

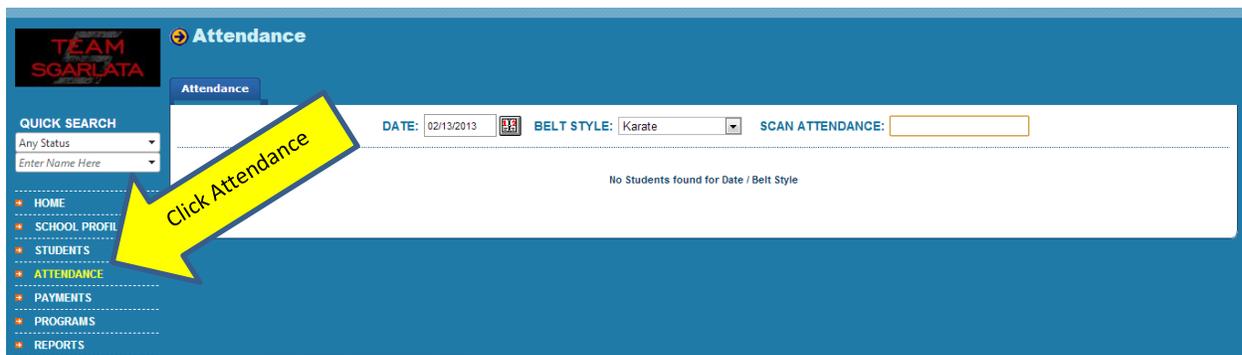


## Customers User Guide ~ Attendance

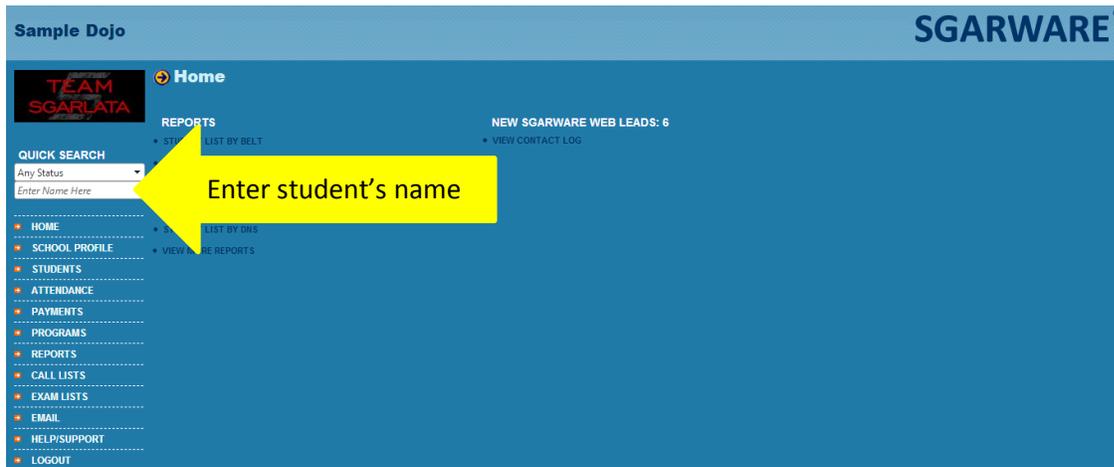
### ATTENDANCE:

**To enter a student's attendance:** Student attendance may be entered in two ways, as a group or individually. To ensure that a new student begins to appear on most reports, it is recommended that an attendance record is entered at time of enrollment.

- **To enter student's attendance as a group**
  - HOW TO: Click on "Attendance" to the left of the screen. Select the "Date" from the calendar, the "Style" from the drop down menu and then either manually type the student's account number in the "Scan Attendance" box, then hit "Enter" or use a Bar Code scanner. (Please note Bar Code scanner needs to be able to read Code 39.) Attendance information will automatically transfer into the student's attendance page.



- **To add attendance individually**
  - HOW TO: Quick Search the students name and select the “Attendance” tab.



**To add new attendance record:**

- HOW TO: Click on “Add New Record”. Enter Attendance Date from calendar to the right of the box and the time by clicking on the clock (time selection is only necessary if the student attends a second class on exam night). If no time is selected, Sgarware will automatically enter the current time. Select belt style from the dropdown menu and click “Add”.

**To edit Attendance record:**

- HOW TO: Once an “attendance” has been entered you may edit it by clicking on “Edit” to the left of the date box. You may make changes and click “Update” or click “Delete” to remove the information entirely.