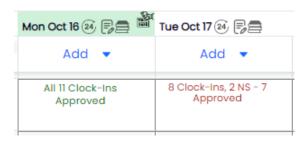
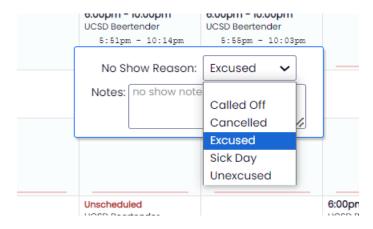
## Assigning a Status to Late and No Show

Last Modified on 10/21/2023 2:20 pm MDT

"No Show" Shifts must be assigned a Status in order for All Clock-Ins to be Approved



Assign Status from the Dropdown Menu in any Daily Summary View



**"Late"** designations can also be qualified. This is helpful for employee files / record keeping.



To view summary reports, from the Menu Bar choose **Reports**, select the **Late / No Show Report** and filter accordingly

