

Aeries - Student Asset Check In

Mass Student Check In

1. **Login** to **Aeries**
2. **Filter** the **Pages** menu for "**check**"
3. In the **Pages** menu **click** on **Student Check In**
4. Enter the **Barcode/Tag #** of the device being checked in and press **Enter**
5. The Status will now show **Resource Checked In**

NOTE - If there is a fee established for this asset, if it were not returned/checked, it will show below. To waive the fee, click on the Delete button per the fee listed.

6. Repeat these steps in the Student Check In screen to continue checking in assets

Individual Student Device Check In

1. **Login** to **Aeries** and locate the **student record**
2. **Filter** the **Pages** menu for "**asset**"
3. In the **Pages** menu **click** on **Student Assets**
4. To see all currently checked out devices, check the **Show Only Assets Still Checked Out** feature
5. Look at the **Barcode** field to verify the number
6. If the number of the **barcode matches** the **device**, you can proceed to **check-in**.
7. **Click** on the **CheckIn** button to the right of each asset being checked in

Asset Detail						Show Only Assets Still Checked Out
Asset	Cost	Item #	Barcode	School	Date Issued	
Chromebooks Round 3	\$100.00	3728	76163023	168	3/29/2017	CheckIn

OR

8. **IF** there exist records of other devices that cannot be accounted for, **click** on the **pencil** to edit that device/asset record and use the **Condition field** to reconcile the asset as either; **Damaged**, **Missing**, or **Lost/Stolen**
9. **Click** on the **Save** button

NOTE - If you are unable to access these functions in Aeries, please email to securityspecialist@sbcusd.k12.ca.us with approval from your administrator.