

# Snapshots

## Using Snapshots to Create and Store Groups

A snapshot represents a **static** filter. Think of a snapshot as a picture of a particular group of students, staff members, courses, or rooms that you can file and easily retrieve.

For example, assume you manage the Math club and want to be able to quickly access all of the students who are members. You can use a query to find the students initially, and then create a snapshot of these students. This way, each time you want to work with students in the Math club, you need only refer to your snapshot.

You can also manage snapshots for individual records.

### To create a snapshot:

1. Do one of the following:
  - To create student snapshots, log on to any view and click the **Student** tab.
2. Search for or select the records you want to include in your snapshot. You might select these records individually, or use a query to find them.

**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 dialog box, click **New**. The Snapshot Definition dialog box appears:

The image shows a dialog box titled "Snapshot Definition". It has a yellow header area with the following fields:

- Name:** Math Club
- Owner:** Aspen Public Schools
- Save as filter:**
- Move to top of my list:**

Below the header is a section titled "Records to Include" with a yellow background. It contains two radio buttons:

- Current List
- Snapshot Combination

Under "Snapshot Combination", there are three dropdown menus:


- Math Club
- Union
- Math Club

At the bottom of the dialog are two buttons: "Save" and "Cancel".

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5. Type a name for this snapshot.
6. Click the **Owner** drop-down to select the user or school, as the owner. This determines which other users, if any, can use this snapshot.

**Note:** Not all users have privileges for all levels of ownership.

7. If you would like to make this snapshot an option on your **Filter** menu , select the **Save as filter** checkbox. This is not recommended!
8. If you would like this snapshot to be your default filter (for example, whenever you open the Student List, these are the records you'd like to see), select the **Move to top of my list** checkbox.
9. In the **Records to Include** box, select one of the following:
  - Current List to include only those records you selected checkboxes for on the list page.
  - Snapshot Combination to combine two existing snapshots. (This option is only available if you have already defined at least two snapshots.)
10. If you selected **Snapshot Combination**, use the following table to determine how you want to assemble the two snapshots you select:

Select	To include the following in the snapshot:
<b>Union</b>	Any records that appear in the first snapshot you select or the second snapshot you select. For example, if you want to create a snapshot of students who appear on either or both the first term and second term honor roll, select <b>Union</b> .
<b>Intersect</b>	Only records that appear in both the first and second snapshot you select. For example, if you want to create a snapshot of students who appear on both the first and second term honor rolls, select <b>Intersect</b> .
<b>Difference</b>	Any record that appears in the first snapshot you select, but not in the second. For example, if you want to create a snapshot of students who appear on the first term honor roll, but not on the second term honor roll, select <b>Difference</b> .

11. Click **Save**. The Manage Snapshots dialog box displays the snapshot you created.
12. Select the snapshot you created, and click **Use**. The list page displays the records in the snapshot selected.

**Note:** You can also save a snapshot to the **Filter** menu on a list page. Then, you can quickly select that snapshot.