a default set of hot keys (links), but you can change those to suit your needs. To modify the list of Hot Keys, go to the main screen in Aeries and click on "Other Functions", and then "R. Assign Hot Keys".

🔄 Miscellaneous Functions 📖 🖾 🖾					
2012-2013	Irvine Control School 1/16/2013				
<u>A</u> . Create a new AERIES Database	<u>B</u> . Compact current AERIES database	<u>C</u> . Backup current AERIES database	<u>D</u> . Restore current AERIES database	<u>E</u> . Create AERIES data from SASI	<u>F</u> . Create AERIES data from SASI-XP
<u>G</u> . Get a DOS Window	<u>H</u> . Copy Table from Another Database	I. Copy AERIES data from last year	<u>J</u> . Copy Many Students from Another School	<u>K</u> .Copy One Student from Another School	L. Update Student Data from Last Year
<u>M</u> . Query Letter Editor	<u>N</u> . Update Code Table	<u>O</u> . Update Absence Code Table	<u>P</u> . Update Locker Table	Q. Update Graduation Requirements Table	<u>R</u> . Assign Hot Keys
<u>S</u> . Student ID Card Setup and Print	<u>T</u> . Student Photograph Setup	<u>U</u> . Test Scanner	<u>V</u> . Textbook Accounting	<u>W</u> . Physical Fitness Testing	<u>X</u> . Exit this screen (EXIT)

6. You will see a screen like the one displayed below. You can scroll through the list on the right, or use a filter to search for the forms or reports that you use frequently.

AERIES Hot Key Assignments 🗆 🗉 🔀					
HotKey Assignments for administrator	<u>O</u> K <u>C</u> ANCEL	Forms and Reports C Forms Only C Reports Only     AERIE S Forms and Reports     Absence Re-Admit Slips			
To assign a form or report to a key, clic list, then click next to the key to which y delete, double click name	ck on the form or report in the rou want it to be assigned. To e and press DEL.	Absence Verification Letter Text Editor Absence Verification Letter to Parents Absence/Tardy Letter Text Editor/CAR Absence/Tardy Letters To Parents/CAR Aeries Control Panel Aeries Control Panel/New Aeries Variables For Current School			
KEY Form or Report Name KEY	Y Form or Report Name				
0         Print Emergency Cards by Al         1           1         Print Emergency Cards IUSD         2           2         Print Monthly Attendance Re         K           3         Print Monthly Attendance Su         L           4         Print Daily Enrollment By Tea         M           5         Print Student Immunization F         N           6         Web Users         O           7         Standards Based Grade Rep         Q           9         Define Email Text         R           A         Print Class List By Teacher         S           B         Update Links For Online Rest         T           C         Update Code Table         U           D         Print Daily Enrollment/Dates         V           E         Mass Change Section Numb         W           F         Update Global Web Message         X	Locator Card Setup IUSD Hot_Keys Query Query	Aeries Variables For Current User         Aeries Welcome         Analyze Aeries Data         APRENDA 3 Pre-Identification Form         Assign ID Numbers         Attendance Notes         Automated Internet Registration (AIR)         Bell Scheduler         Billing         Block Schedule Calendar         CAH SEE Pre-Identification Form         CAH SEE Pre-Identification Form         Cal Grant Setup         Calendar         CALPADS Information         Call Pre-Identification Form         CALPADS Information         Call Pre-Identification Form			
H Transcripts Z	AERIES Control Panel	C Add <u>Filter</u>			

7. Once you find the report or form you want, click on it once to highlight it, and then click next to the letter or number to which you want it assigned. You can also click on the filter button on the bottom to search for a particular word or phrase in the title.



8. Once you have it the way you want it, click OK. You will need to restart Aeries for the changes to take place.