

Good Morning, Aeries!

District Assets
February 20, 2024



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NEED TO KNOW

District Assets can be used to keep track and inventory electronic devices such as tablets, iPads, laptops, as well as traditional resources such as textbooks and instructional materials.

Items can be <u>checked In/out to students, teachers, or both</u>, as well as inventoried through unique district-wide barcodes.

Security

Three main tables of data are used in District Assets:

<u>DRT</u> - District Assets *Titles*. The title of the item. Each Title can have many items associated with it. For example, a title might be "The Language of Literature" and under that title many books are associated.

<u>DRI</u> - District Assets *Items*. This stores each item that has a unique barcode and is what gets checked in/out to individuals (i.e. a textbook, chromebook, etc.). For example, an individual English textbook is considered an item.

<u>DRA</u> - District Assets *Associations* (checkin/checkout). This stores the data on what items are checked out to whom.



INCE TO KNOW

District Assets - Can be accessed from the District or the School level

District Asset Reports – Can be accessed from Navigation Tree or Reports Icon

District Assets Fees (FEE) These processes work for both the Fees and Fines system as well as Aeries Financials. Depending on security set, users may see Aeries Financials pages or Fees and Fines pages, but data is stored in different locations.





AERIES SUPPORT Link:

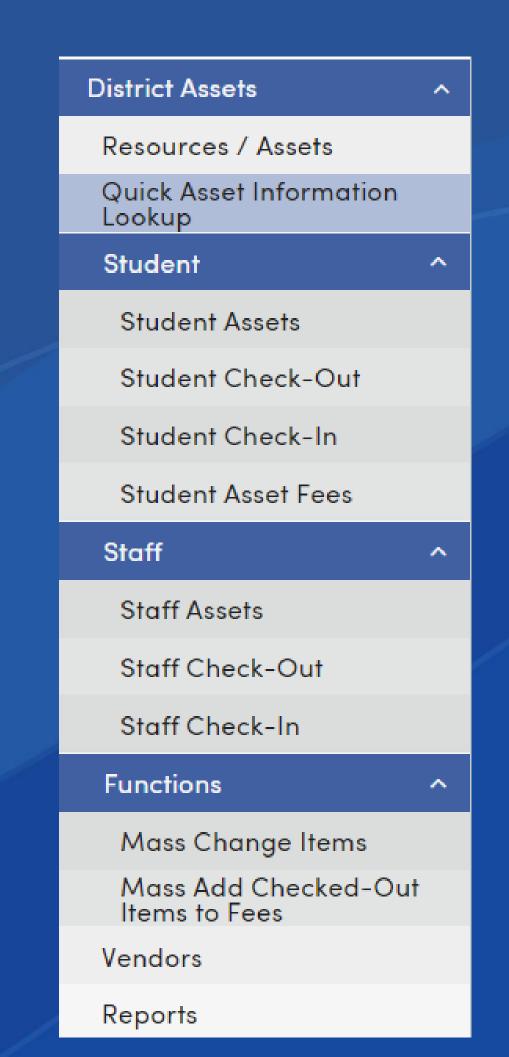
District Assets

WHERE TO

OTHER SUPPORT SOLUTIONS Links

- : Aeries Academy
- **GMA Sessions Link**
- **Aeries Help and Support**
- Take Aeries for a spin with our Demo Data
- **Aeries Ideas**







