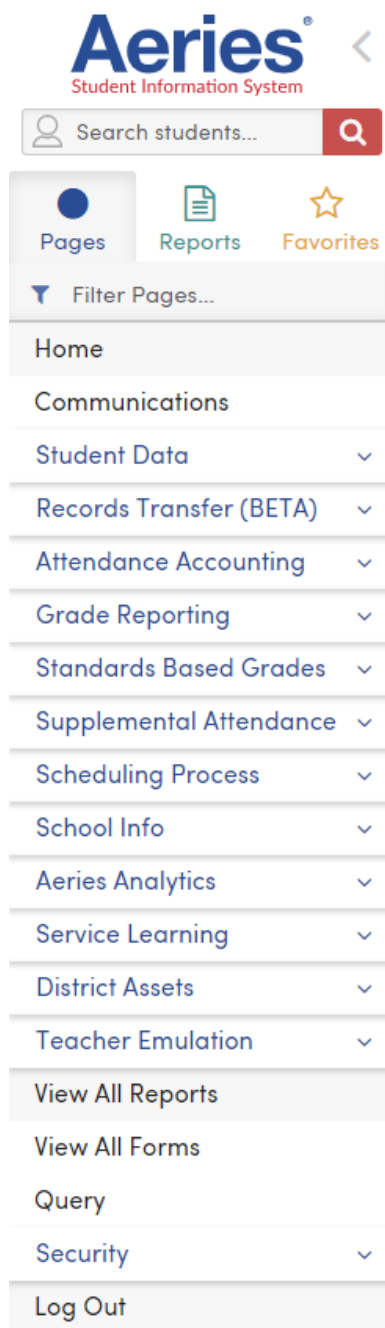


Navigation and Favorites

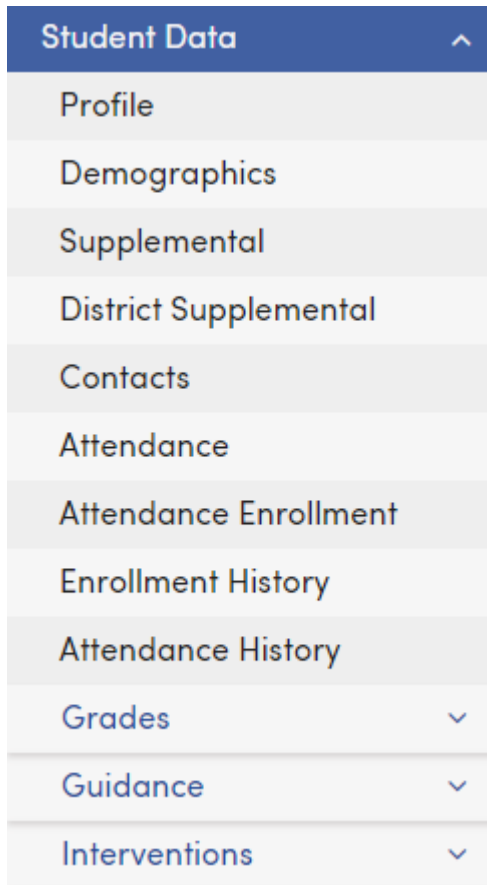
Modified on: Tue, Feb 12, 2019 at 4:03 PM

Utilizing the Navigation Tree

On the left side of the Aeries Web screen, a **Navigation Tree** displays that allows easy access to all Aeries Pages, Reports and Favorites. The Navigation Tree defaults to display Pages available to the user in Aeries Web. Pages can be identified by the blue coloring of the Nodes and Pages on the Navigation Tree.



To expand the different nodes drag the mouse over to the arrow symbol to the right of the node and click the mouse. The node will expand and all available data nodes and pages will display.



In the example above, the Student Data node has expanded. To collapse the Student Data node drag the mouse over to the arrow symbol to the right of the node and click the mouse. To access a page, click the desired option in the navigation tree, and the page will display.

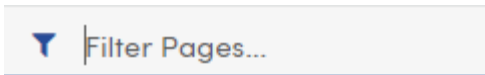
The Navigation Tree can be "hidden" when working with Aeries forms. Locate the arrow to the right of the AERIES logo at the top of the Navigation Bar. Clicking the arrow will hide the Navigation Tree. To restore the Navigation Tree, click the triple line icon (hamburger menu) next to the Aeries icon at the top left corner of the page.



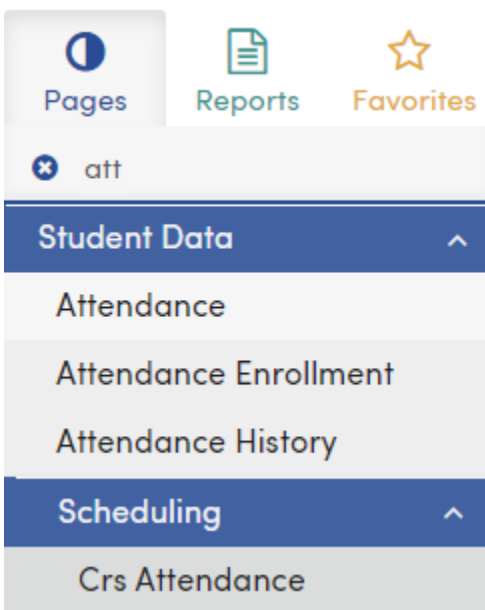


Searching for Pages From the Navigation Tree

Pages on the **Navigation Tree** can be located readily by using the **filter** tool.



To use the **filter** option, begin typing a key word related to the Page. The filter is responsive with each key stroke and will display all Pages that match the text entered in the Filter field will display. The Node that each result resides within will also display (highlighted dark blue), to indicate the navigation path to the Page.

