Getting Started with Aeon

Installing and Accessing the Aeon Client

Request an Aeon client account from LTS. See Requesting a New Aeon Staff Account for instructions.

Request access to the Aeon network drive and map the drive. See Access to the Aeon Network Drive for instructions.

Install the Aeon client (if needed).

You may need to contact your local desktop support to get the client installed. There are two ways to install the client.

Installing the Client from the Software Center

Click on the Aeon Client application icon and then click Install.

Installing the Client using the HUIT install package

If you do not have access to the Software Center or the Aeon Client option is not present, contact your local IT or HUIT Support to get the installation package. Note: You cannot use the standard Aeon installer provided by Atlas because it will not include Harvard's server connection information.

When installing directly with the HUIT install package, make sure to right-click on the .exe file and select the Run as administrator option

Once the client has been installed, you will need to configure the database settings.

1. Open up the DBCChooser.bat file from C:\Program Files\Aeon\.
2. In the dialog box that comes up, type P at the first prompt.
3. At the second prompt, type in the letter that corresponds with your library or unit.

Watch the Aeon Client Navigation video in the Atlas Video Training Library

Setting up Your Client Workspace

Add Client Layout Filters
Certain client layout filters will be set up with your client account, but you may want to add additional filters to help you manage your work better. See the Client Layout Filter instructions for more information.

**Modify your Notification Preferences**

The pop-ups on the bottom of the screen (and sounds associated with it) are configurable based on the computer (not the login). You can set your notification preferences at your computer.

To get to the Notification preferences, click on the Aeon icon on the upper-left of the client window, and then click the Options button.

In the Aeon Options Window, you can uncheck all of the notifications. If you work on a shared reading room computer, you may want the options on that computer set to show you requests for users in the reading rooms, but you do not need notifications for other requests or users.

**Create Your Researcher Account**

The client lets you use the system but does not let you create requests for yourself or keep track of material you have at your desk. For that, you will need to create a researcher account (and associate it with your library/department, if applicable).

To create your researcher account, open a browser and access the Aeon web interface, HOLLIS Special Request. On the login page, click on the Login or Register button under the HarvardKey Holders heading on the left. Login using your Harvard Key and fill out the registration form with your work contact information. (If you don’t have a Harvard key yet, you may claim it online.)

**Link your Research Account to your Unit or Department (if applicable, e.g. Houghton)**

You should now use the User search box to bring up your department record. All departments at Houghton have Pseudo-Patron records in Aeon. For the most part, these serve to organize the staff, but can also be used directly to order material for classes or other purposes.

The example in the image is for Houghton Public Services.
In the department patron record, go to the **Proxies** tab.

Search for your username (HUID minus last digit). Your record should come up in the right-hand portion of the screen. Drag your record over to the "Researchers" box (as shown here), and you should then be added to that department, and be able to create requests via the department pseudo-patron.

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**Learning Request Processing Basics**

- Working with Patron Reading Room Requests
- Clearing and Working with Users