

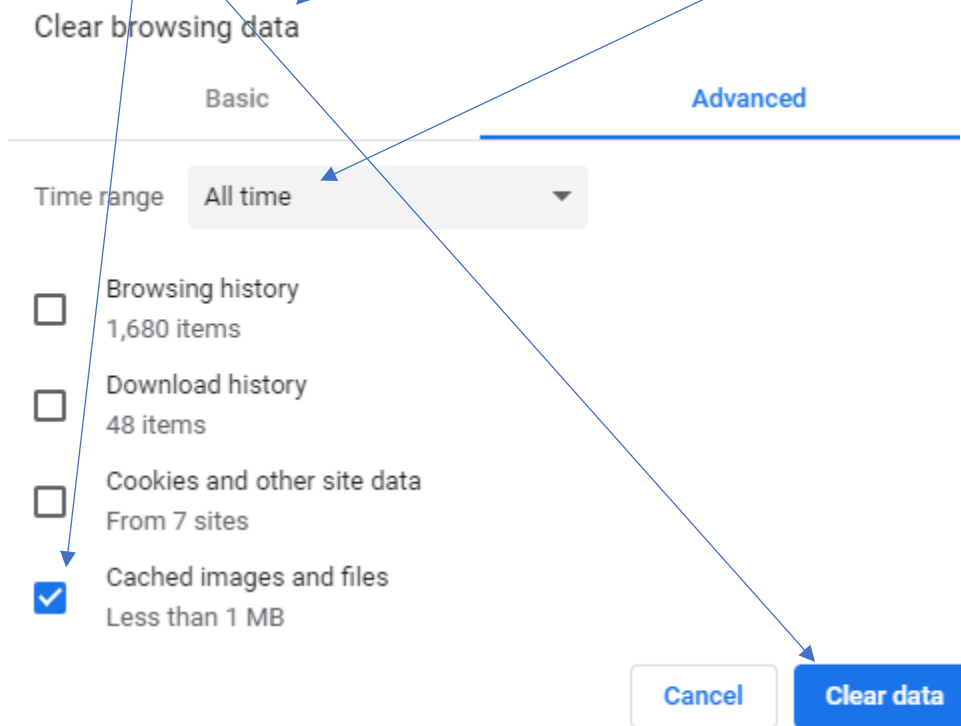


ABSENCE REPORTER IMPROVED

You must clear your computer's "cache" to view the Absence Reporter correctly. Otherwise, your computer will present you with the last version you accessed.

CLEARING CACHE:

1. Open your Web Browser (Chrome  or Edge )
2. Then you will press these 3 keys of your keyboard at the same time: CTRL+SHIFT+DELETE
3. You'll be presented with the "Clear browsing data" option.
4. Check Cached images and files (Time Range should default to "All time"), which is correct & what you want to do.
5. Then click Clear data.



Then exit the screen. You're done!

6. You should then be able to open the Absence Reporter and view the most current version.