Quick Reference Guide

Employee Technology Training

How to Use the Music Library Inventory System

This instruction guide will show you how to log into the Music Library Inventory System, how to check an instrument in and out, and how to run reports.

Logging In

Step-by-Step

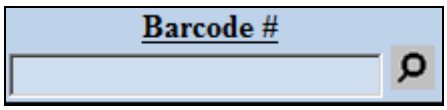
1. Open up a web browser and go to following web address: http://aeriesweb/musiclibrary/

Checking an Instrument In

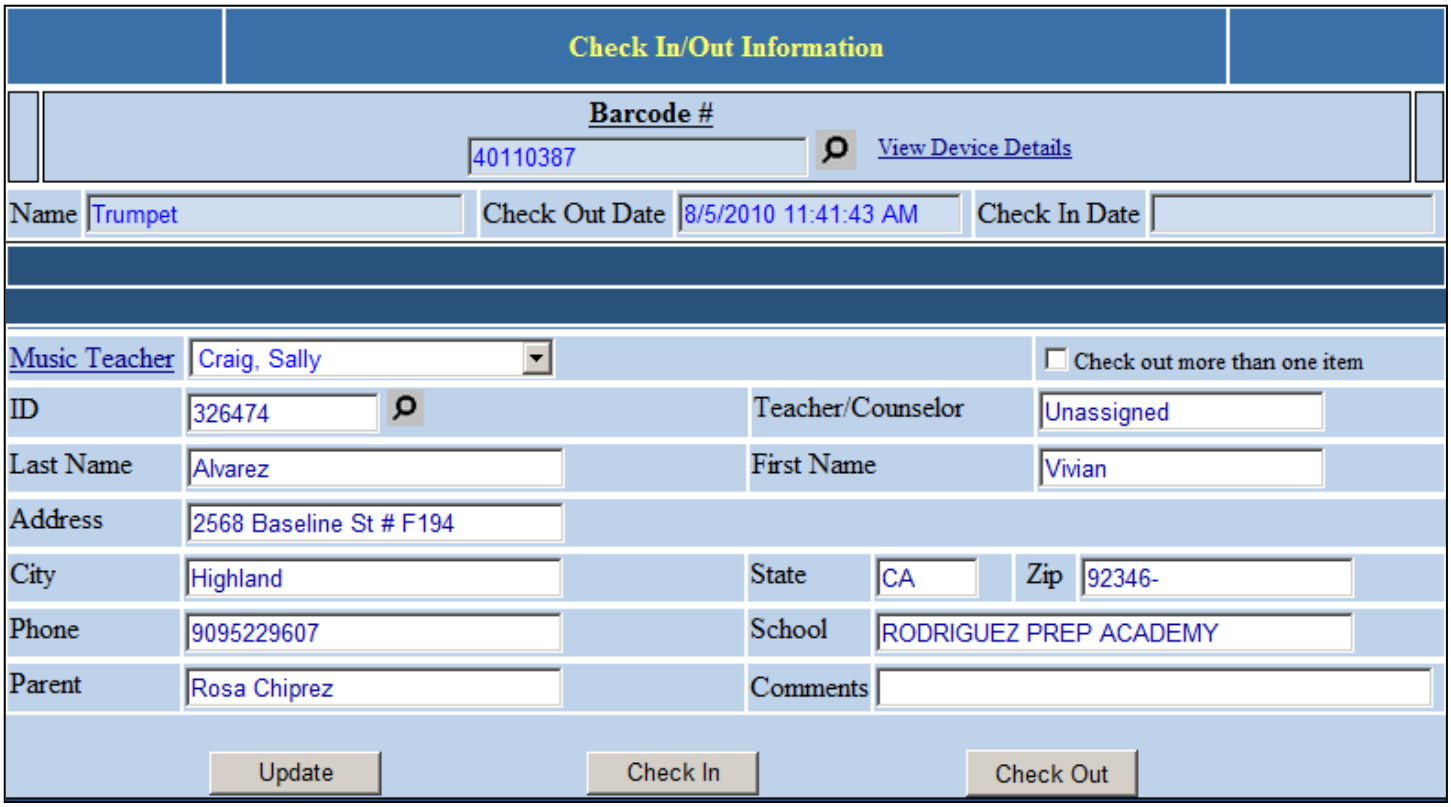
Step-by-Step

1. Click on the **Check Out/In** link at the top of the web page.

2. Enter the instrument's barcode number into the field below **Barcode #** and click the search icon.

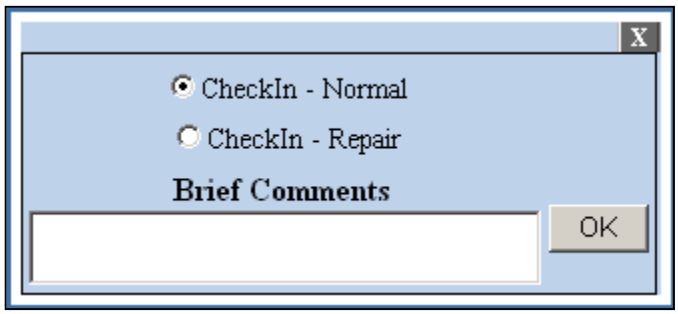


