

Form Techniques used in Aeries

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Aeries Web utilizes a variety of techniques for navigating, opening, editing, saving, and further working with pages/forms, and reports. Shown below are a few key examples.

Single Record Forms

Single Record Forms, sometimes referred to as 1-to-1 relationships, include pages such as Student Demographics, Supplemental, and Secondary Student Data. On these forms, there will be a change or edit button on the Form that opens the form into an editable mode, allowing changes/edits/additions to be made to the data.

The screenshot displays the 'Supplemental' form for a student named Alice Abdelnour. The form is organized into several sections:

- Header:** 'Supplemental' title, navigation icons (back, forward), and tabs for 'General', 'Contact', 'Add'l Info', 'Flags' (3), 'Programs' (2), and 'User Codes'.
- Student Photo:** A small portrait of the student.
- Demographics:** Fields for Permanent ID (99400002), State Student ID (0099400002), Status Tag (Active), and Student Number (2).
- Academic/Personal Info:** Fields for Grade (9), Age (14), Sex (F), and Birthdate (4/13/2003).
- Language/Fluency:** Fields for Counselor (Walker), Language Fluency (English Learner), Reporting Language (Arabic), and Correspondence Language (English).
- Transfer History:** A table with columns for Student Lives With, Home School, Entered District, Trans App Date, District Name, and Transfer Reason.
- Additional Data:** Fields for Date of Trans, Cume Sent Date, Cume Sent to Location, and Sport 1, 2, 3.
- Post High Plans:** Fields for Post High Institution, International Bac, and IB Test 1 through 6.
- General Info:** A section for general information.
- Additional Information:** A section for additional information.
- Action:** A 'Change' button at the bottom center.







When in Change/Edit mode, an Update or Save button will become available that needs to be selected when all edits are complete. If the user navigates away from the current form when it is still in the Change/Edit mode, all changes will be lost. There will also be a Cancel button on the form to cancel any changes that have been made without saving.

Save
Cancel

Multiple Record Forms

Some forms in Aeries Web will hold multiple records related to a single student. These may sometimes be referred to as one-to-many. Examples are Student Contacts, Medical Log, and Special Programs. Some of those records may use the Change/Update/Cancel button format described above, except there will be multiple records to select per student that can be edited.

On Multiple Record Forms, the user will see a button to add a new record.

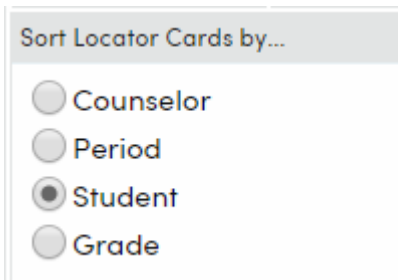
	Per	Crs-ID	Course	Tch#	Teacher	1st Qtr	1st Sem
	1	0416	Spanish I	730	Velasquez	A	A-
	2	0968	Leadership	721	Wallace	A	A
	3	0674	Phys Science,CP	807	Smith, S.	A-	A-
	5	0010	PE 9	607	Bray	A	A
	6	0301	English 9 Cp	694	Edwards	A	A+
 Add New Record							

When adding or modifying records, the following options will be Save Record, Undo/Cancel Change, and Update/Save Record buttons will be visible. The pencil icon is used to edit or modify an existing record, and the trash can icon is used to delete a record.



Radio Selection Buttons

Some forms, programs, and reports contain radio buttons that allow you to select *only one option* for how the program will work. To turn on a radio button click the mouse on the circle. A black dot will display indicating the radio button is ON. The program will then be changed on how it will work. Normally you can only select one radio button pertaining to an area. For example, the selection box below contains different radio buttons that will determine how a report will be sorted. You can only click the mouse on one radio button in order to change the sort order.

