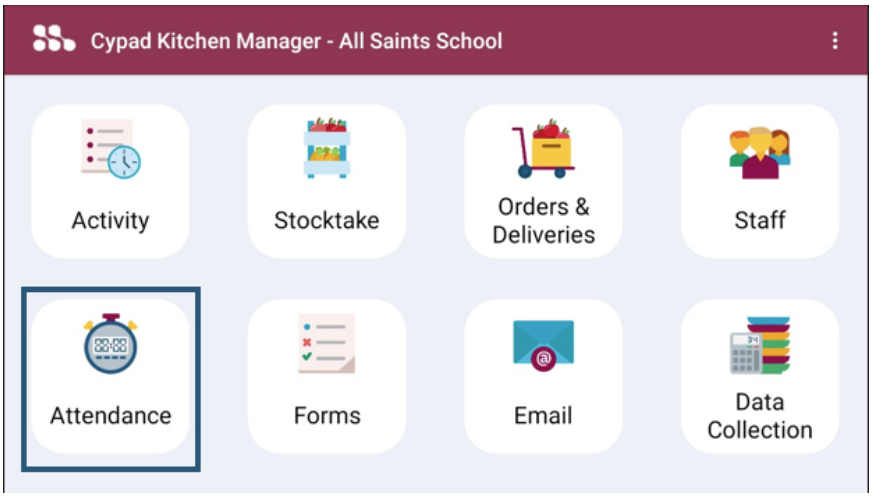
Cypad

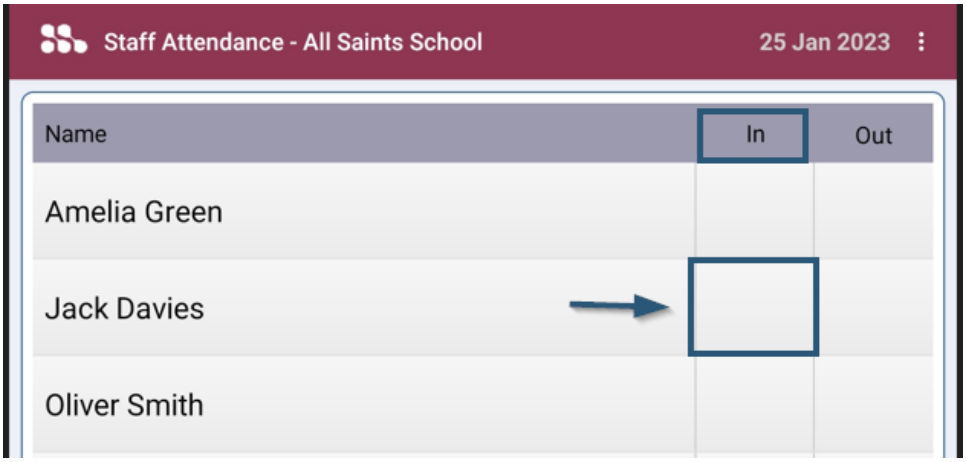
How to mark attendance

Quick reference sheet

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



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



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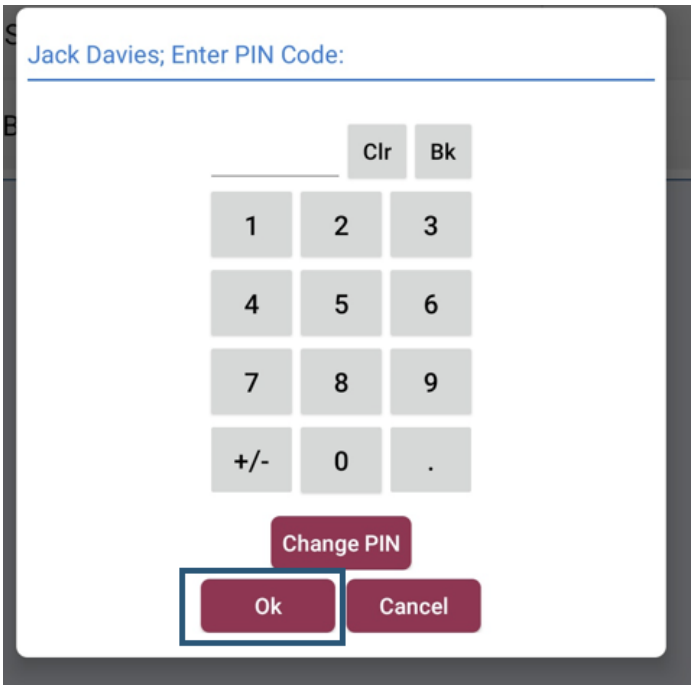
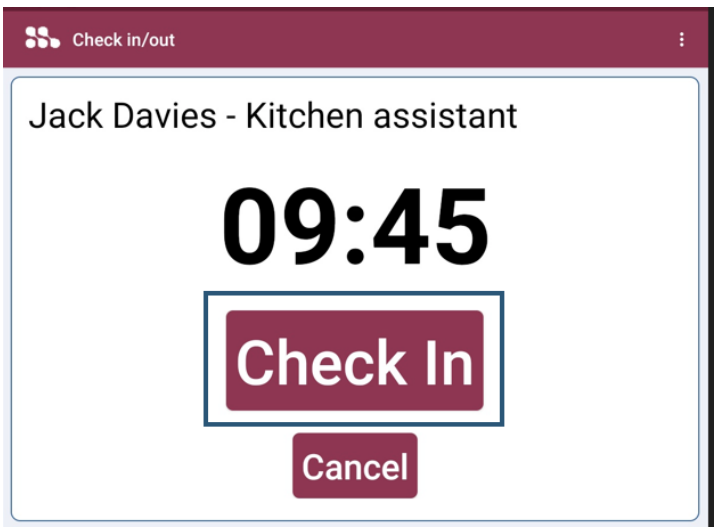
3. If the **PIN code** is set up, enter the PIN code and press **'ok'.**



