Assigning a Status to Late and No Show

"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