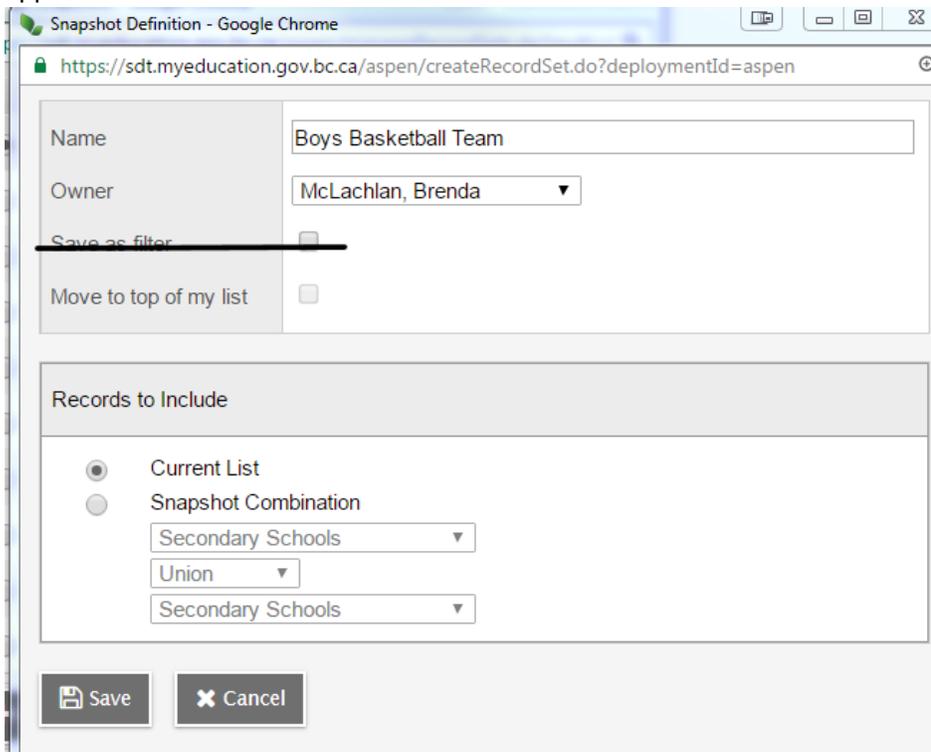


Creating Snapshots

A snapshot represents a *static* group. Use a snapshot to ‘take a picture’ of a group of records you will need to access regularly. For example, if you create snapshots of all the sports teams, you can mark attendance for the entire group when they miss the last class to travel to another school for their sporting event. The **snapshot will not change** as students come and go to the school (although users can modify the snapshot manually).

To create a Snapshot:

1. Go to a list page, such as the Student Top Tab
2. Search for and select the records you want to include in your snapshot. **Note: Be sure to select the checkbox next to each record you want to include in your snapshot, click the **Options menu**, then click **Show Selected**.**
3. On the **Options** menu, click **Snapshots**
4. In the Manage Snapshots dialogue box, click **New**. The Snapshot Definition dialogue box appears:



5. Type a name for this snapshot.
6. Click the owner and change to *school* if you wish the entire school to have access to the snapshot, otherwise leave your own name as the Owner.
7. It is NOT recommended to save the snapshot as a filter.

8. In the **Records to Include** box, select one of the following:
 - a. Current List (to include only those records you selected)
 - b. Snapshot Combination to combine two existing snapshots (only available if you've created other snapshots already)
9. Click **Save**.

Accessing a Snapshot

1. Access whatever top tab you created the snapshot in, likely the Student Top Tab.
2. From the **Options** menu, choose **Snapshots**
3. The manage Snapshots dialogue box opens
4. Click on the bullet of your saved snapshots
5. Click **Use**

