

Mark an Absence

You can mark a minister absent if they missed their assignment. Absences display in the History of Assignments list and on attendance reports.

Useful Information

To mark attendance for multiple ministers, use the [Post Minister Attendance](#) process.

1. On the Information tab, click **Ministers**.
2. Locate the minister you want to mark absent.
3. In the navigation pane, click **History of Assignments**.
4. Locate the assigned mass that the minister missed.
5. In the Absent column, select the check box.
6. Click **Save** at the top.

Related Topics

[Post Minister Attendance](#)
[View Assigned Ministries](#)
[Set Cannot Serve Times and Away Periods](#)

[Remove Ministers From Scheduling](#)
[Ministers](#)