3. The data on the checked-out instrument will appear.



4. Click the **Check In** button

5. A pop-up box will appear. If there is no damage to the instrument, use the default **CheckIn – Normal** and click the **OK** button. If the instrument is damaged, click **CheckIn – Repair**, make comments about the damage, and click the **OK** button

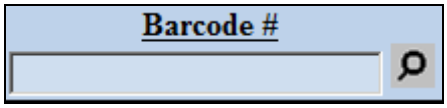


Checking an Instrument Out

Step-by-Step

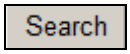
1. Click on the **Check Out/In** link at the top of the web page.

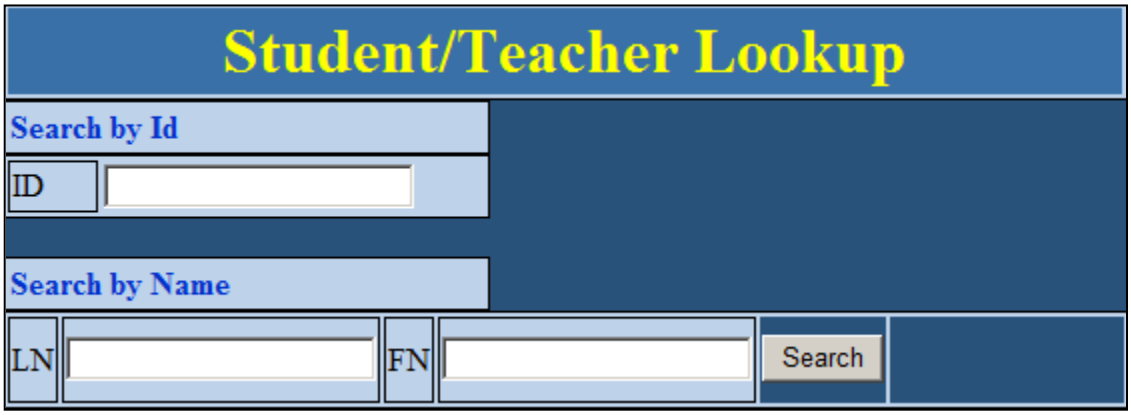
2. Enter the instrument's barcode number into the field below **Barcode #** and click the search icon.



