

Record an Absence

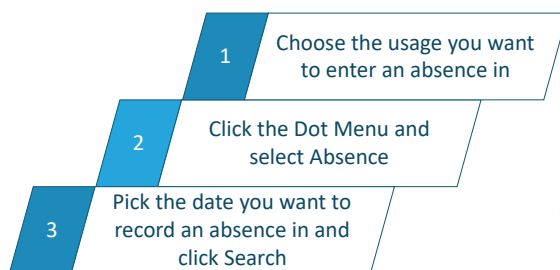
This is another process that has two methods of recording. As with making reservations, you can either choose to use the **Organization** tab or to use **Case Management** tab/**Calendars/Class**.

These instructions will only go through the process using the Organization tab.

How to Record an Absence



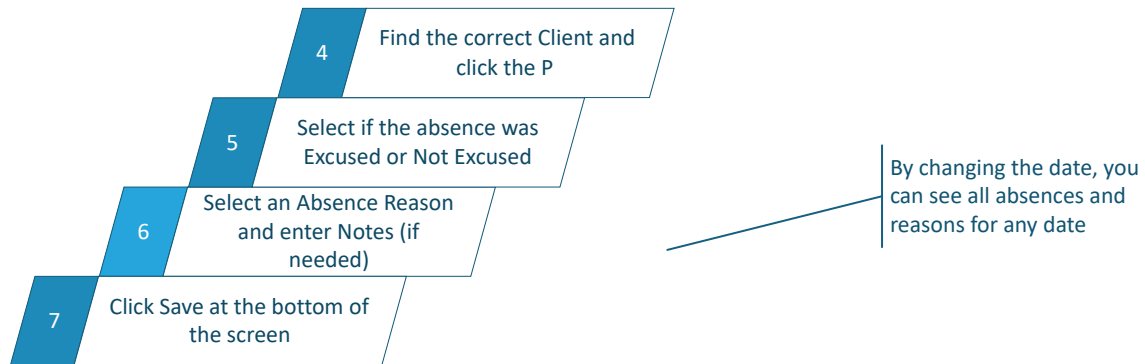
As before, bring up the list of usages and choose the correct one. Use the Dot Menu to the left and select **Absence**.



This same process can be accomplished through the Class Calendar

This will open up a new screen. You need to select the date that you wish to record the absence in. If you select a date, the next available classes for that week/month will show up in the Event menu on the right of the screen. If there are multiple choices available, select the one that you want, and hit Search.

This will bring up a list of clients that reserved slots for that particular day. Find the client you want, and click the check to the left of their name.



This will expand their row and allow you to choose whether the absence is excused/unexcused, enter a reason and provide any notes.

You can then choose to Save or to continue recording absences for that day. If you want to record more, find the next client and repeat the process.

Be sure to click the Save button at the bottom of the screen