



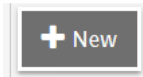
Adding Snapshots & Queries to Class Office Attendance

1. **Attendance** Top Tab, **Class Office** side Tab
2. Click the filter icon:

1 on Name [Search] [Filter]

Manage Filters... [Filter]

- ✓ All Records
- Attendance Activity
- Truant List
- Attendance Discrepancy
- Course Section = ?
- Grade Level = ?
- Group = ?
- Homeroom = ?
- Program = ?
- Int Students Att Activity



3. Click **Manage Filters** then click

Saved Query

Filter Type: Saved Query 1. Select saved query (search)

Owner: Sa-Hall Secondary 2. Select school level

Name: 2016 Graduate Seniors Exception list

< 1:2016 Graduate Seniors Exor > 97 records

Search on Name [Search]

Name	Owner/Type
<input checked="" type="radio"/> 2016 Graduate Seniors Exception list	Enterprise
<input type="radio"/> Active with Designation	Enterprise
<input type="radio"/> All Cross Enrolled Students	Enterprise
<input type="radio"/> At Risk Alert	Enterprise
<input type="radio"/> be pen	User
<input type="radio"/> brad fn groups	User
<input type="radio"/> City Address Filter	School
<input type="radio"/> Copy of Designation =?	User
<input type="radio"/> Copy of ENT Course Section = ?	Enterprise
<input type="radio"/> Counsellor =?	School

OK Cancel 4. Click OK

Snapshot – (add one at a time)

Filter Type: Snapshot 1. Select snapshot

Owner: Sa-Hall Secondary 2. Select School

Name: IBss - SSA

< 1:IBss - SSA > 26 records

Search on Name [Search]

Name	Owner/Type
<input checked="" type="radio"/> IBss - SSA	User
<input type="radio"/> AHE	User
<input type="radio"/> ASES	User
<input type="radio"/> Barriere Sec FN May 2017	User
<input type="radio"/> Beattie FN May 30 2017	User
<input type="radio"/> BES	User
<input type="radio"/> BEST	User
<input type="radio"/> DES	User
<input type="radio"/> Grade 8 & 9	School
<input type="radio"/> Grade 8 Band 17-18	School

OK Cancel 4. Click ok

4. The query/snapshot will appear in the filter list:

Manage Filters

- All Records [System]
- Attendance Activity [System]
- Truant List [System]
- Attendance Discrepancy [System]
- Course Section = ? [Enterprise]
- Grade Level = ? [Enterprise]
- Group = ? [Enterprise]
- Homeroom = ? [Enterprise]
- Program = ? [Enterprise]
- Int Students Att Activity [School]
- Grade 8 Band 17-18 [School]**

Grade 8 Band 17-18 [School]

Show/Hide Show All

+ New Edit Copy Delete

Save Click Save to Finish