Cypad
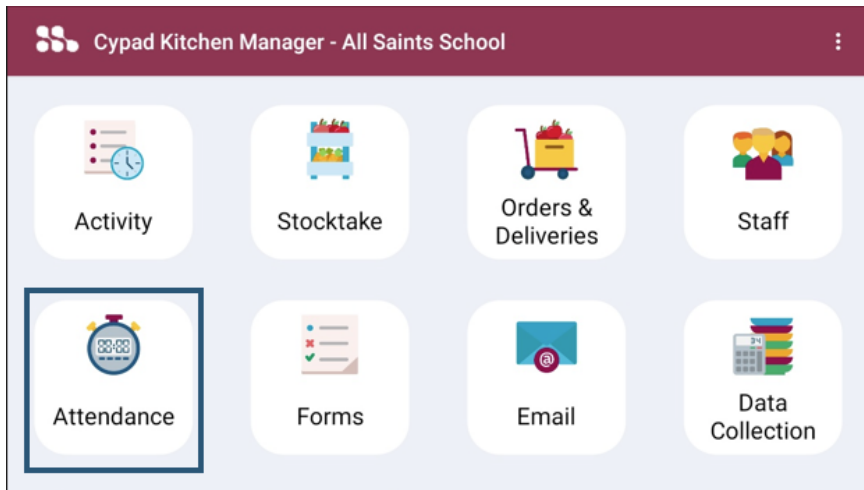
How to mark attendance

Quick reference sheet

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

2. Tap **a cell** next to the name and **'In'** column
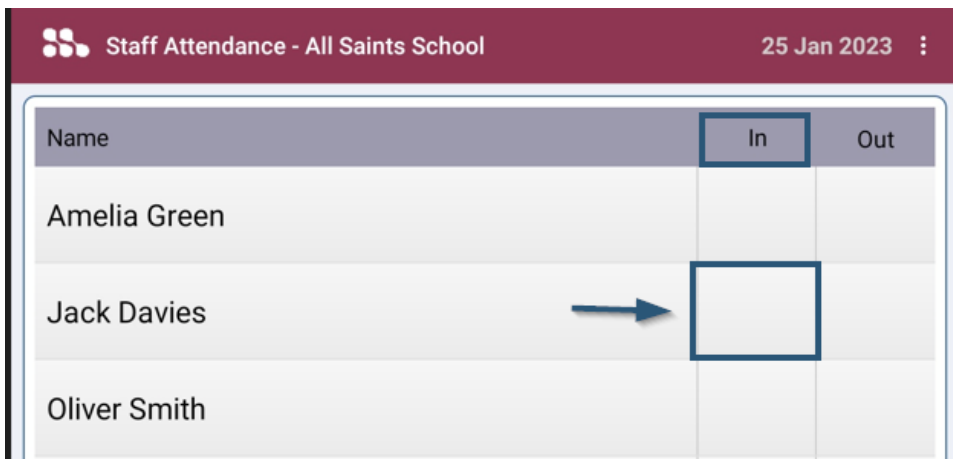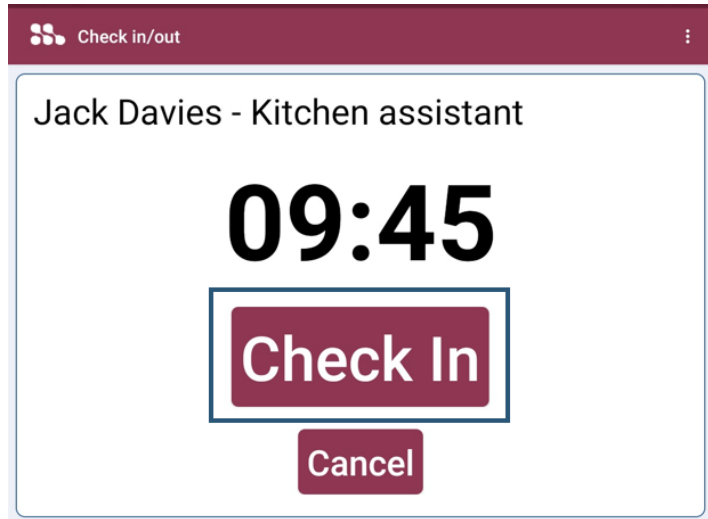
3. Press **'Check in'.**

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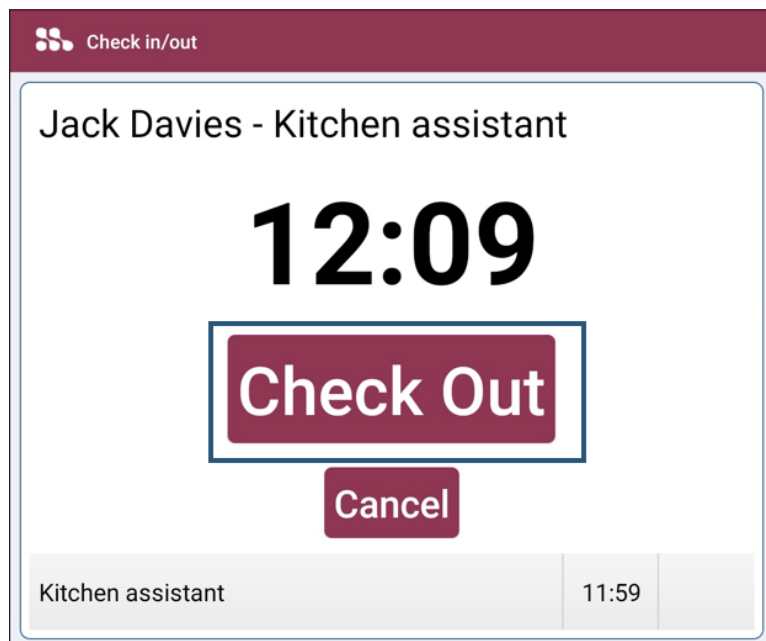5. Tap a cell next to the name and **'Out'** column.

Cypad

How to mark attendance

Quick reference sheet

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**

parentpay.com/Cypad   Cypad   @Cypad