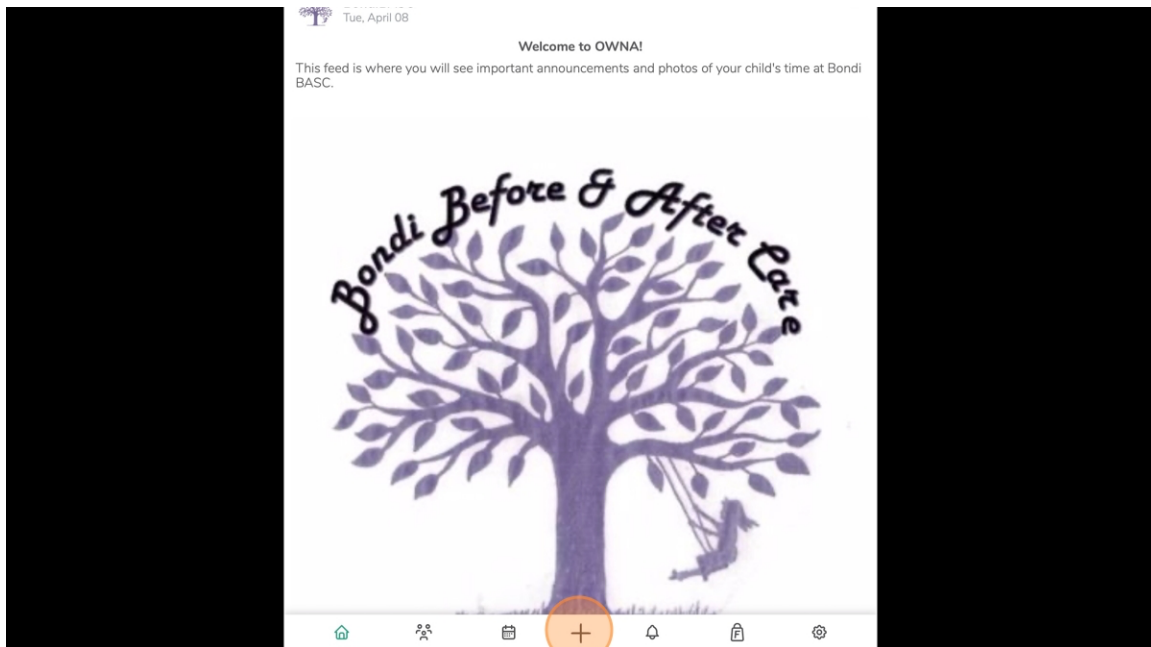
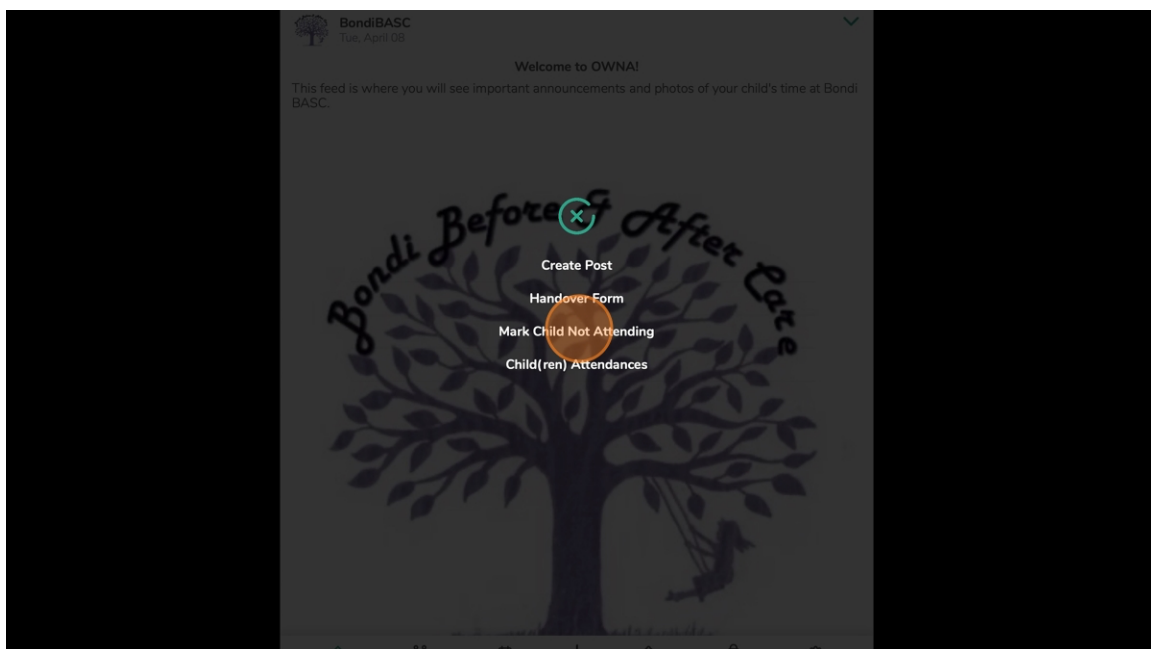


