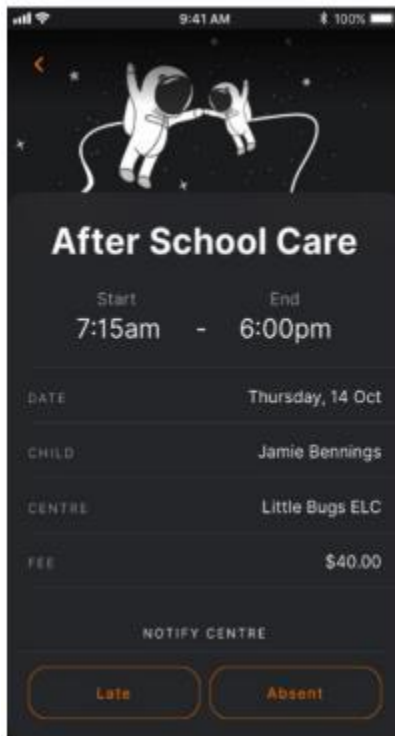# XPLOR 101:

How to mark absent:

1. The sign in dashboard will display any bookings for your children for the day. From here, you can notify the service of absences to bookings. If the booking is not appearing, pull down the top of the screen to refresh the page

Click on the ▣ icon on booking to view more details.

The details of the bookings will become available. This screen has two buttons, 'Late' or 'Absent'

Select the relevant button to notify the parent of the status of the booking.

2. On the Home app, parents have full access to view your child's bookings at the centre. You can notify the service of an absence or holiday.

   - To view the current bookings, head to the bookings tab and click on a given day to see bookings for that day.

   - To view all bookings, swipe up from the bottom of the screen. A list of all bookings will be available.
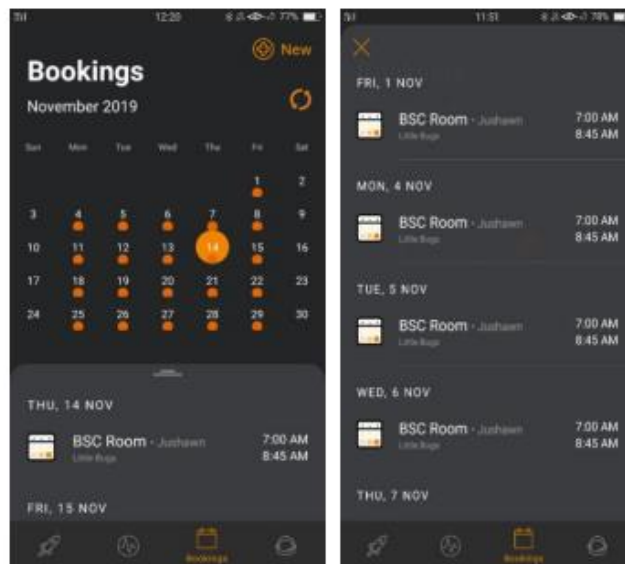
3. Tap on the '(+) New' button at the top right select 'absence or holiday' Select the start and end date over which the absence/holiday will apply. Comments added here will be viewable by the Centre administrators. Toggle between absence/holiday relevant to the request. Click 'Request' to send the holiday The holiday/absence will be sent to the administrators and will need to be approved through their portal.