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".
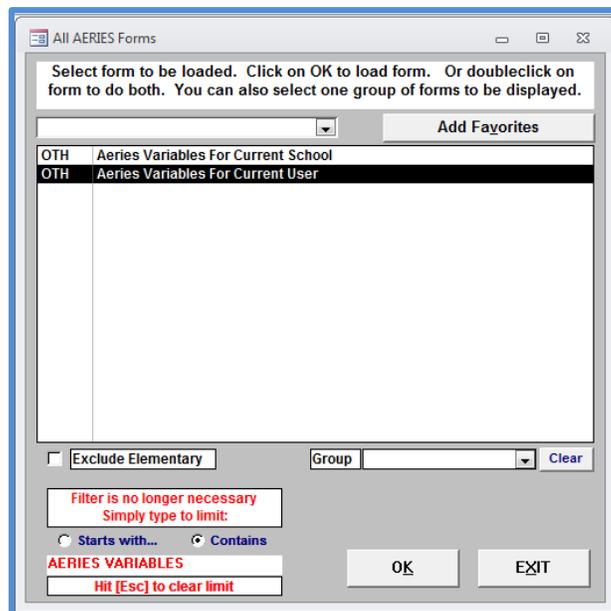
3. You will see the screen displayed below. Please put a check in the "Use Quick Launch form" box at the bottom of the screen. Exit from this screen and restart Aeries.
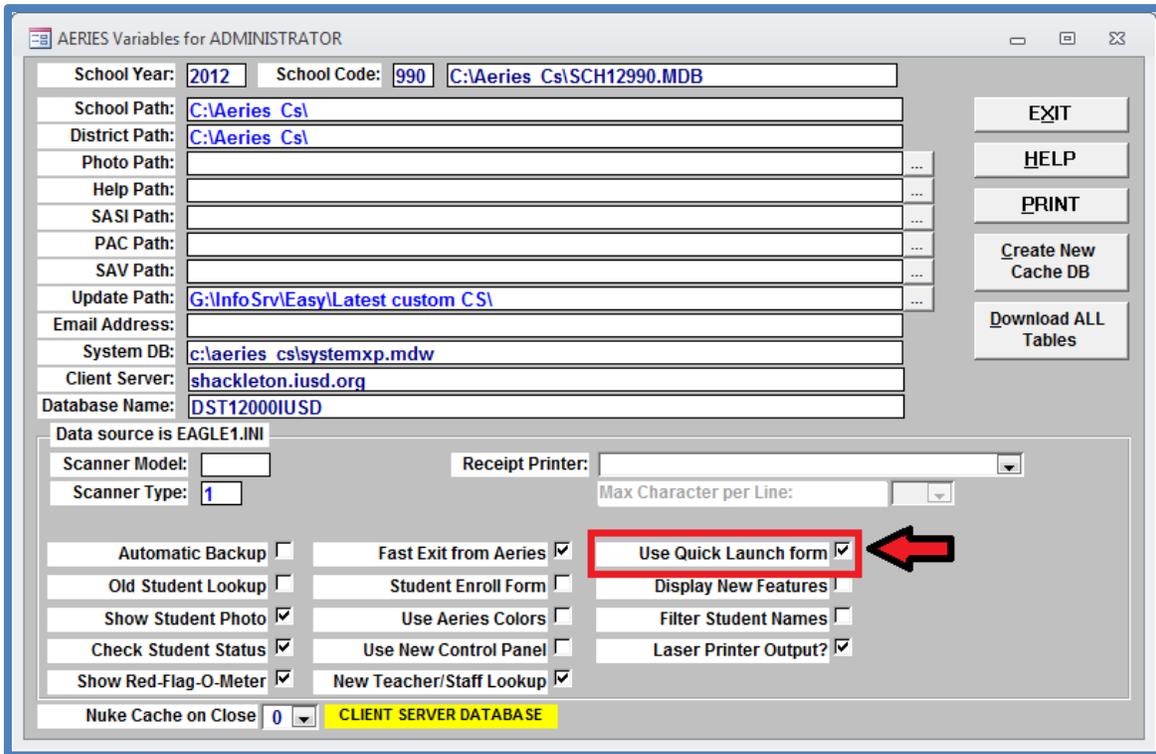
4. When you log in, you will see a display such as below.

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".
