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**Religious Information – Aeries.net**  
**December 9, 2013**

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**3. Religious Information**

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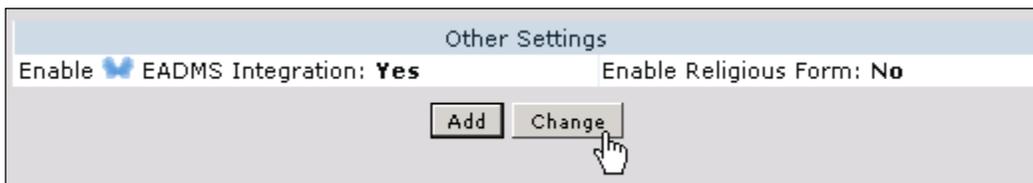
The Religious Information page in Aeries.net will allow schools to document information that includes a student's religion type and place of worship location. Event date fields can be used to record the date an event occurred or will occur on. The page also includes a section for comments where event details or notes can be added. The Religious Information page also has user code fields that can be utilized to add additional quick reference information.

## **ENABLE FORM**

The Religious Information page has to be enabled in order to display for use. To enable the Religious Information page in Aeries.net, from the **Navigation tree** click the mouse on **School Info | School Options**.

**Note: Enabling the form will enable it for all schools.**

To enable the page, select **School Code 0** from the list of schools on the **School Options** page. At the bottom of the School Options page in the **Other Settings** area, an **Enable Religious Form** option will display. This option defaults to No. To enable the page, click the mouse on the **Change** button.

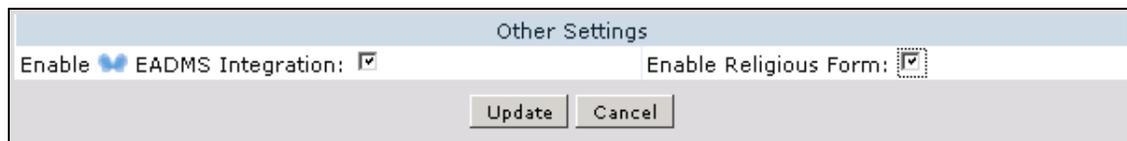


Other Settings

Enable  EADMS Integration: **Yes**      Enable Religious Form: **No**

Add    Change

The page will display in edit mode and the **Enable Religious Form** option will display with a check box next to it. To enable the Religious Information page, click the mouse on the checkbox. Next, click the mouse on the **Update** button.

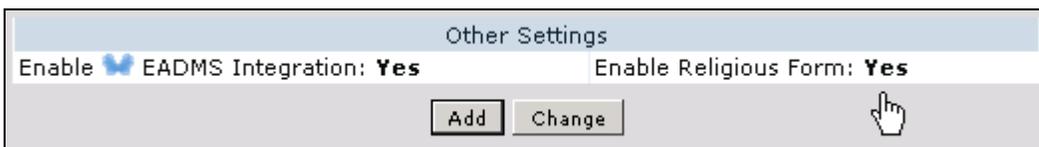


Other Settings

Enable  EADMS Integration:       Enable Religious Form:

Update    Cancel

The Other Settings area on the School options page will now display the Enable Religious Form as **Yes**.



Other Settings

Enable  EADMS Integration: **Yes**      Enable Religious Form: **Yes**

Add    Change

**Note: In order to complete the enabling process of the Religious Information form, after the setting has been enabled, you must log out of Aeries.net and then log back in.**

## **INITIAL SET-UP**

Users who will be accessing and entering information on the Religious Information page will need the appropriate permissions to the following tables:

- REL – Religious Information

The security permissions for the Religious Information page can be set-up through the Aeries.net Security page by assigning the appropriate permissions to users for the Religious Information area.

Permissions	Group Associations	School Access				
Rejoinders	<input type="checkbox"/>					
Religious Information	<input checked="" type="checkbox"/>					
Record Access Log	<input type="checkbox"/>					
Work Permit	<input type="checkbox"/>					

Certain information can be set up prior to entering Religious Information. Code Table values can be setup in advance for the following tables and fields through **Update Code Table**. To access Update Code Table, from the **Navigation Tree** click the mouse on **School Info | Configurations | Update Code Table**.

