**Adding Snapshots & Queries to Class Office Attendance**
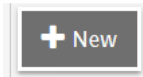
1. **Attendance** Top Tab, **Class Office** side Tab
2. Click the filter icon:



3. Click **Manage Filters** then click



| Saved Query | Snapshot – (add one at a time) |
|---|---|
|  |  |

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