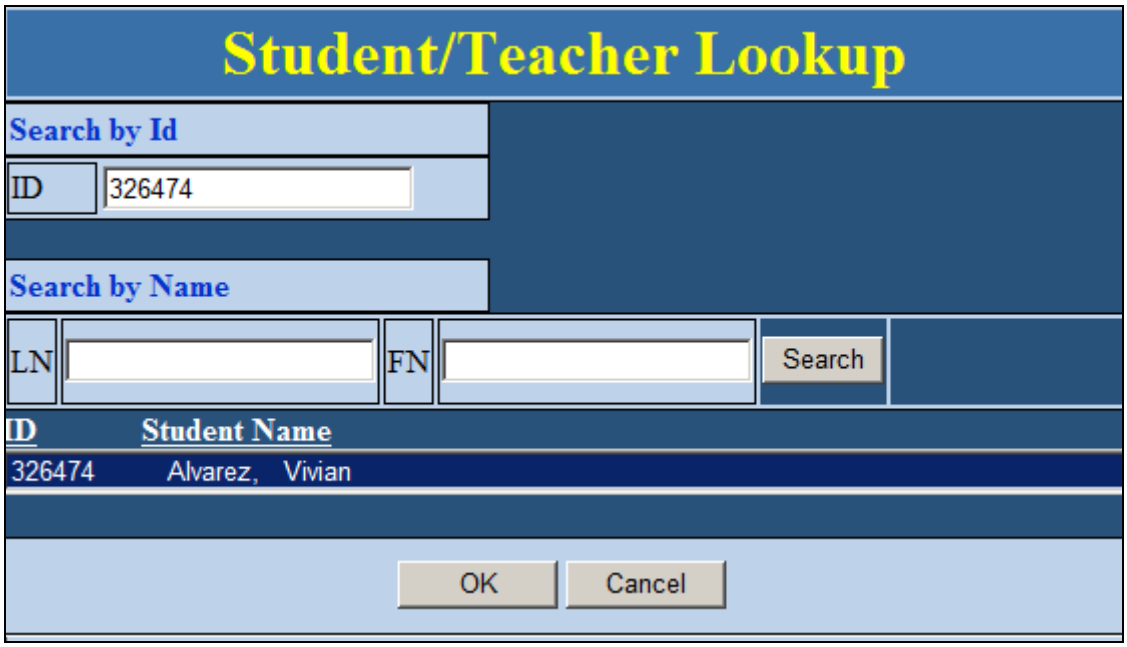
3. The instrument's name will appear.

4. Click the search icon to the right of the **ID** field.

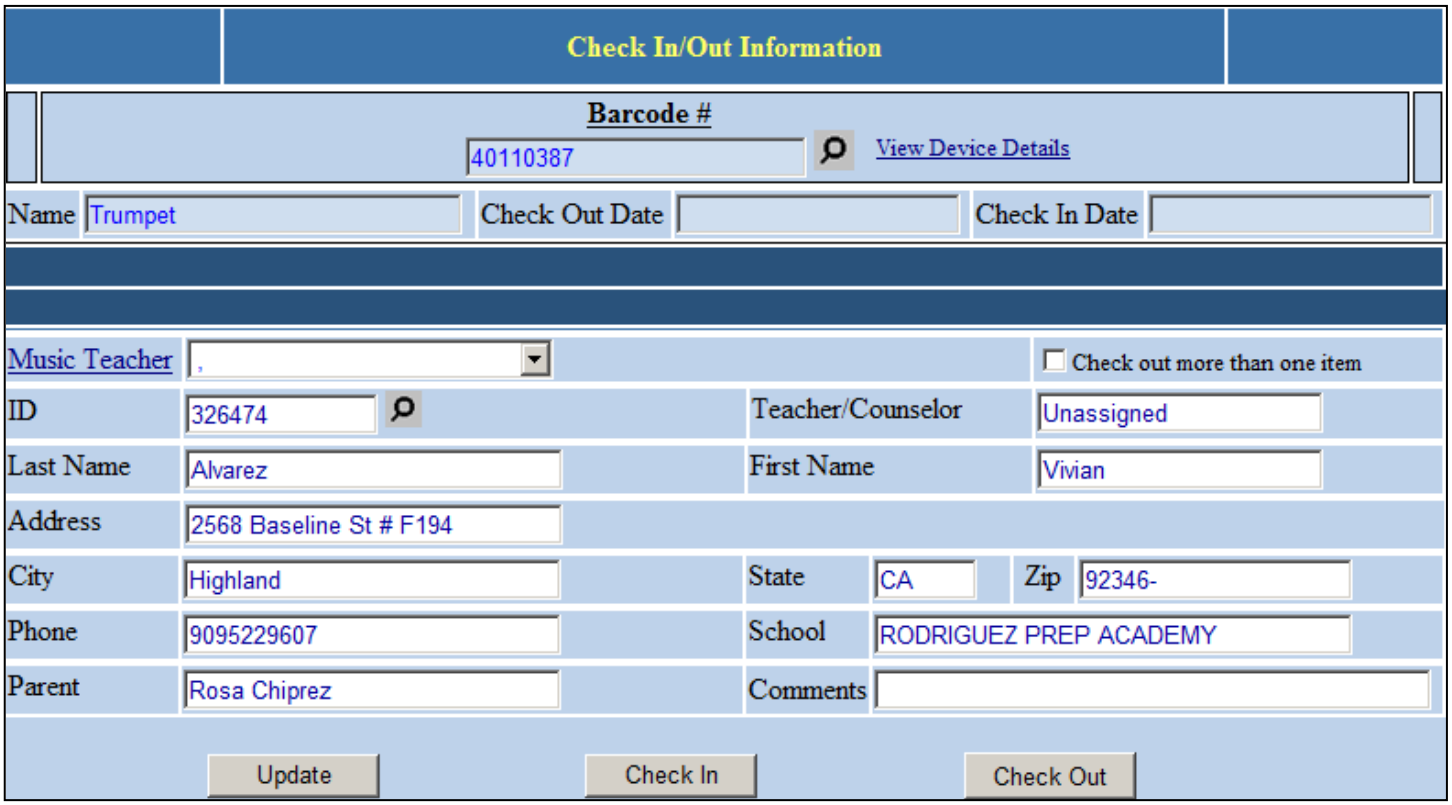
5. The **Student/Teacher Lookup** box will appear. Search for a student or a music teacher by typing their name or ID # into the appropriate fields and then click the **Search** button 



