Good Morning, Aeries!

District Assets
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Deb McConnell | Trainer/Presenter

Desiree Guerrero | Training Specialist/Moderator

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 [checked In/out to students, teachers, or both](#), as well as inventoried through unique district-wide barcodes.

Security

Three main tables of data are used in District Assets:

DRT - 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.

DRI - 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.

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

NICE 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.

WHERE TO GO

AERIES SUPPORT Link:

District Assets

OTHER SUPPORT SOLUTIONS Links

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

District Assets ^

Resources / Assets

Quick Asset Information Lookup

Student ^

Student Assets

Student Check-Out

Student Check-In

Student Asset Fees

Staff ^

Staff Assets

Staff Check-Out

Staff Check-In

Functions ^

Mass Change Items

Mass Add Checked-Out Items to Fees

Vendors

Reports

School Info ^

Letter Texts ^

Fee Letter Text Editor

School Info ^

Letter Texts ^

Asset Letter Text Editor

Student Data ^

Other ^

Fees and Fines

Or

Financials ^

Financial Transactions

✔ Add the *Asset(s)* Detail

✔ Three Ways to Add *Items* to an Asset :

1) Asset Detail Tab: Mass Add Items

2) ItemTab Add New Item

3) ItemTab Scan Many Items (useful if your items already have unique

barcodes)

✔ **Adding *Bar Codes* :**
1)Asset Details Tab : Mass Update Barcodes
2)Add to existing item

Student Check OUT

Student Assets

← Tracy Atkins ⌄

Student Asset Detail

Asset	Cost	Item #	Barcode
➕ Check Out One		➕ Check Out Many	

District Assets - Student Check-Out
🖨 Quick Print

Student ID:		✖	☐ Lookup By Class
Barcode:			☐ Add Many

Student Check IN

Student Check-In

Student Asset Check-In

Staff Check OUT

Staff Check-Out

District Asset - Staff Check-Out

Staff ID:		🔍	
Barcode:			☐ Add Many
Status:			
Results:			Quick Print

ID	Name	Asset	Item	Cost	Title	Barcode

District Assets by Teacher/Staff

Schl	Staff ID	Last Name	First Name	Middle Name	Gender	Tag
994	994605	Acosta	Michele		Female	

Staff Asset Detail
☑ Show Only Assets Still Checked Out

	Asset	Cost	Item #	Barcode	Condition	Code	School	Date Issued	Date Returned	Anticipated Due Date	
	➕ Check Out One		➕ Check Out Many								
✏	3 - IPADS	$0.00	2	3265645			0	9/1/2023			CheckIn

Staff Check IN

Staff Check-In

Staff Asset Check-In

Input Barcode:	

District Assets by Teacher/Staff

Schl	Staff ID	Last Name	First Name	Middle Name	Gender	Tag
994	994605	Acosta	Michele		Female	

Staff Asset Detail
☑ Show Only Assets Still Checked Out

	Asset	Cost	Item #	Barcode	Condition	Code	School	Date Issued	Date Returned	Anticipated Due Date	
	➕ Check Out One		➕ Check Out Many								
✏	3 - IPADS	$0.00	2	3265645			0	9/1/2023			CheckIn

Various Functions of District Assets

Mass Change Items

Room:	☐	
Condition:	☐	▼
Status:	☐	▼
Code:	☐	▼
Comment:	☐	
School:	☐	0 – Eagle Unified School District ▼
Price:	☐	
Warehouse:	☐	▼

Reset

Scan Item Barcode

Mass Add Checked-Out Items to Fees

Assign Fees to All Students

This screen displays the Asset Titles currently checked out to students that do not have fees assigned for the asset item regardless of the school the student is currently enrolled in. The grade level indicates the grade levels of the students with the assets.

Charge Date: 02/09/2024 Fee Code: NSF Check ▼ Grade: All ▼

Use: Replacement Cost ▼ Comment:

Include	Id	Title	Replacement Cost
☑	2	Math	$0.00
☑	3	IPADS	$0.00

Asset Letter Text Editor

Letter: Assets

Correspondence Language Association. (Leave blank to indicate default) ▼

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/Telephone Number	Extension	Area/Fax Number	Contact Person	Title
13	Academic Book Services	(800) 652-3050				

Address	City	State	Zip Code	Zip Extension	Comments
200 Cook Street	Cartersville	GA	30120		

User1	User2	User3	User4	User5	User6	User7	User8

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

f /AeriesSIS   /Aeries_SIS   in /Aeries Software   X /AeriesSIS