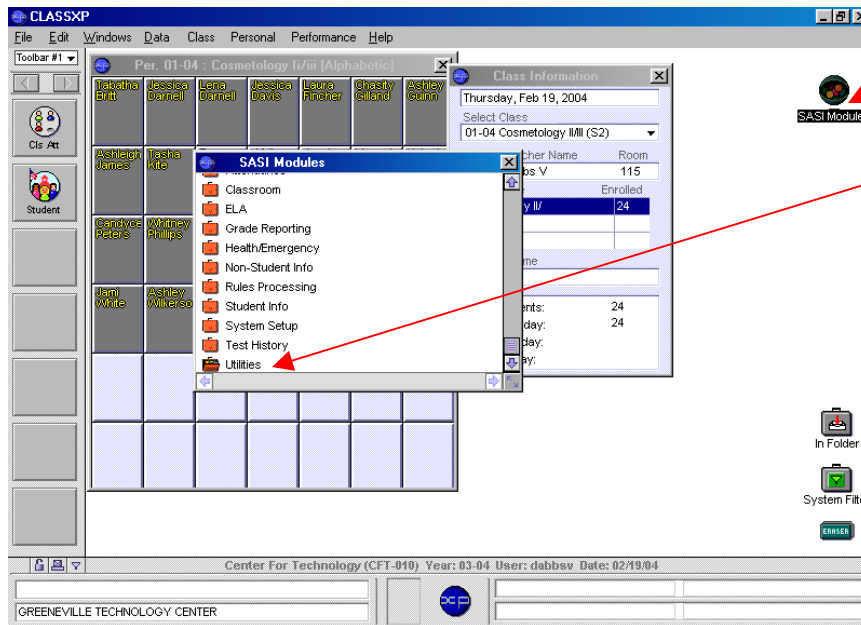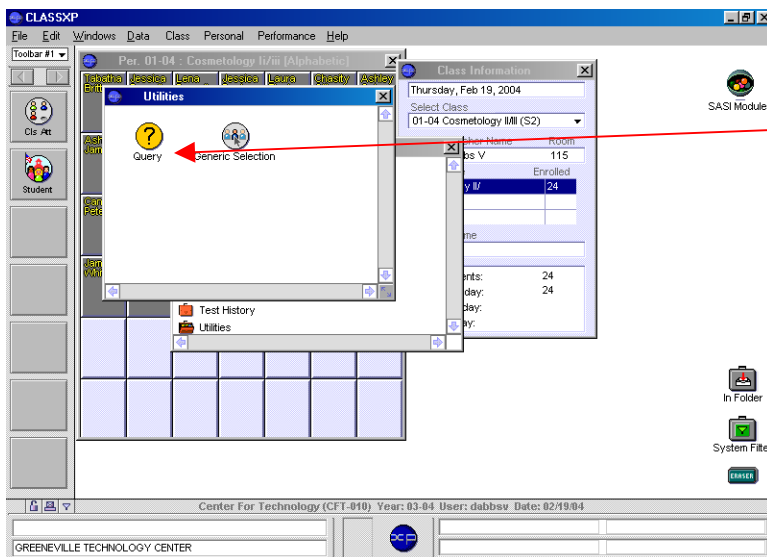# Viewing Attachments in ClassXP

You can use a Query to view attendance attachments that have been entered in the office.

Open ClassXp and open one of your classes.

Double click on the SASI modules icon.

Double click on the Utilities Folder.

Double Click on the Query Icon.

If there is anything in the query window, delete it.

Then copy and paste or enter: AATT ASTU AATD permnum ln fn AbsDate AbsType Note

This must be done exactly correct, that is why I recommend to copy and paste.

Click the **Do** button.

You should get a list of your students, along with the contents of the notes entered by the office.

You may have to adjust the size of the columns to see more of the information. You can do this by clicking and dragging between the columns on the heading line.