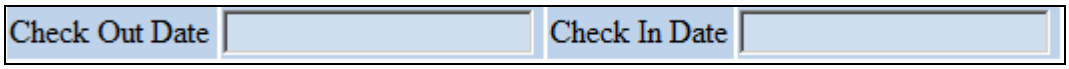
6. The student or teacher's name will appear. Click and highlight the correct name and click the **OK** button OK



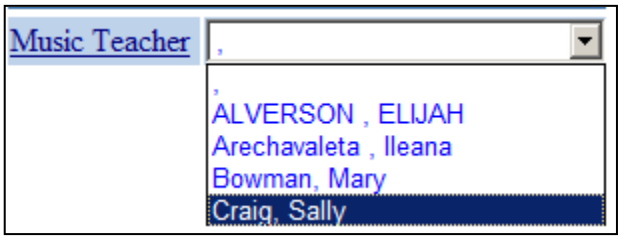
7. Information about the student or teacher will automatically be entered into the form.



8. The **Check-Out Date** and **Check-In Date** will automatically be filled in by the system.

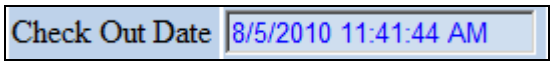


9. Use the pull-down menu to select the Music Teacher.

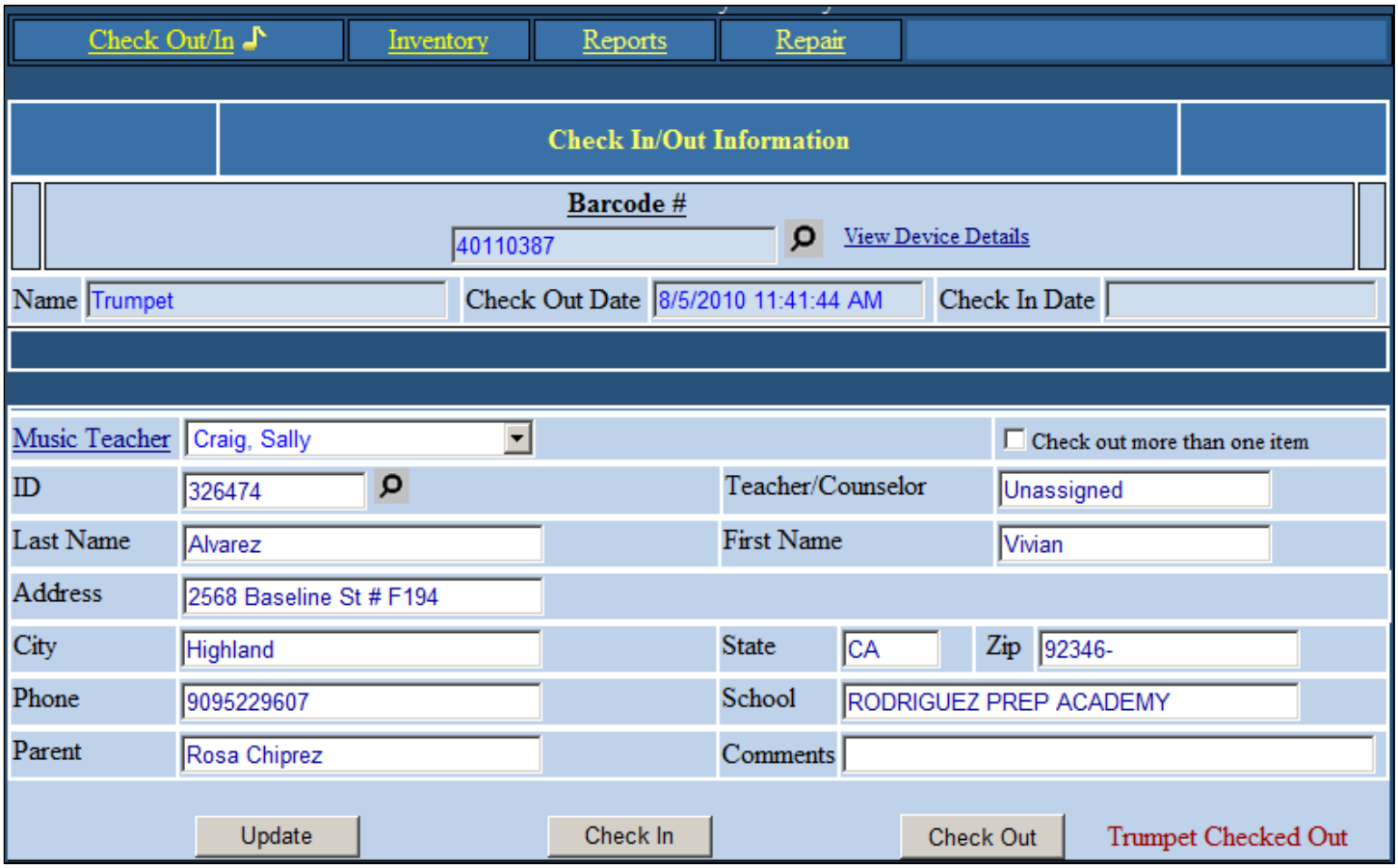


10. Click the **Check In** Check In or **Check Out** Check Out button.

11. The date and time of the transaction will automatically be filled in by the system.



12. The transaction type and instrument will appear on the screen. Trumpet Checked Out

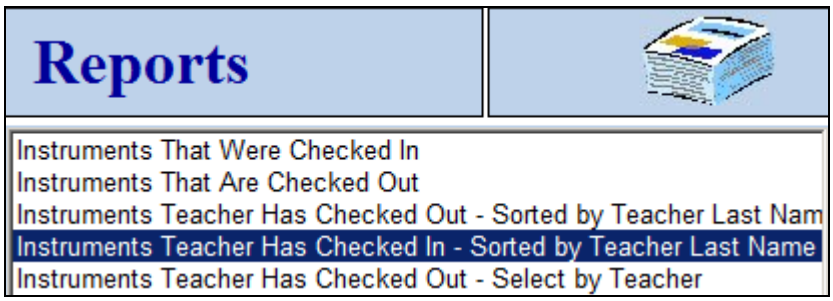
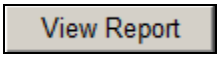


How to Run Reports

Step-by-Step

1. Click on the **Reports** link at the top of the web page.

2. Click and highlight the report that you want to run.



3. Click the **View Report** button to generate the report.