Mark Child Absent

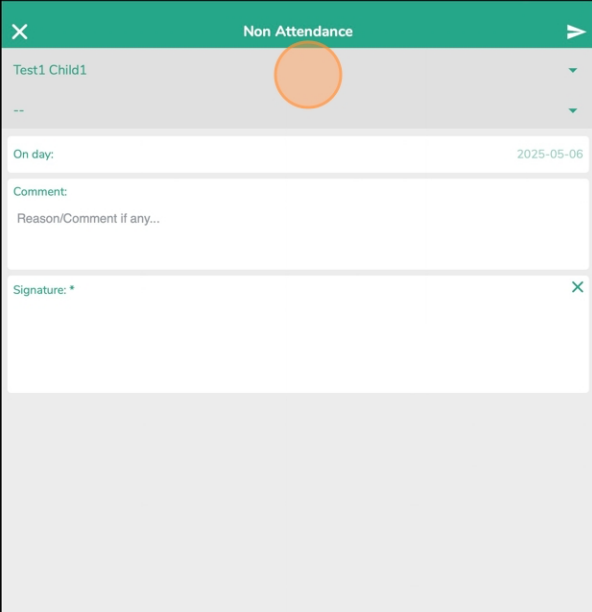
1. Click the plus button



2. Click 'Mark Child Not Attending'

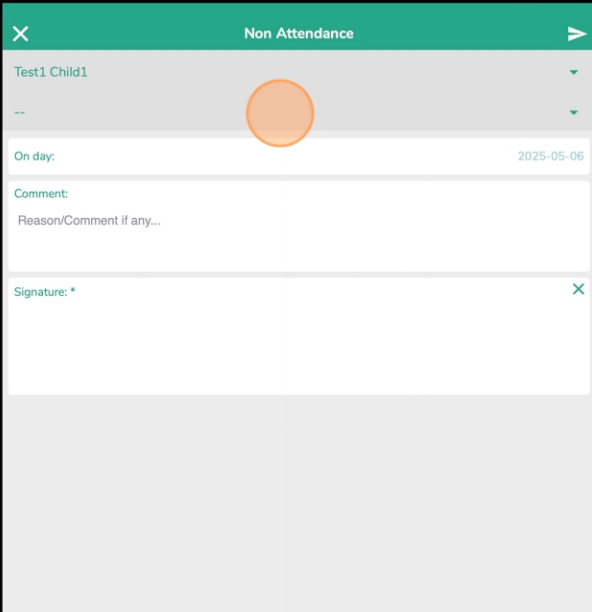


3. Select the child.



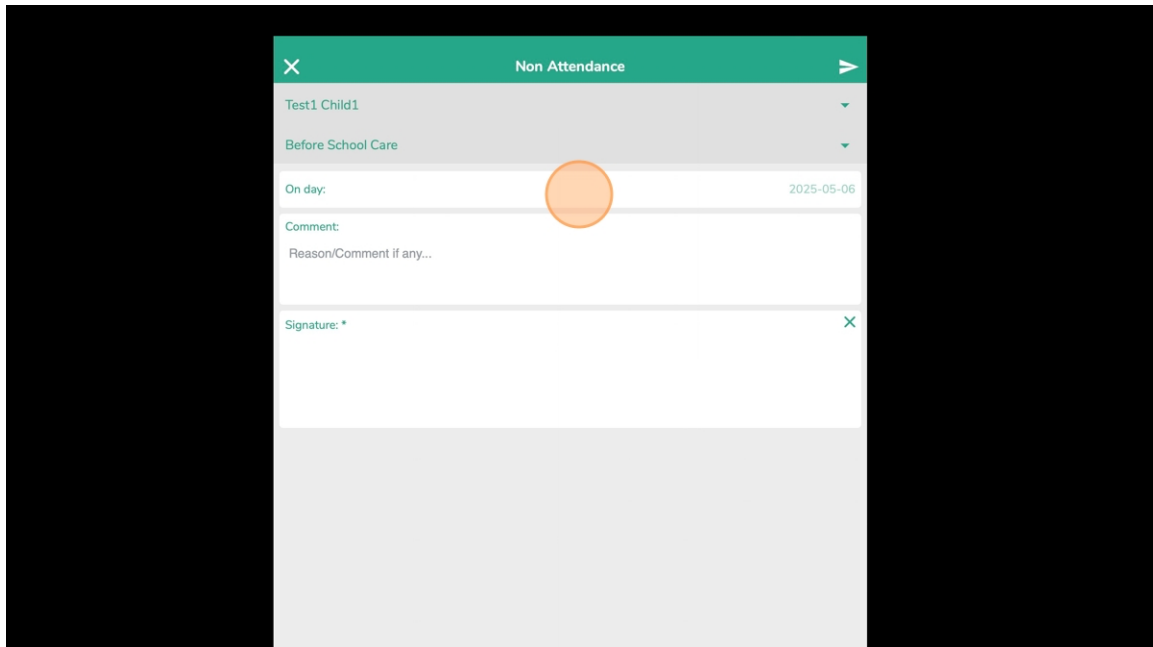
The screenshot shows a mobile application interface for recording non-attendance. The title bar is green with a white 'X' on the left and a white arrow on the right, and the text 'Non Attendance' in the center. Below the title bar, there is a list of children. The first child, 'Test1 Child1', is highlighted with a light gray background. An orange circle is drawn over the dropdown arrow next to 'Test1 Child1'. Below the list, there are three input fields: 'On day:' with the date '2025-05-06', 'Comment:' with the placeholder text 'Reason/Comment if any...', and 'Signature: *' with a green 'X' icon on the right. The bottom of the screen is a light gray area.

