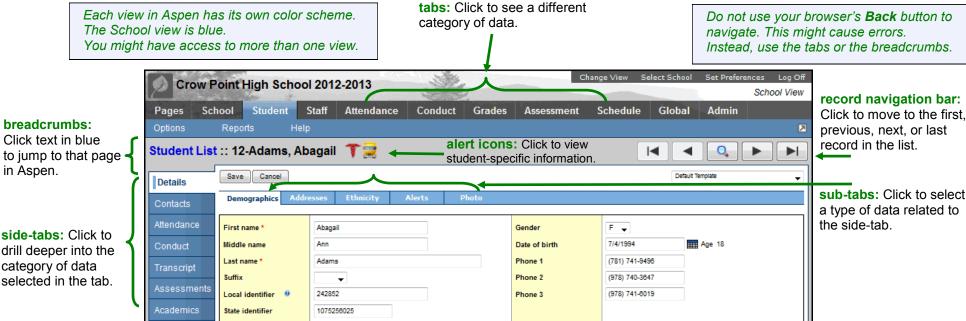
# Follett Aspen™

### Version 5.0

# **System Fundamentals Quick Reference Card**



record navigation bar:

sub-tabs: Click to select a type of data related to

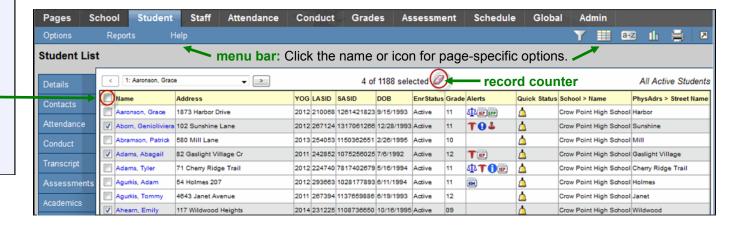
## List pages

The following is true for all list pages in Aspen, such as the Student List:

- To do a quick search, press CTRL-F.
- You can select students across many pages by selecting their checkboxes. Look at the record counter to see your selection total.
- Click the checkbox in the top left corner of the list to select all the records on the page you're looking at.
- Click to set the record counter back to zero (deselect all records).

**Dates:** There are four ways to enter dates in Aspen:

- Type the date yourself. If you type **021613**, the system will format it as 2/16/13.
- Type a lowercase t, and the system will enter today's date.
- Type t + 30, and the system will enter today's date plus 30 days (insert number of choice).





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#### **Aspen security**

- Don't write your username and password on a sticky and put it under your keyboard!
- If you are going to step away from your desk, log off the system by clicking Log Off.
- Do not just close your browser to exit the system, as this leaves a security breach. Be sure to click Log Off or quit your browser.