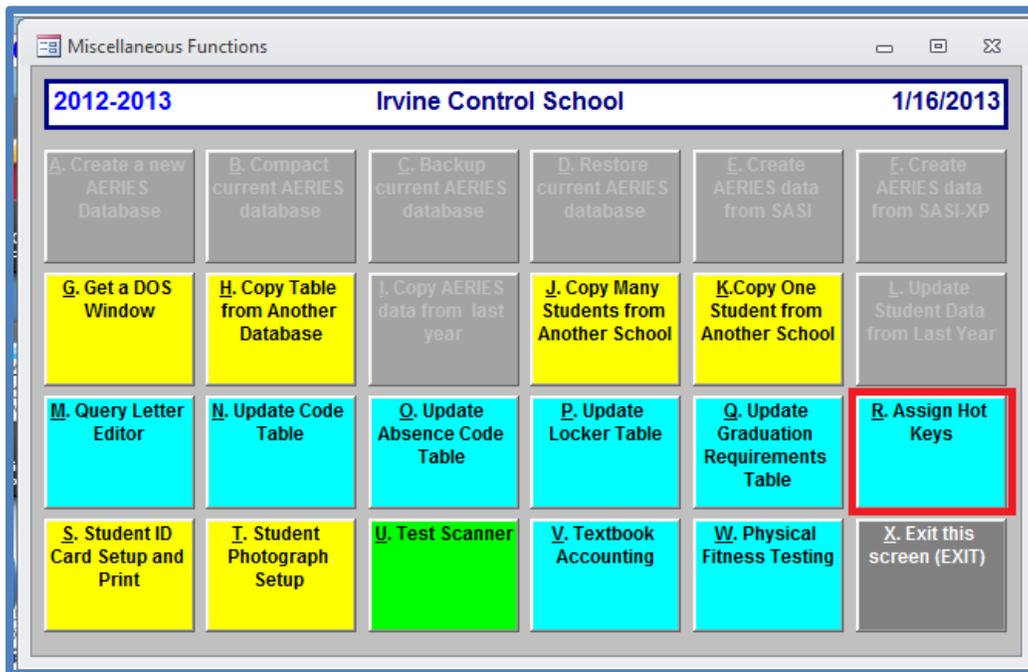
6. You will see a screen like the one displayed below. You can scroll through the list on the right, or use a filter to search for the forms or reports that you use frequently.
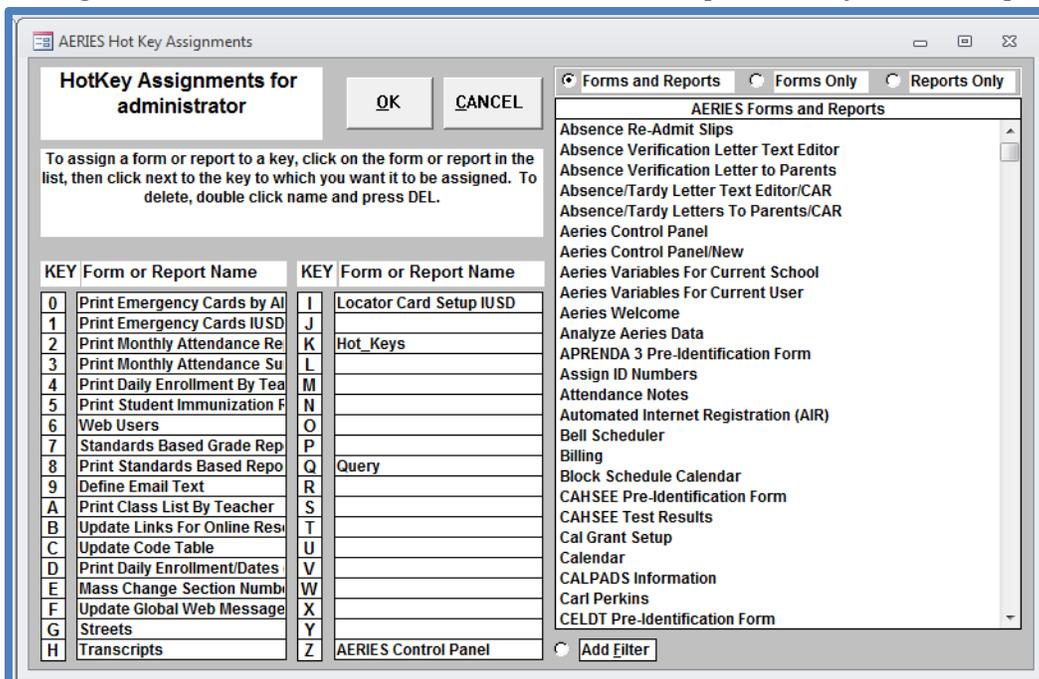
7. Once you find the report or form you want, click on it once to highlight it, and then click next to the letter or number to which you want it assigned. You can also click on the filter button on the bottom to search for a particular word or phrase in the title.