School Info ^

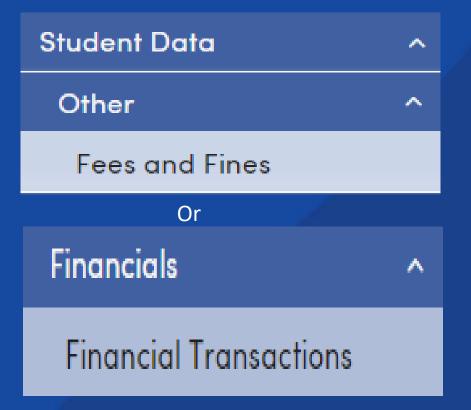
Letter Texts ^

Fee Letter Text Editor

School Info ^

Letter Texts ^

Asset Letter Text Editor





Add the Asset(s) Detail





1) Asset Detail Tab Mass Add Items

2) ItemTab Add New Item

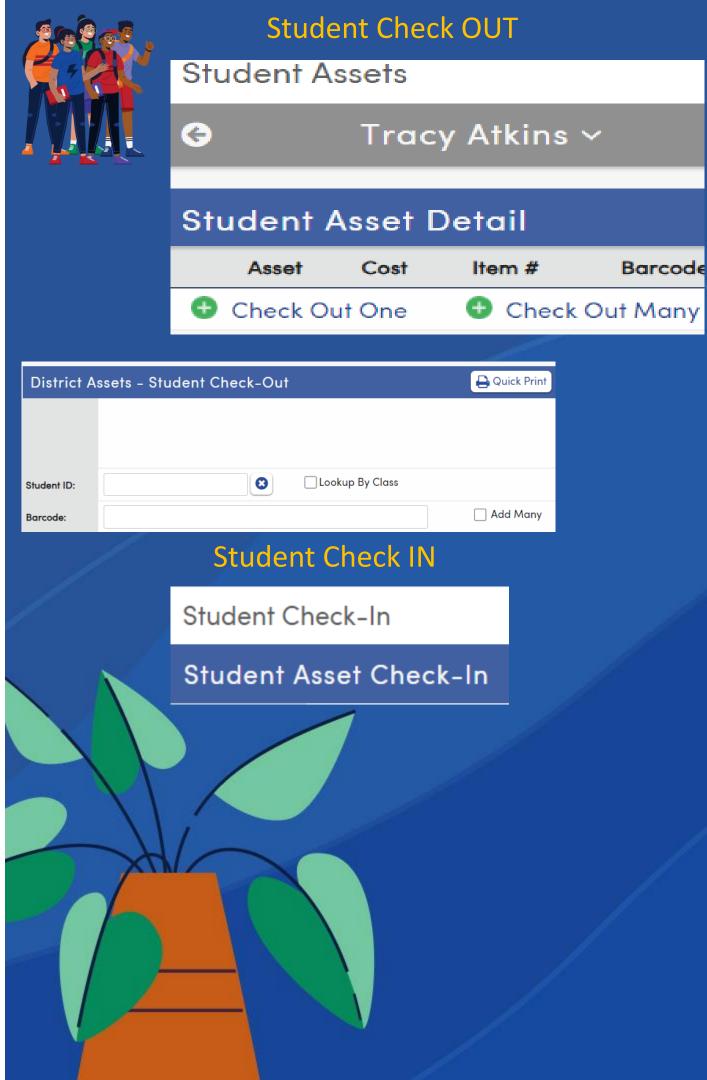
3) ItemToo Scan Many Items

(useful if your items already have unique



Adding Bar Codes: 1) Asset Details Tab: Mass Update Barcodes

2) Add to existing item



Staff Check OUT

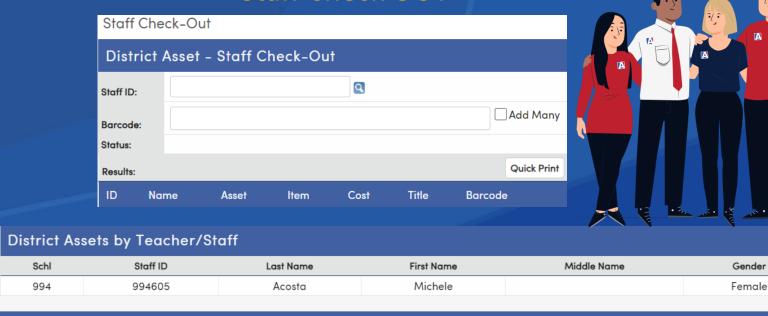
994

Staff Asset Detail

3 - IPADS

Check Out Many

3265645



Staff Check IN

9/1/2023

Date Returned

Anticipated Due Date

Tag

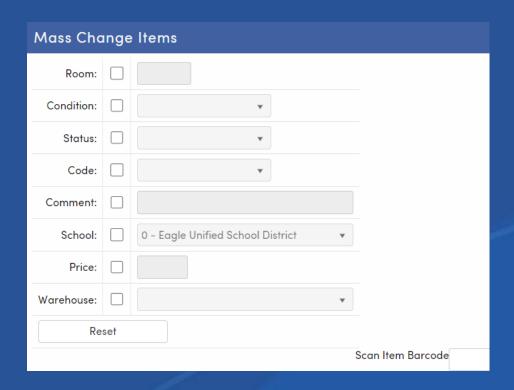
CheckIn

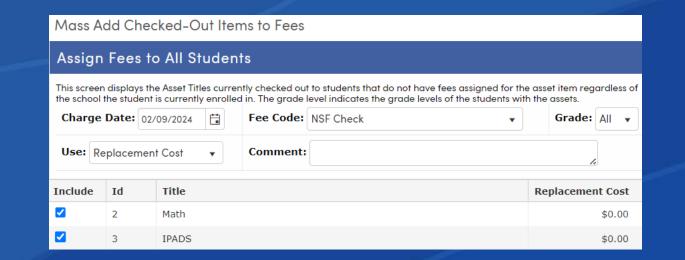


Schl	Staff ID		Last No	First Name			Middle Name		Gender	Tag	
994	994605		Acosta			Michele					
										v Only Assets Still	Checked O
Staff Asset De	etail Cost	Item#	Barcode	Condition	Code	School	Date Issued	Date Returned		v Only Assets Still ted Due Date	Checked O
	Cost			Condition	Code	School	Date Issued	Date Returned			Checked C

Various Functions of District Assets











Report Name	Category
Asset Barcode Labels (Avery 5160)	District Assets
Asset Course Listing	District Assets
Asset Details	District Assets
Asset Items	District Assets
Asset Release Form by Teacher	District Assets
Assets Checked Out To Staff	District Assets
Assets Checked Out To Students	District Assets
Assets Checked Out To Students N Per Page	District Assets
Assets Checked Out To Students Vertical	District Assets

Vendor Information											
Vendor ID	Vendor Name		Area/Telep	hone N	umber	Extension	Area/Fax N	lumber	Contac	Person	Title
13	Academic Book	Services	(800)	552-30	50						
Address		City		State	Zip	Code	Zip Extens	ion	Con	nments	
200 Cook Street Carte		Carte	ersville GA			30120					
User1	User2	User3	Use	r4	Use	er5	User6	Use	r7	User	8

THANK YOU! We value your feedback!



Please take a few minutes to complete our survey and let us know how we can better serve you in the future! You will be enrolled in our monthly drawing for a gift card.

https://survey.alchemer.com/s3/7443595/Aeries-Training-Survey