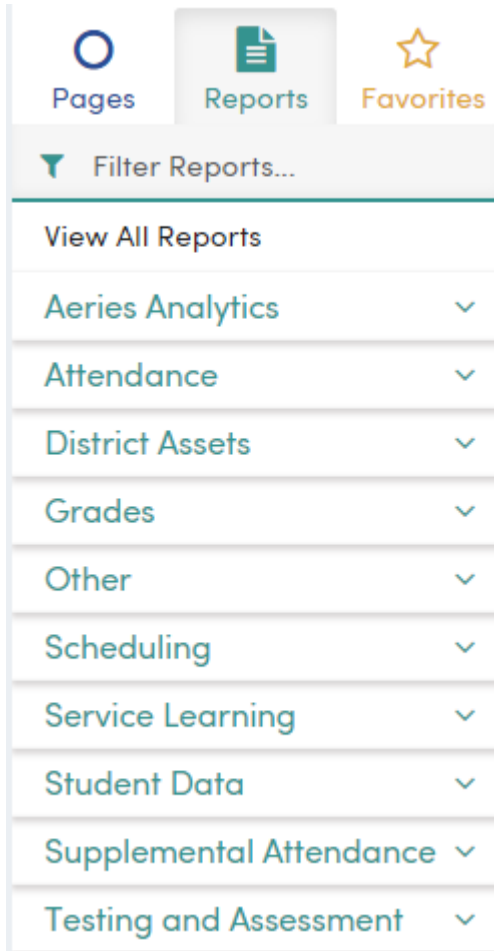


Finding Reports from the Navigation Tree

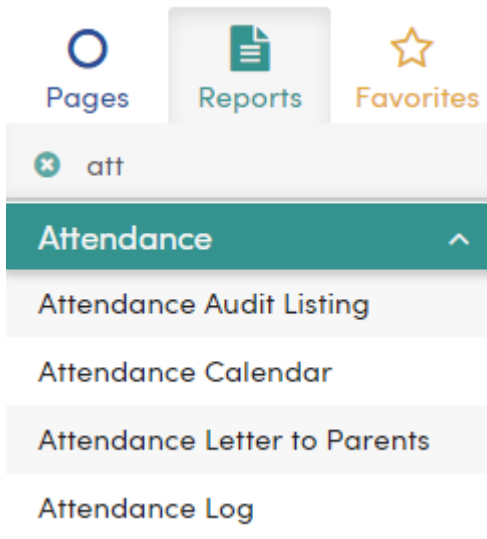
The **Navigation Tree** can be used to access any of the **Reports** available in **Aeries Web**.

Locate the "Reports" toggle option at the top of the **Navigation Tree**, which is located between "**Pages**" and "**Favorites**".

The **Navigation Tree** will now list all **Reports**, organized into the same Node categories **Pages** are sorted. All of the Nodes and **Reports** listed will appear Green, to give a visual distinction that differentiates **Reports** from **Pages**.

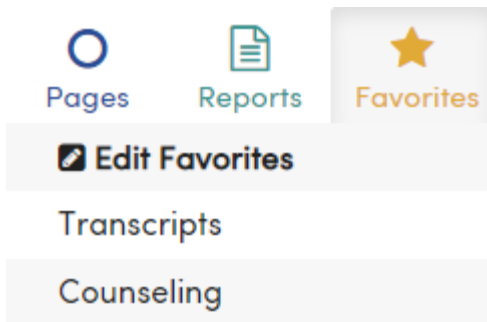


Reports can be filtered in the same manner as **Pages**. Enter search criteria in the Filter field, and results will display that match the search criteria.

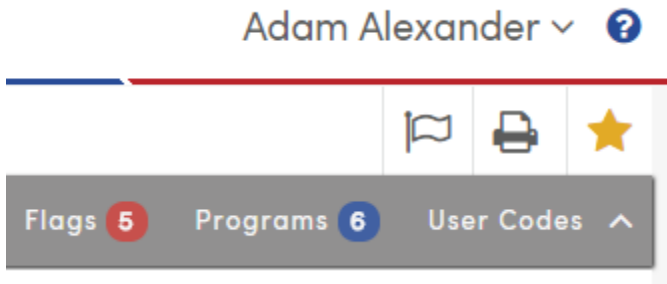


Favorites

The **Navigation Tree** contains a large number of forms and options that you may not need to utilize often. Each user can use the **Favorites** feature to create "quick links" to specific **Pages** and **Reports**. To use Favorites, click the mouse on the **Favorites** star on the **Navigation Tree**. A list of any existing **Favorites** will display. To navigate to a **Favorite** Page or Report, click on the item from the list.

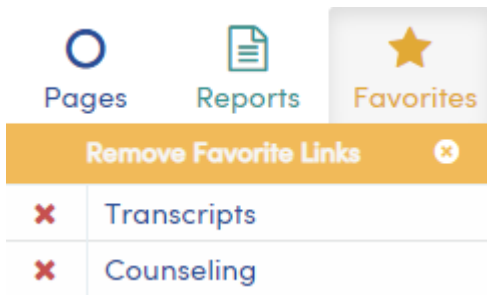


To add a **Favorite**, use the **Navigation Tree** to access the desired **Page** or **Report**. On the top right corner of each **Page**, a Star icon is available. Click the star, it will turn yellow. When the star is yellow, the **Page** will show on the list of Favorites in the **Navigation Tree**.



To delete Favorites, click the mouse on the **Edit Favorites** link at the top of the **Favorites** section of the **Navigation Tree**.

A red X will display adjacent to each **Favorite**, click the X to delete a **Favorite**.



Favorites are universal across the user's account. Favorites that are setup in one school will be accessible to the user in other schools they have security rights to access. Favorites can include any combination **Pages** and/or **Reports** that are frequently accessed by the user. There is no limit to the number of Favorites a user can create.