

DAYS PRESENT -DAYS ABSENT

The student does NOT have to be active in your school to run this report

BEFORE YOU START:

- Have the student's ID Number
- Know the student's entry date and withdrawal date
- Convert to Daily Attendance (for high school students only)
- Instead of pressing Escape, press ENTER after EACH prompt to receive the correct information.

Menu Path:

Fort Smith Applications > Attendance > Days Present / Days Absent

The screenshot shows a dialog box titled "Days Present/Absent". It has four input fields: "STUDENTID", "BUILDING", "ENTRY DATE", and "WITH DATE". The "ENTRY DATE" and "WITH DATE" fields have small calendar icons to the right. To the right of the input fields are two buttons: "OK" and "Cancel". At the bottom left of the dialog, it says "ENTER THE STUDENT'S ID NUMBER". At the bottom right, there is a label "OVR" with a small icon.

PROMPTS: (Press Enter after each)

StudentID: Student's ID Number
Building: Enter your building number
Entry Date: Student's Entry Date
Withdraw Date: Student's Withdraw Date

Click OK or Press ENTER after all information is entered.

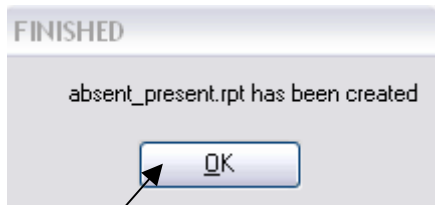
A new menu will be displayed on the right hand side.

The screenshot shows a vertical menu box with two buttons: "REPORT" and "EXIT". At the bottom of the menu box, there is a label "OVR" with a small icon.

Click REPORT to create a report

Click EXIT to exit the program

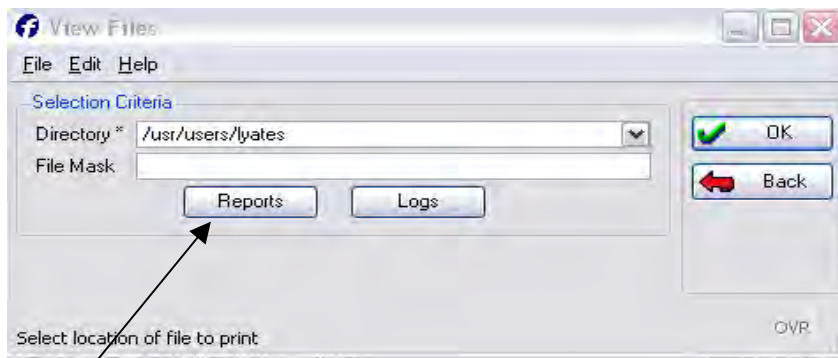
Once the report has finished creating, the FINISHED window will appear.



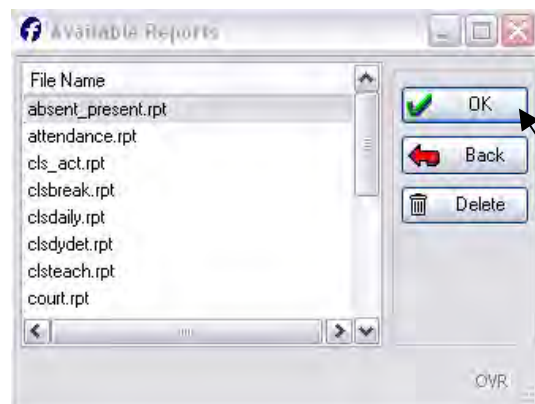
Click OK

Report Location

Reports > View Files



Click Reports



SELECT
Filename: absent_present.rpt

Click OK