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



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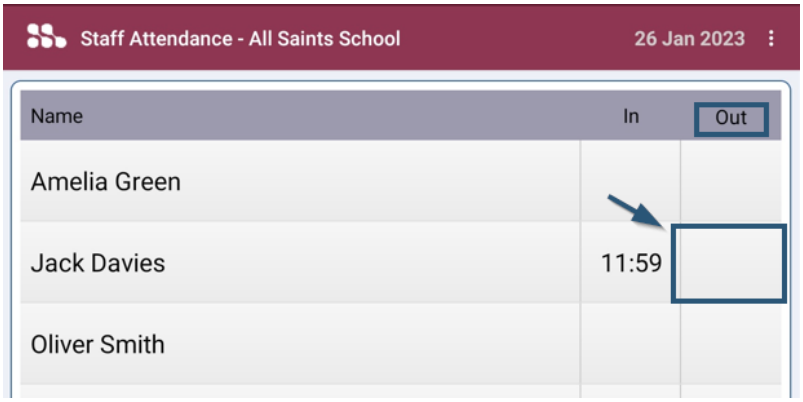
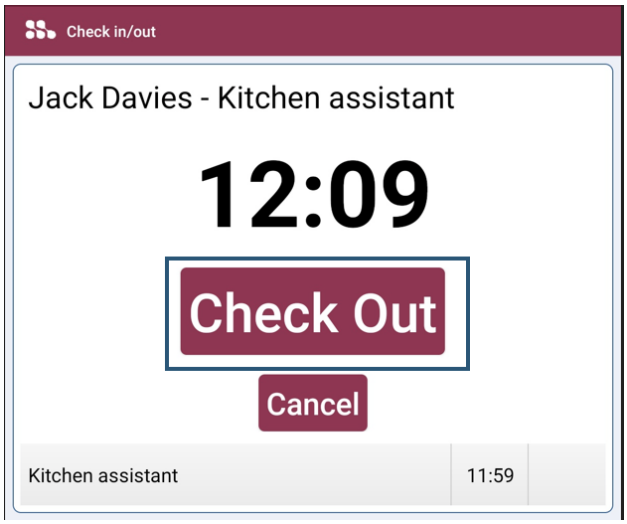
How to mark attendance

Quick reference sheet

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



7. Type in the **PIN code** if required and press **'ok'**
8. Press '**check out'**



For further information, please visit the Cypad support page by clicking **here**