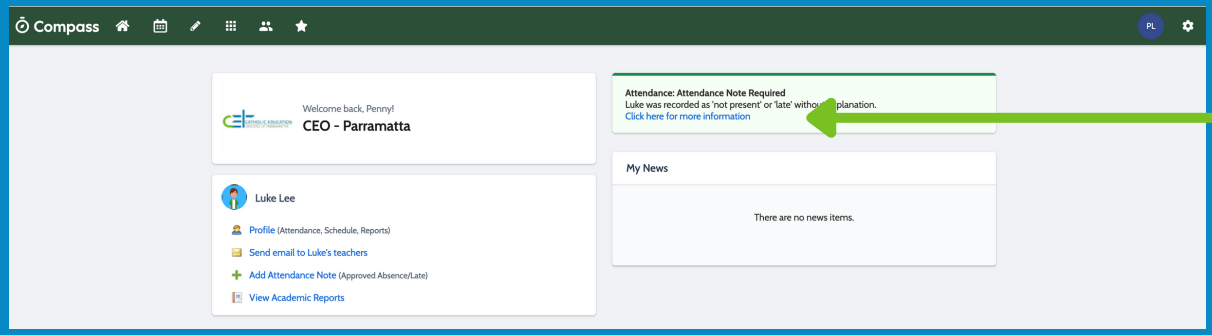
Unexplained Absence Note

If an explanation is not provided within 7 days the absence must be recorded as unexplained

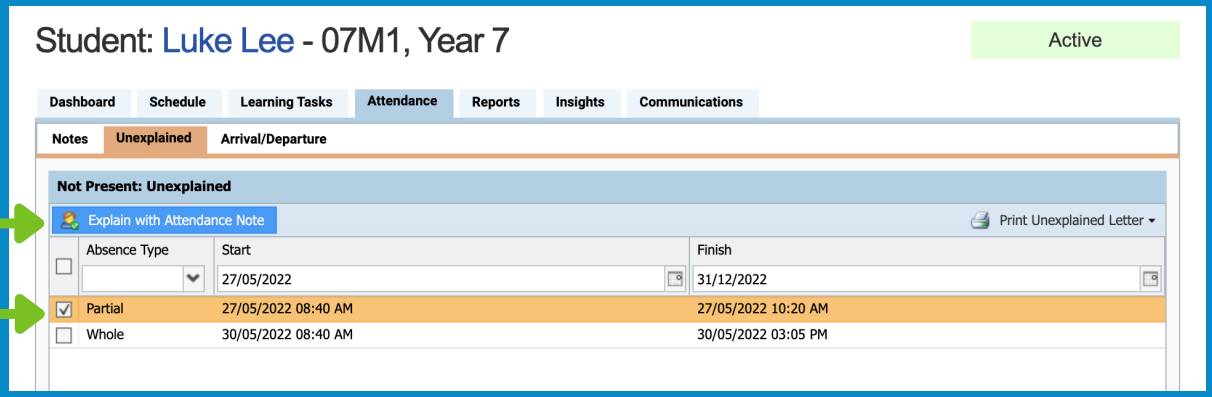
Screen 1



1 Click here to explain any absences

Screen 2

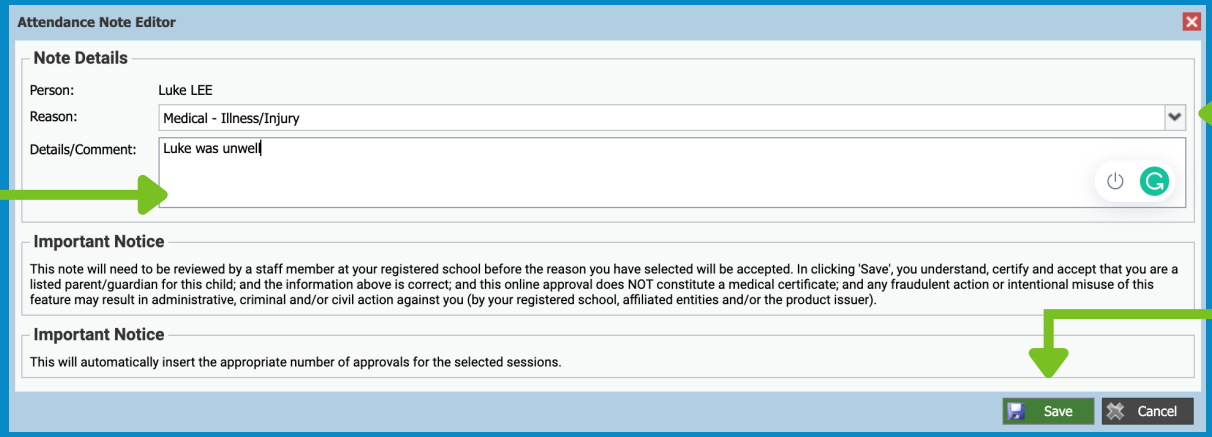
Select 'Explain with Absence Note'



2

3 Check the box for the 'Unexplained absence date'

Screen 3



4 Pick the reason from the drop down menu

5 Enter absence reason

6 Select save