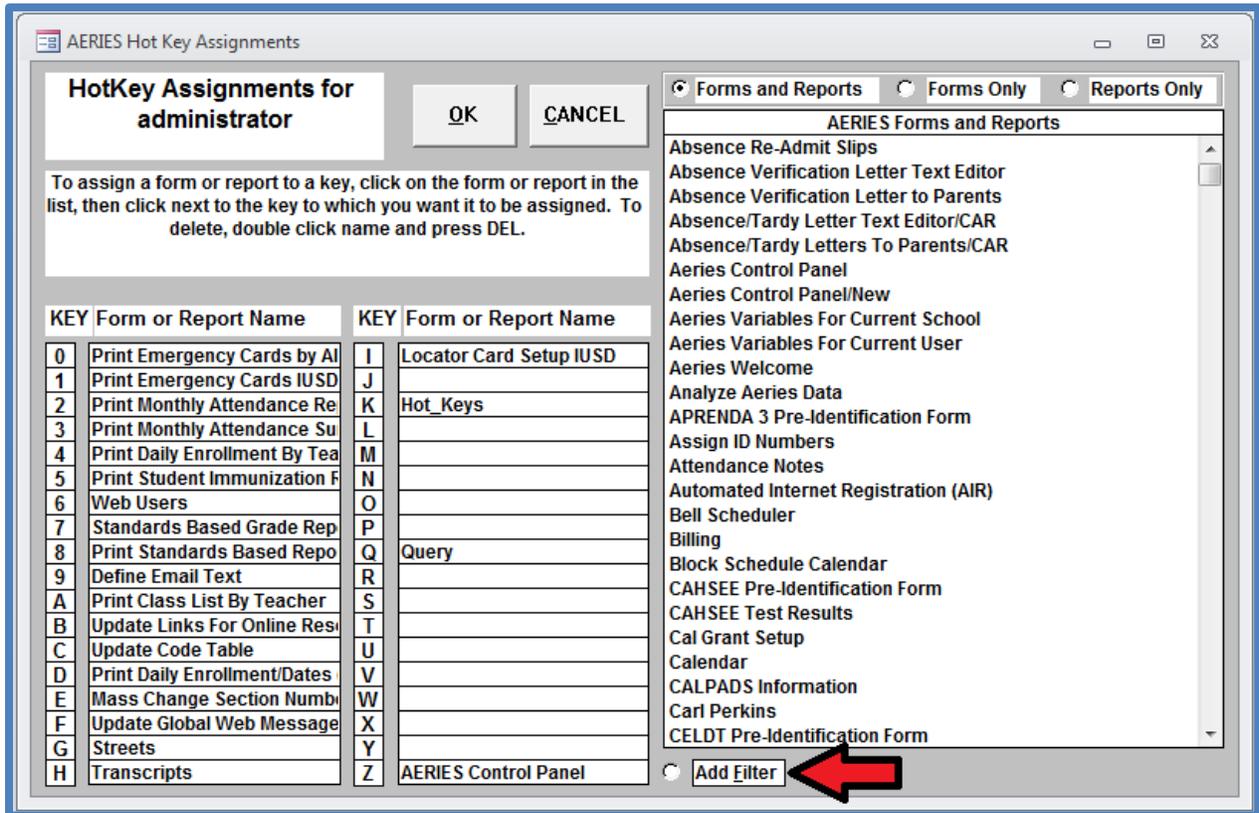
8. Once you have it the way you want it, click OK. You will need to restart Aeries for the changes to take place.