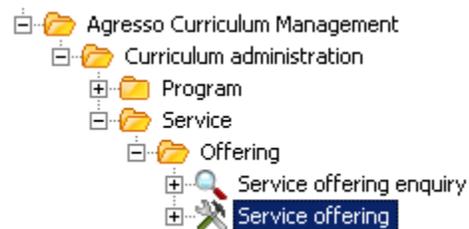# Entering Attendance – *from Service Offering*
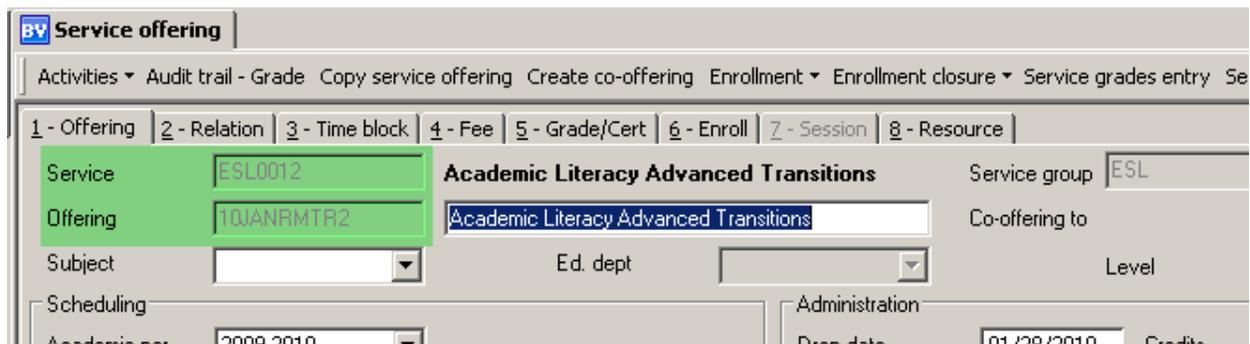
From Agresso *Menu Items* panel:

1. Open *Service offering* screen through displayed path.

In the *Service offering* screen,

2. Enter service code, press tab key.
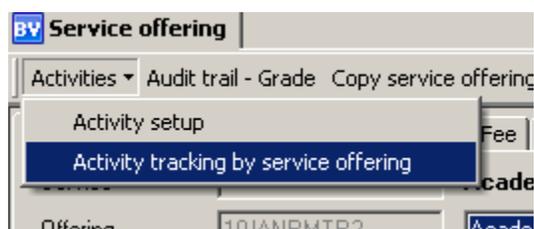3. Enter offering code, press tab key.

The service information will display.

4. Click on the *Activities* tool option.

5. From the drop down list, select *Activity tracking by service offering*.

Activity tracking by service offering screen will open.

6. From the *Activity* drop down list select *ATTENDANCE* option, press tab key.
7. Double click on *Date* field and from the displayed calendar select the date for which you wish to enter attendance; press tab key.

Any absence related to the chosen date that has already been entered to the system will be displayed.

8. Follow these steps to enter other absence records related to this date in the next available empty row of the table.
   a. Click in the *Name* cell and from the drop down list, choose the absent student; press tab key.

	Name	Student	Code	Units	Comment	
1	White, Snow	294703	LATE	1.000		CLAS
2				0.000		
3	Enchanted, Ela					
4	Explorer, Dora					
5	Kwan, Rob					
6	Mira, Mana					
7	Nili, Filum					
8	Purple, Rose					

   b. From the *Code* drop down list choose the relevant absence code; press tab key.

	Name	Student	Code	Units	Comment	Unit
1	White, Snow	294703	LATE	1.000		CLASS
2	Explorer, Dora	294706		0.000		CLASS
3			ABSENT			
4			EXCUSED			
5			LATE			
6			FAST-TRACK			

   c. In the *Units* cell, enter the number of units that the student has missed. These can't be greater than the total units per class.
   d. If applicable, type a comment for this absence in the *Comment* cell.

	Name	Student	Code	Units	Comment	Unit	Start date	End date
1	White, Snow	294703	LATE	1.000		CLASS	01/06/2010	04/27/2010
2	Explorer, Dora	294706	EXCUSED	3.000	Dr's appointment.	CLASS	01/06/2010	04/27/2010
3								

9. Click on save button to save the entered absence(s).

The date field and the absence table will clear. You can enter absences for the same service but a different date by repeating steps 7, 8, and 9.