### Religious Information (REL)

- **REL.RLG** – Religion Type (Code values should not exceed 3 characters.)
- **REL.WP** – Place of Worship (This is a free text field but can also have values defined in the Code table).
- **REL.U1** – User 1 (Code values should not exceed 3 characters.)
- **REL.U2** – User 2 (Code values should not exceed 3 characters.)
- **REL.U3** – User 3 (Code values should not exceed 3 characters.)
- **REL.U4** – User 4 (Code values should not exceed 3 characters.)
- **REL.U5** – User 5 (Code values should not exceed 3 characters.)
- **REL.U6** – User 6 (Code values should not exceed 3 characters.)

### RELIGIOUS INFORMATION

After the option to enable the page has been turned on in School Options, the **Religious Information** page can be accessed from the **Navigation Tree** by clicking the mouse on **Student Data | Other | Religious Information**.

### Add Record

To add a record to the Religious Information page for a student, click the mouse on the **Add New Record** button.

**2013-2014 Screaming Eagle High School**

Religious Information									
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	
🚩	3	Abdo	Alice	A	99400003	F	9	14	
Parent/Guardian			Home Phone			Father's Work			
M/M A Abdo			(777) 555-6823						
<input type="button" value="Add New Record"/>									

The following page will display in edit mode. Enter the Religious Information for the student and then click the mouse on the **Update** button to save the information.

The screenshot shows a web form for entering religious information. At the top, there are two dropdown menus: 'Religion' and 'Place of Worship'. Below these are six 'Event' fields, each with a date picker icon. To the right of the events is a large 'Comments' text area. At the bottom, there are six 'User' fields (User1 through User6), each with a dropdown arrow. At the very bottom are 'Update' and 'Cancel' buttons.

- **Religion** – Select a type of Religion.
- **Place of Worship** – Select a code from the drop down list. This field is also a free text field where information can be typed instead of using a drop down list code that is stored in the Code table. It is suggested that if free text is entered instead of selecting a code from the drop down list that the text is no more than 125 characters.

This is a close-up of the 'Place of Worship' field. It shows a text input box containing the text 'Alice attends the Church on 1st Avenue' and a dropdown arrow on the right. An arrow points from the text above to the dropdown arrow.

- **Event 1 - 6** – These fields can be used to enter dates pertaining to different events.
- **Comments** – Area for comments about the student or an event.
- **User 1 - 6** – User fields available that can be used for quick reference information.

### Change Record

After Religious Information has been added for a student, to modify or add additional information, click the mouse on the **Change** button on the page.

This screenshot shows the form after data has been entered. The 'Religion' field is set to 'C - Catholic' and 'Place of Worship' is 'Chapel -'. In the 'Event' section, 'Event1' has the date '1/4/2014' entered. The 'User' fields (User1 through User6) are currently empty. At the bottom, the 'Change' and 'Delete' buttons are visible, with a mouse cursor pointing at the 'Change' button.

Make any modifications or add any additional information. Next click the mouse on the **Update** button to save the changes.

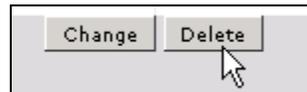
The screenshot shows a web form with the following fields and controls:

- Religion:** A dropdown menu with 'C' selected.
- Place of Worship:** A dropdown menu with 'Chapel' selected.
- Event List:** A table with columns 'Event' and 'Date'.

Event	Date
Event1	01/04/2014
Event2	02/01/____
Event3	
Event4	
Event5	
Event6	
- Comments:** A large text area for entering comments.
- User Selection:** A row of dropdown menus labeled 'User1' through 'User6'.
- Buttons:** 'Update' and 'Cancel' buttons at the bottom.

### Delete Record

To delete the Religious Information for a student, click the mouse on the **Delete** button on the page.



The following message will display. To delete the Religious Information for the selected student, click the mouse on the **OK** button. **This will delete all of the Religious Information for the selected student.**

