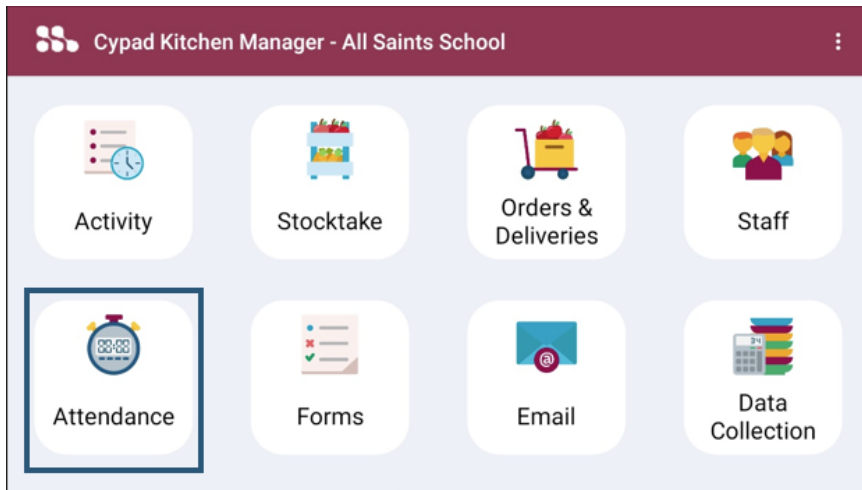


How to mark attendance

Quick reference sheet



1. Select the **'Attendance'** app.



2. Tap a **cell** next to the name and **'In'** column

Name	In	Out
Amelia Green		
Jack Davies		
Oliver Smith		

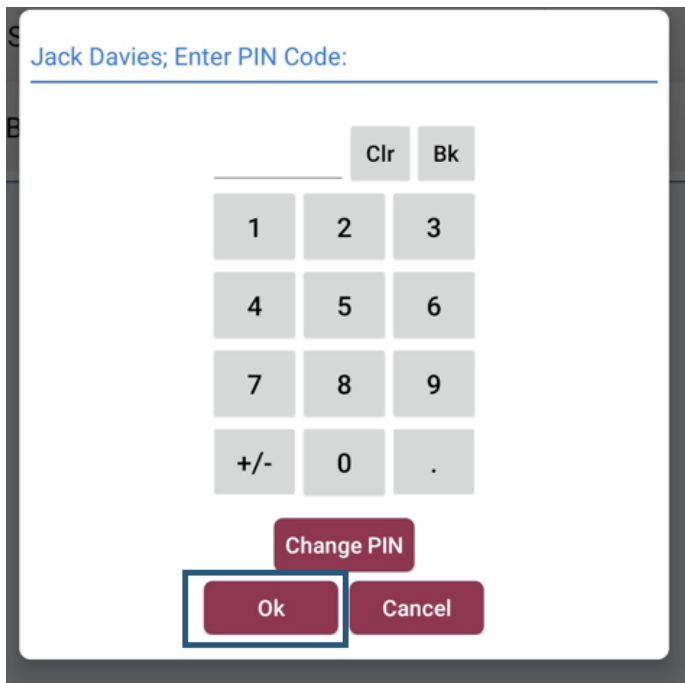


How to mark attendance

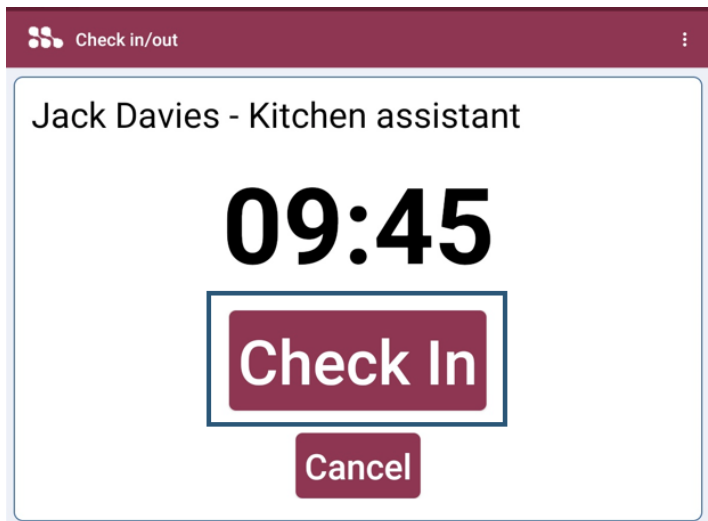
Quick reference sheet



3. If the **PIN code** is set up, enter the PIN code and press **'ok'**.



4. Press **'Check in'**.



How to mark attendance


Quick reference sheet



- At the end of the working day select the **'Attendance'** app.
- Tap a cell next to the name and **'Out'** column.

Staff Attendance - All Saints School			26 Jan 2023
Name	In	Out	
Amelia Green			
Jack Davies	11:59	<input type="text"/>	
Oliver Smith			

- Type in the **PIN code** if required and press **'ok'**
- Press **'check out'**

 Check in/out

Jack Davies - Kitchen assistant

12:09

Check Out

Cancel

Kitchen assistant	11:59	
-------------------	-------	--

For further information, please visit the Cypad support page by clicking [here](#)

