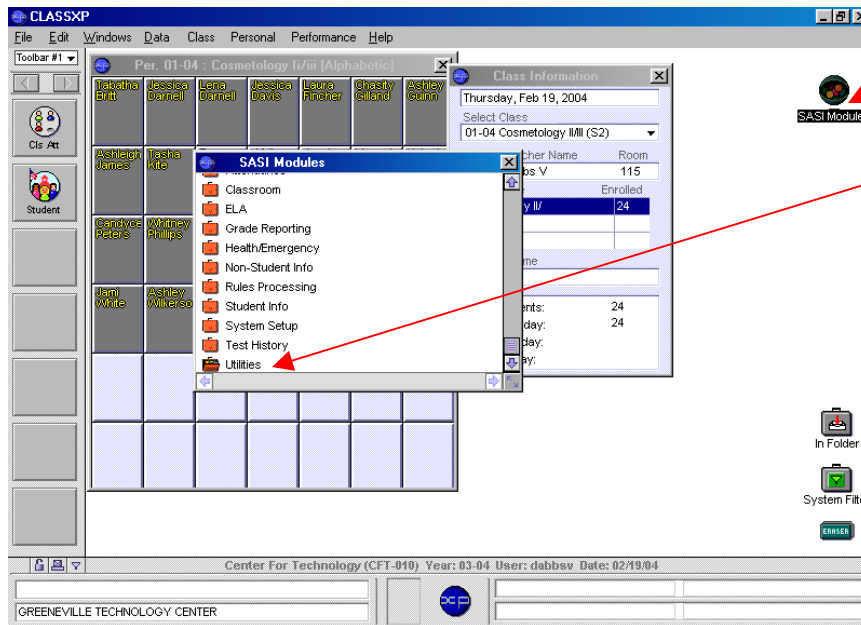


Viewing Attachments in ClassXP

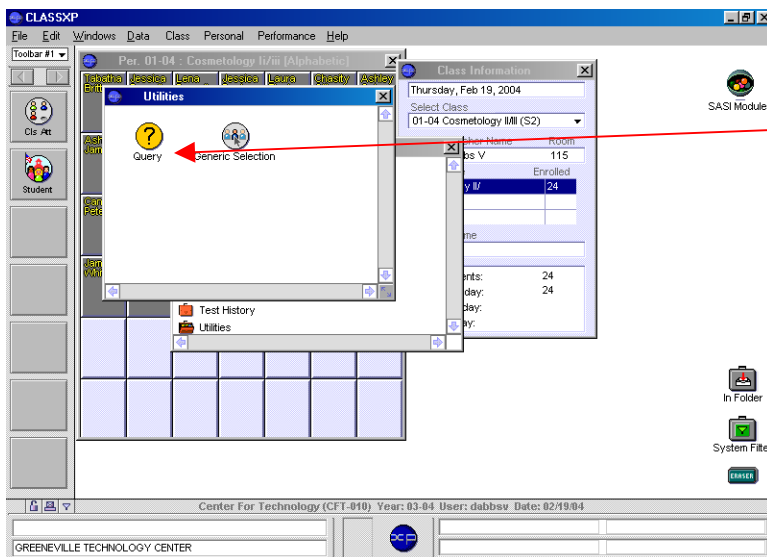
You can use a Query to view attendance attachments that have been entered in the office.

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.

CLASSXP

File Edit Windows Data Class Personal Performance Query Help

Toolbar #1

Per. 01-04 : Cosmetology I/II (Alphabetic)

Class Information

Thursday, Feb 19, 2004

Query

DISPLAY AATT ASTU AATD permnum In fn AbsDate AbsType Note

Student ID Last Name First Name

AATT 1 ASTU 2 AATD 3

Status SchoolNum* StuLink* EnterDate LeaveDate AbsDate* AbsType* PeriodNum ArrTime DepTime WWeight Note

SchoolNum* StuLink* EnterDate LeaveDate AbsDate* AbsCode1* AbsCode2* Ownappl1 SocSecNum FamilyNum UserStamp DateStamp TimeStamp

Conditions

IF SORT AND OR NOT = < > <= >=

Variables

%1 %2 %3

Show Inactive Records Show Empty Records

Close Do

Center For Technology (CFT-010) Year: 03-04 User: dabbsw Date: 02/19/04

GREENEVILLE TECHNOLOGY CENTER

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

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

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

Click the **Do** button.

CLASSXP

File Edit Windows Data Class Personal Performance Query Help

Toolbar #1

Per. 01-04 : Cosmetology I/II (Alphabetic)

Class Information

Thursday, Feb 19, 2004

Query

DISPLAY AATT ASTU AATD permnum In fn AbsDate AbsType Note

First Name Absence Date Absen Note

00001	Ashley	10/13/03	3	dr statement from Dr. Svensen's office
00002	Ashley	02/11/04	3	mother called-grandmother passed away
00003	Alicia	11/03/03	3	sick
00004	Joanie	01/21/04	3	sick
00005	Laura	11/24/03	3	missed CFT bus
00006	Laura	12/08/03	3	ER statement
00007	Laura	12/09/03	3	ER statement
00008	Tasha	12/09/03	3	parent not-sick
00009	Tasha	12/15/03	3	sick
00010	Tasha	12/16/03	3	dr statement-Grrnv Pediatrics
00011	Tasha	12/17/03	3	Grrnv. Pediatrics
00012	Amber	09/25/03	3	overslept
00013	Amber	10/02/03	3	School meeting
00014	Amber	10/21/03	3	dr statement
00015	Amber	12/15/03	3	vomiting

Close Revise

Center For Technology (CFT-010) Year: 03-04 User: dabbsw Date: 02/19/04

GREENEVILLE TECHNOLOGY CENTER

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.