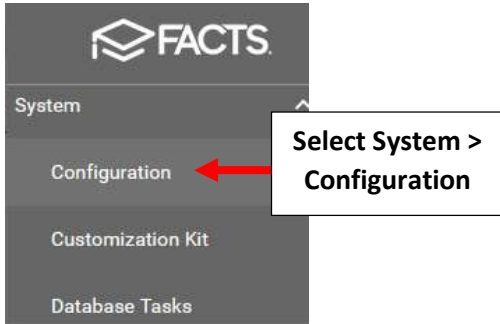
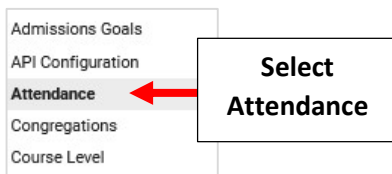


Recording Multiple Absence Codes in One Day

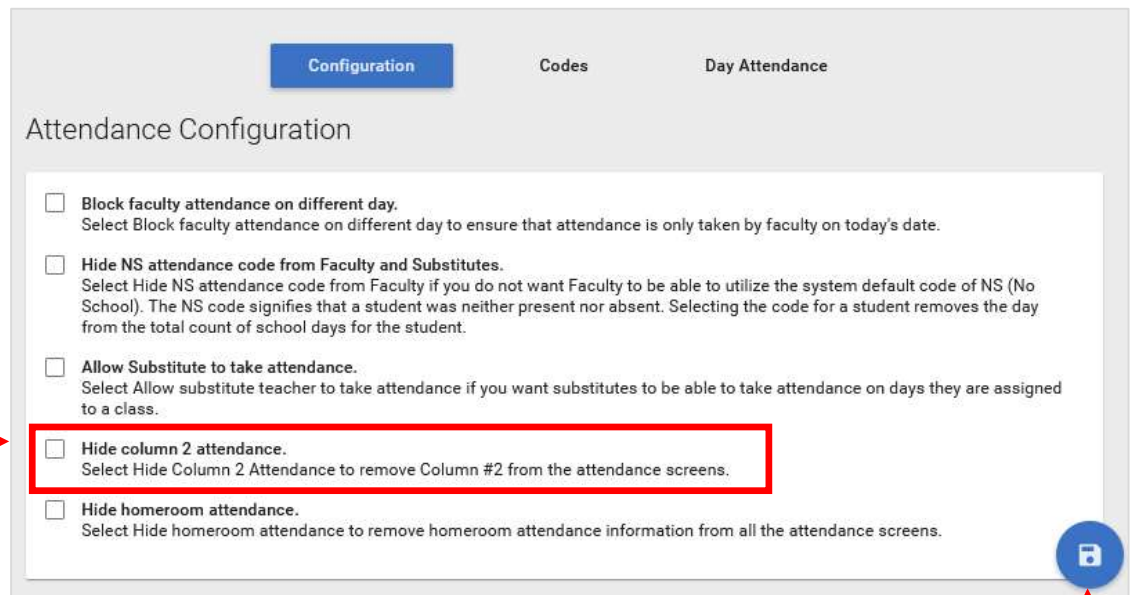
Once logged into FACTS please select **System > Configuration** from the Left Side Menu



Select **Attendance**



Uncheck **"Hide column 2 attendance"**. Select **Save to Save** your Changes



Uncheck Hide
Column 2 Attendance

Select **Save** to
Save your Changes

Multiple Columns will now display when taking Attendance

☰ 1MATH - 1

Thu, Oct 21, 2021 Day Clear

Fill Code P NS C19 FT PD SA TE TU AE AU HAU

Student Name	Code 1	Commen...	Code 2	Comment 2
1) Andrews, Diana	TE		S	Went home sick at lunch
2) Sustaire, Lirael	P			
3) Werner, Harrison				
4) Wilcox, Jude				
5) Wyatt, Arabella				
6) Zamora, Violet	P			

Multiple Columns Will Now Display