4. Select the roll.



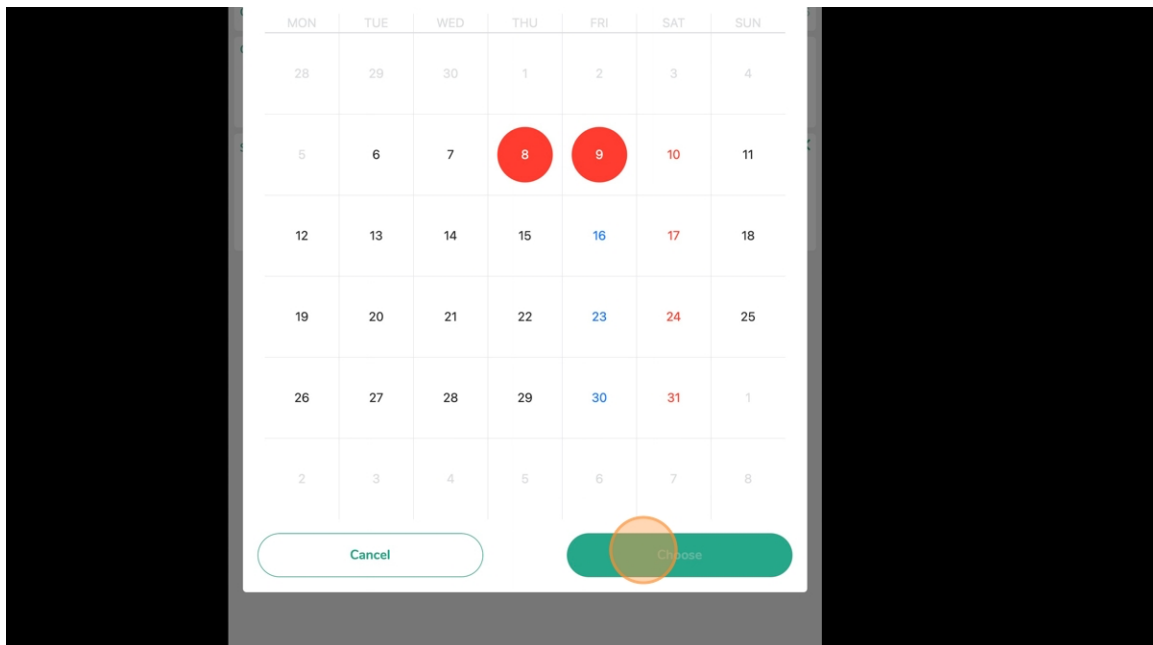
The screenshot shows the same mobile application interface as above. The title bar is green with a white 'X' on the left and a white arrow on the right, and the text 'Non Attendance' in the center. Below the title bar, there is a list of children. The first child, 'Test1 Child1', is highlighted with a light gray background. An orange circle is drawn over the dropdown arrow next to 'Test1 Child1'. Below the list, there are three input fields: 'On day:' with the date '2025-05-06', 'Comment:' with the placeholder text 'Reason/Comment if any...', and 'Signature: *' with a green 'X' icon on the right. The bottom of the screen is a light gray area.

