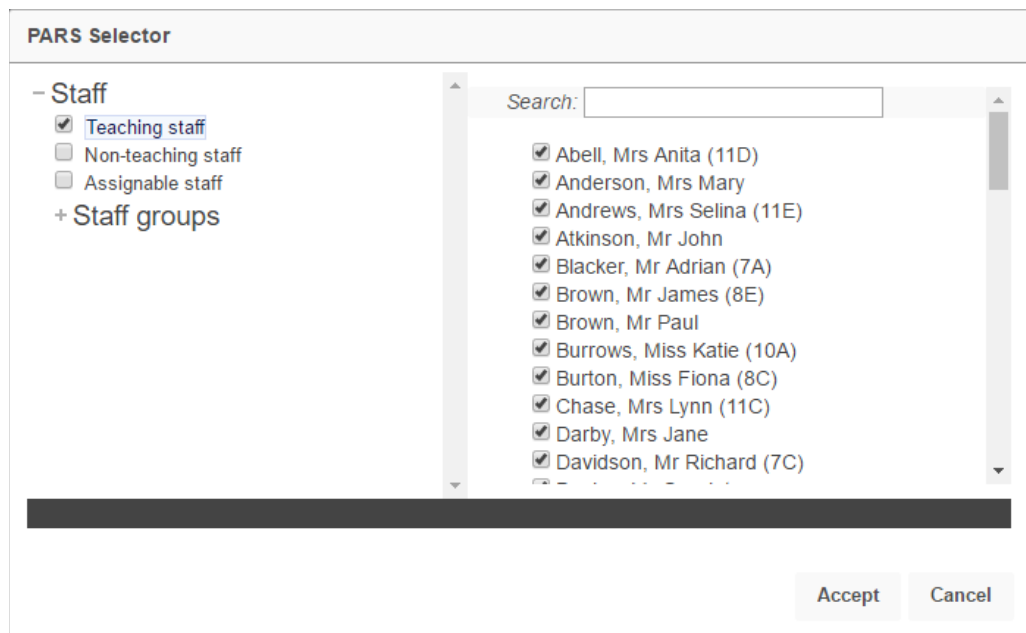


Chasing missing registers

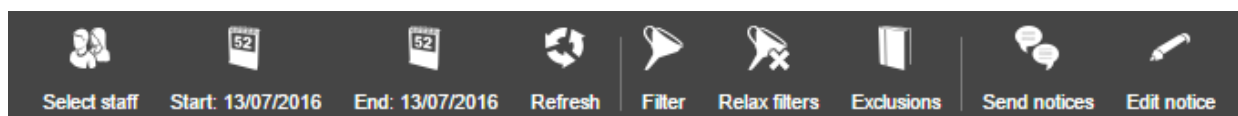
The missing registers page is used to chase missing registers by sending messages directly to the teachers. The page is accessed via:

Main menu > Attendance > Missing registers

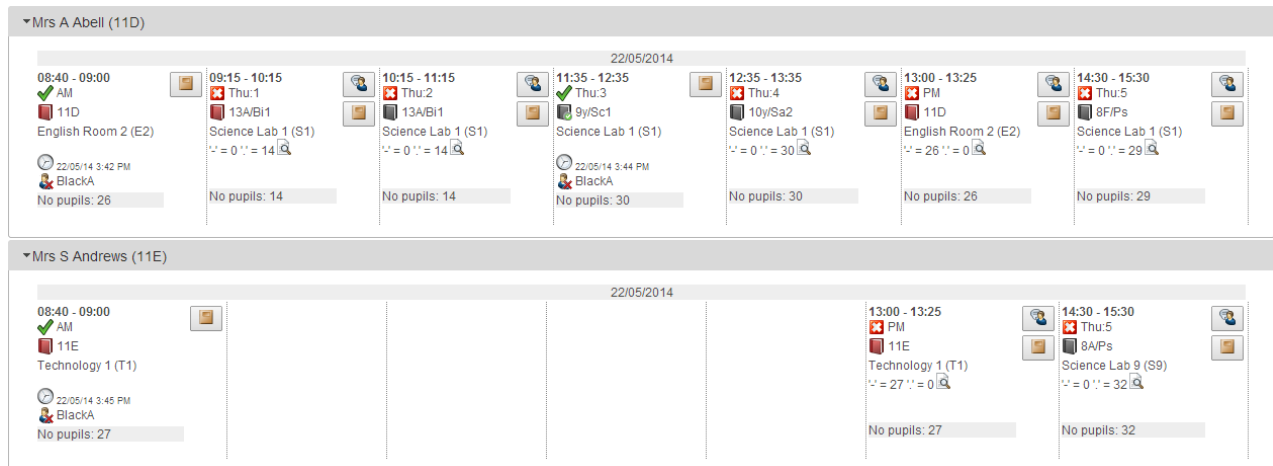
Click the **Select staff** button at the top left of the page and a window will open. At the top left of the window click on **Staff** then **Teaching staff**.



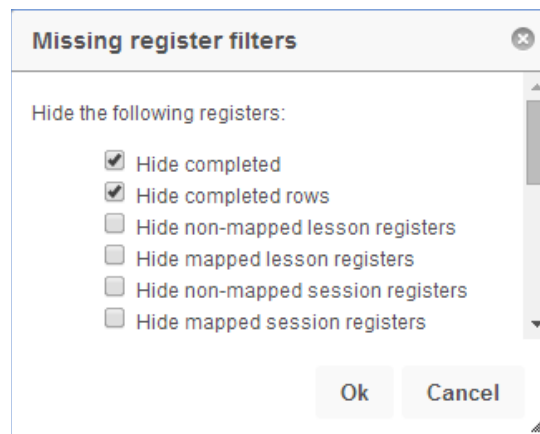
The start and end date used can be seen on the top toolbar and will default to today's date. Either of the dates can be changed by clicking on the appropriate button.



