Create Staff Absence Comment in FACTS SIS

Once logged into FACTS please select System > Configuration

Select System > Configuration
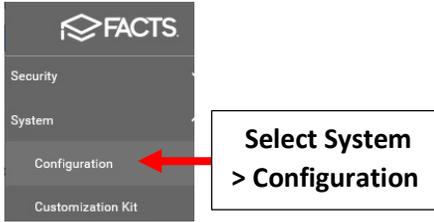
Select Defined List > Staff Absent Reason

Select Defined List

Select Staff Absent Reason
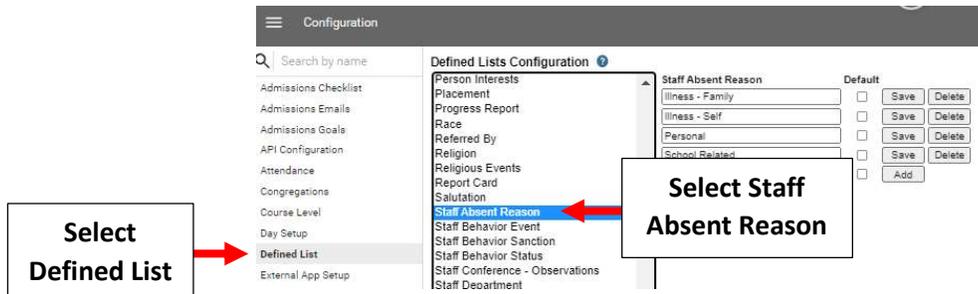
Enter the Absent Reason and Select Add

Enter Absent Reason

Select Add
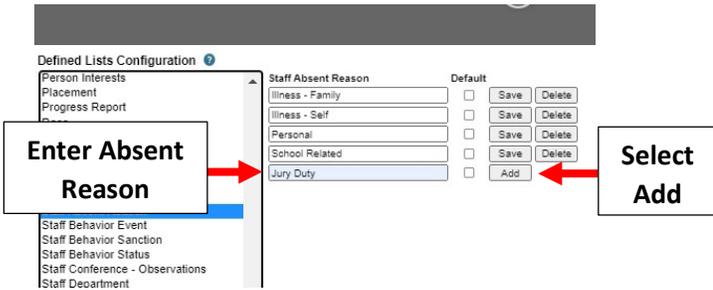
Absent Reason will now show in Comment Dropdown

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