How to change Daily Attendance using the Daily Attendance Tab on the SAME DAY

1. Click on the Attendance.

Attendance

2. Click Daily Tab on the Left side of your screen.

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					R P	Present		
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3. If you marked a student absent by mistake, click on the P next to the student.

4. A small box will pop up.	Click
OK.	

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porta v Holp v	6 records	Daily attendance por
Nama	Code	Attendance
Student Name	A I R P	A (edd)

5. Then, click on Post to change it.

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