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## To Set Filters:

1. Click on the **Filters** tab in the ribbon bar.
2. Click on the dropdown arrow next to **Active Term** and choose the appropriate school year. Click on **Save**.
3. Repeat this step to change the filters for Program, Location, Course Type, Teacher, County or Region.
4. For the **Enrolled** filter, choose **All** to view all students.
5. To revert Filters to their defaults, click on the **Clear** icon.

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## To Set Preferences:

1. Click on the **Indiana State Seal** icon in the top left corner of InTERS.
  2. Hold your mouse on **Settings** to open up the Settings Menu.
  3. Click on **Preferences** to open up the Set User Preferences pop-up window.
  4. Increase the attendance search history to pull more student records on future searches.
  5. Adjust the other preferences to your needs.
  6. Click the **OK** button at the bottom of the window.
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