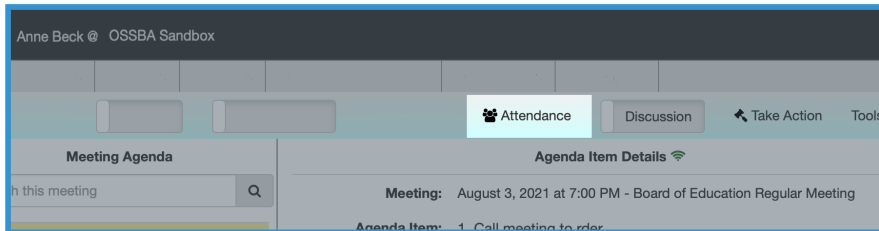


# ATTENDANCE



**Click on Attendance from the toolbar above the Agenda Item Details**

A screenshot of the 'New Attendance Record' form. The form is titled 'New Attendance Record' and has a table with columns 'Voter' and 'Is In Attendance?'. The table lists five voters: Anne Beck, Liz George, Gabe Green, David Paulk, and Tom Maston. Each voter has a green 'Present' button and a grey 'Absent' button. A yellow arrow points to the 'Absent' button for Gabe Green, labeled with a blue circle containing the number 1. Below the table, there are three fields: 'Attendance Taken During this Agenda Item:' with a dropdown menu, 'Date for this Attendance Record:' with a date picker, and 'Time of this Attendance Record:' with a time picker. Yellow arrows point to each of these fields, labeled with blue circles containing the numbers 2, 3, and 4 respectively. At the bottom of the form, there is a 'Comments:' section with a text area. A yellow circle highlights the 'Save New Attendance Record' button, labeled with a blue circle containing the number 5. A 'Close Attendance' link is also visible.

1

**\*Select Absent for board members not in attendance.**

2

**Verify Agenda Item**

3

**Verify Date**

4

**Verify Time**

5

**Save Attendance**

***\*Board Members are automatically recorded as present. No selection needed if present.***