Click the **Refresh** button once you are happy with the date range. PARS will display all of the missing registers for the day.



You may see some registers that have been completed. If this is the case you need to apply a filter to the page. Click the **Filter** button and select the top two options in the window that appears. If you have any mapped session registers (e.g. the PM mark is taken from the register for period 4) then you should also select the **Hide mapped session registers** option. Click **OK** when done.



You will now only see registers that are missing. Clicking the **Send notices** button on the top toolbar will send a notice to every teacher who has a missing register *for a lesson that has already finished*. PARS will not send notices for lessons that have not yet finished.

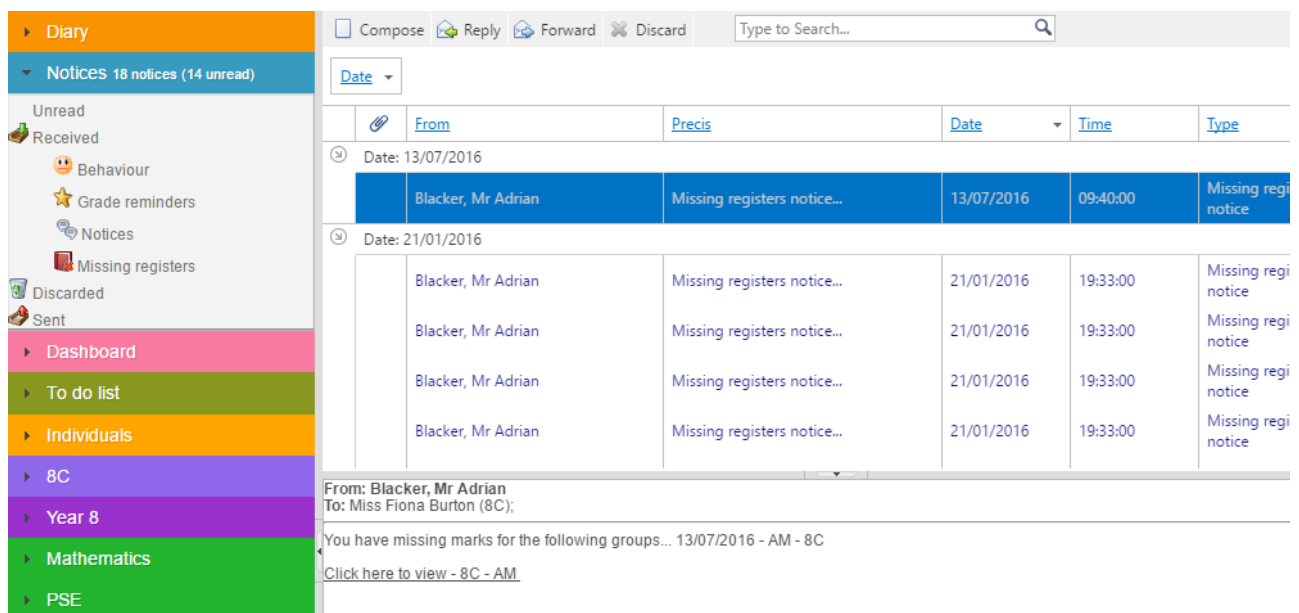
PARS will only send a notice about a register once. If you click the **Send notices** button several times during a day, PARS will only send notices about registers if it has not sent a notice about that register earlier in the day.

The default message used for missing registers is:

You have missing marks for the following groups: [list of registers]

The default message can be changed by clicking the **Edit notice** button and typing a new message.

The notice that you send will always appear in the missing registers section of the teacher's notices. The preferences page in PARS can also be configured to force these notices to be sent as emails.



The screenshot shows the PARS software interface. On the left is a navigation sidebar with categories like 'Diary', 'Notices 18 notices (14 unread)', 'Unread', 'Received', 'Behaviour', 'Grade reminders', 'Notices', 'Missing registers', 'Discarded', and 'Sent'. Below these are 'Dashboard', 'To do list', 'Individuals', '8C', 'Year 8', 'Mathematics', and 'PSE'. The main area displays a list of notices with columns for 'From', 'Precis', 'Date', 'Time', and 'Type'. Below the list, a detailed view of a notice is shown, including the sender 'Blacker, Mr Adrian', the recipient 'Miss Fiona Burton (8C)', and the message content: 'You have missing marks for the following groups... 13/07/2016 - AM - 8C' with a link to view the groups.

Date	From	Precis	Date	Time	Type
Date: 13/07/2016					
	Blacker, Mr Adrian	Missing registers notice...	13/07/2016	09:40:00	Missing regi notice
Date: 21/01/2016					
	Blacker, Mr Adrian	Missing registers notice...	21/01/2016	19:33:00	Missing regi notice
	Blacker, Mr Adrian	Missing registers notice...	21/01/2016	19:33:00	Missing regi notice
	Blacker, Mr Adrian	Missing registers notice...	21/01/2016	19:33:00	Missing regi notice
	Blacker, Mr Adrian	Missing registers notice...	21/01/2016	19:33:00	Missing regi notice

From: Blacker, Mr Adrian
To: Miss Fiona Burton (8C);
You have missing marks for the following groups... 13/07/2016 - AM - 8C
[Click here to view - 8C - AM](#)