

Attendance: Headcount Attendance using Web & Mobile App



To take headcount attendance using the web app:

- Click on the “Attendance” button on the main dashboard.
- Select the Date (note that you cannot take attendance for future dates).
- Select the Roster for which you want to take attendance.
- Enter the attendance count.
- Click “Save”.

A screenshot of a web application interface titled "Attendance". It features a form with the following fields: "Date" with the value "09/24/2021", "Roster" with a dropdown menu showing "Select", and "Attendance Count" with the value "0". A green "Save" button is located at the bottom right of the form. The text "Other Users Counts" is visible on the left side of the form area.

To take headcount attendance using using the mobile app:

- Click on the “Daily Attendance” button.
- Select the roster for which you are taking attendance.
- Enter the attendance count.
- Click “Submit”. It will synchronize in real time with the web app.