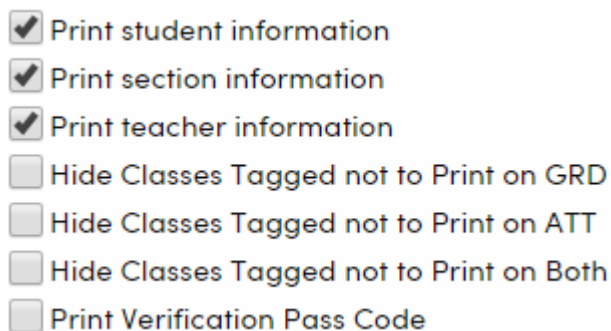


Sort Locator Cards by...

- Counselor
- Period
- Student
- Grade

Selection Checkbox

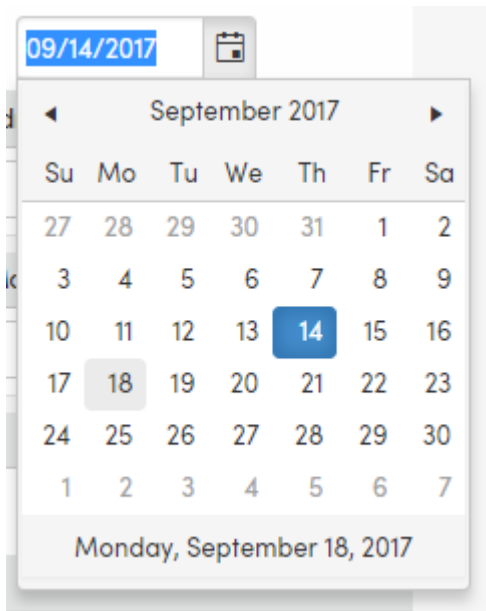
Some forms, programs, and reports contain various checkboxes that allow you to select *more than one option* on how a program will work. To turn on a checkbox click the mouse on the box. A black check mark display indicating the option will be turned ON and the program will be changed in how it will work. Normally you can select as many checkboxes as you like. For example, the selection box below contains 6 different checkboxes that will determine various options for this report.



- Print student information
- Print section information
- Print teacher information
- Hide Classes Tagged not to Print on GRD
- Hide Classes Tagged not to Print on ATT
- Hide Classes Tagged not to Print on Both
- Print Verification Pass Code

Date fields

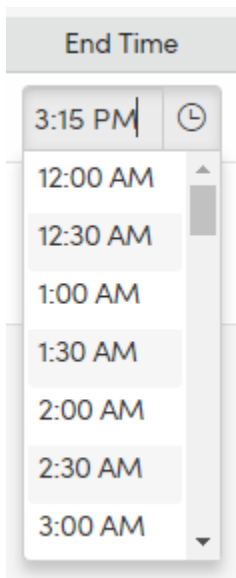
Date fields allow the user to easily enter a date from the keyboard, or select a date from a calendar. The current date is always displayed at the bottom of the date picker, and can be inserted easily by clicking on it. The current date is also highlighted on the calendar. Selecting a particular day in any month or year is also easily accessible.






Time fields

Time fields accept input from the keyboard, but there is also a dropdown to select any time in 30-minute increments. Military or Nurse time can also be entered. The time picker is flexible and accepts times entered in a variety of formats.

For example, entering **1345** will render **1:45 PM**, entering **1pm** will render **1:00 PM**, or simply entering **10** will render **10:00 AM**. Some typos in times are correctly handled...for example, **915amm** will be rendered as **9:15 AM**, and **235mp** will be rendered correctly as **2:35 PM**.



If an invalid time is detected, the user will be presented with a popup message instructing them to enter a valid time value.

Start Time	End Time	Start Date	End I
962pm 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>

Alert ×

Oops! Please enter a valid time value.

Copying and Pasting Records

A record can be easily copied from one student to another on certain pages. For example, a counselor might talk to a number of students in regards to personal counseling. A record can be added for one student and then copied to another student for the exact same thing. After entering a record, click the **Copy** checkbox, then click the **Copy** icon to copy the record(s). Then navigate to the next student, and click the **Paste** icon. This allows for a quick and efficient way to copy records from one student to another. Once the record has been pasted, it can be edited as normal.

