Attendance: In/Out Times with Meal Outside of Normal Schedule using Mobile App



To take attendance using the mobile app:

- Click on the "Daily Attendance" button.
- Select the roster for which you are taking attendance.
- Select the name of the participant and click on the left box to enter a "time in". Use the selector to enter the time the participant arrived. Click "Confirm".
- Click on the right box to enter a "time out" following the same method and click "Confirm".
- If you need to record that they are attending outside of their normal schedule, do a long press (press and hold) on the participant's name.
 - ^o A new dialog box will open saying "Attendance on School Day?" which you can toggle to YES.
 - ° Be sure to provide a reason in the notes field (required).
 - ° Click "Confirm".
- Click "Submit". Other people who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.

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Date : 1/14/2021 Search Rosters ↓ Infant	Date : 1/14/2021 Search Rosters ↓ Infant	Date : 1/14/2021 Search Rosters ↓ Infant
Benjamin Cubbage 22	Benjamin Cubbage 22	Benjamin Cubbage 22
Carter Hoffman 38	Carter Hoffman 38	Carter Hoffman 38
	Pick a Time	Attendance on School Day Yes No Note
	9 5 7 10 58 11 59	
	12 00 AM	Canfirm
	1 01 PM 2 02 3 23	Committe
Current Total 0	Confirm	Current Total 0
Submit	Cancel	Submit
Long pr <u>ess for attendance on sch</u> ool day	Long pr <u>ess for attendance on sch</u> ool day	Long pr <u>ess for attendance on sch</u> ool day