5. Select the dates (you can select multiple)



The screenshot shows a mobile application interface for recording non-attendance. The title bar is green with a white 'X' on the left and a white arrow on the right, with the text 'Non Attendance' in the center. Below the title bar, there are two dropdown menus: 'Test1 Child1' and 'Before School Care'. The 'On day:' field is highlighted with an orange circle and contains the date '2025-05-06'. Below this is a 'Comment:' field with the placeholder text 'Reason/Comment if any...'. At the bottom is a 'Signature: *' field with a green 'X' icon on the right.

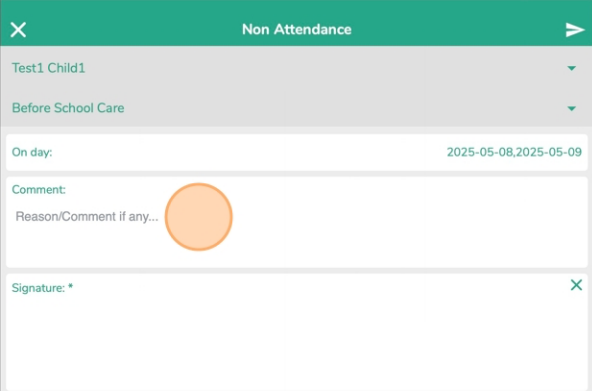
6. Select 'Choose' once each day is selected.



The screenshot shows a calendar interface with a grid of days. The days are labeled with their respective days of the week (MON, TUE, WED, THU, FRI, SAT, SUN) and numbers. The days 8 and 9 are highlighted with red circles. The 'Choose' button at the bottom right is highlighted with an orange circle. The 'Cancel' button is on the bottom left.

MON	TUE	WED	THU	FRI	SAT	SUN
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

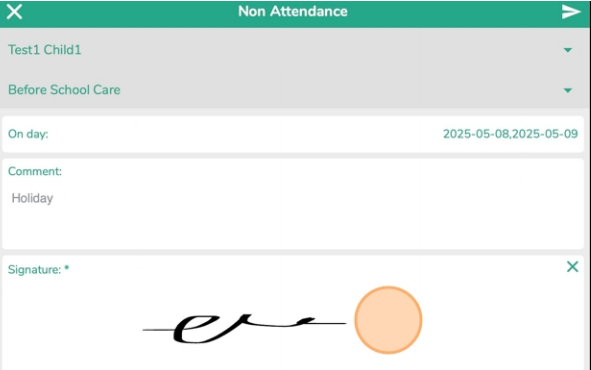
7. Add a reason (optional)



The screenshot shows a mobile application interface for recording non-attendance. The form is titled "Non Attendance" and includes the following fields:

- Child Name:** Test1 Child1
- Category:** Before School Care
- On day:** 2025-05-08, 2025-05-09
- Comment:** Reason/Comment if any... (with an orange circle icon)
- Signature:** * (with an orange circle icon)

8. Add signature



The screenshot shows the same "Non Attendance" form, but with the "Signature" field filled with a handwritten signature. The "Comment" field now contains the text "Holiday".

- Child Name:** Test1 Child1
- Category:** Before School Care
- On day:** 2025-05-08, 2025-05-09
- Comment:** Holiday
- Signature:** * (with a handwritten signature and an orange circle icon)

9. Click the arrow at the top right to submit.

The screenshot shows a mobile application interface for recording non-attendance. At the top, a green header bar contains a close button (X) and the title 'Non Attendance'. Below the header, the form is for 'Test1 Child1' and 'Before School Care'. The 'On day:' field is populated with '2025-05-08,2025-05-09'. The 'Comment:' field contains the text 'Holiday'. The 'Signature: *' field shows a handwritten signature. A green arrow button is circled in orange at the top right of the form, indicating the submit action.

10. Click 'Ok' to confirm.

This screenshot shows the same 'Non Attendance' form as above, but with a confirmation dialog box overlaid in the center. The dialog box has the OWNA logo and the text 'OWNA Are you sure?'. It features two buttons: 'Cancel' and 'Ok'. The 'Ok' button is circled in orange. In the bottom right corner of the screen, there is a small thumbnail of the device showing the same dialog box.

Make sure you repeat this for each child AND each roll if needed.