

Running Aeries Custom Reports

Some of the reports you encounter in Aeries are custom reports our District has written and are on a server of our own, here in the District. Most custom reports are under SBCUSD in the reports menu.

ACCESSING CUSTOM REPORTS

1. [Login to Aeries](#) and **click** on the **Reports** menu

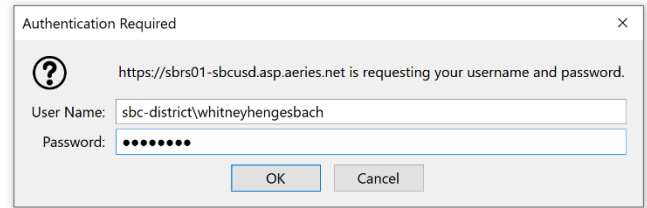
Reports listed in the menu under SBCSUD are custom District reports.

2. **Select** the **report** in question

A login window will appear.

3. **Enter** your **District credentials**

Example: sbc-district\firstlast and your District password



RUNNING CUSTOM REPORTS

Custom reports offer a number of parameters to set. The following are very common.

School Year:	2019-2020	Server:	2020	School:	ARROWHEAD ELEMENTARY SCHOOL
Start Date:	7/8/2020	End Date:	7/22/2020		
Absences:	ABSENT				

- **Year** – Select which school year you wish to run the report for
- **School** – Select the school site you wish to run the report for
- **Grade** – Enter the grades levels you wish to run the report for
- **Date Range** – Enter a start date and end date to create a time frame to run the report for

1. After entering the desired report parameters, **click** on the **View Report** button

View Report

EXPORTING CUSTOM REPORTS

You can save your report in few different formats/file types.

1. **Click** on the **Report Export** button and **select** which **file type** you wish to download the report

The report file will be saved in your download folder.

