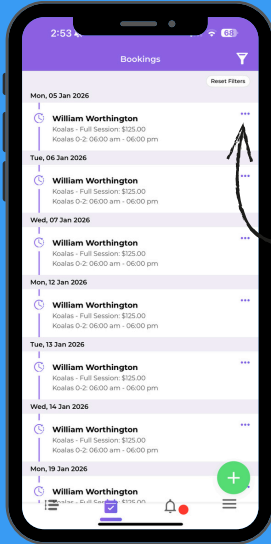


how to...

# MARKING ABSENCES

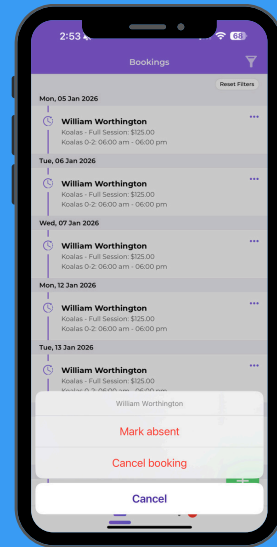
via Smile

01



Select the **three dots** next to the booking you wish to mark absent

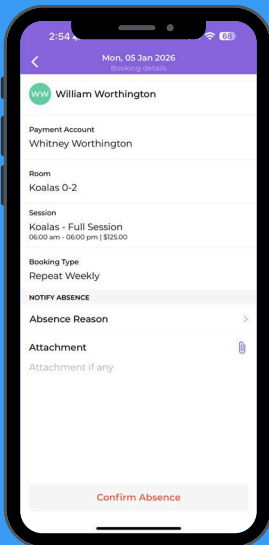
Select  
Mark  
Absent



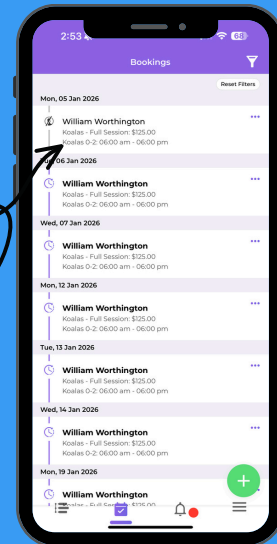
02

Select  
Confirm  
Absence

03



Your booking will now appear as an **absence** and your service will be notified



04



Note: Absences can only be marked for future dates. For same-day absences, please contact your service directly.