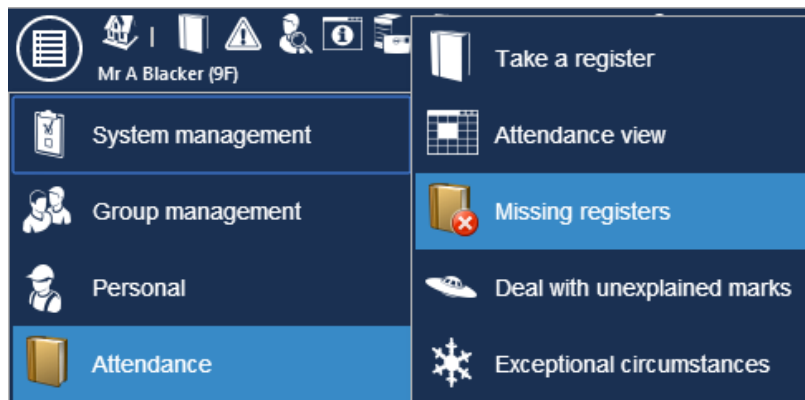


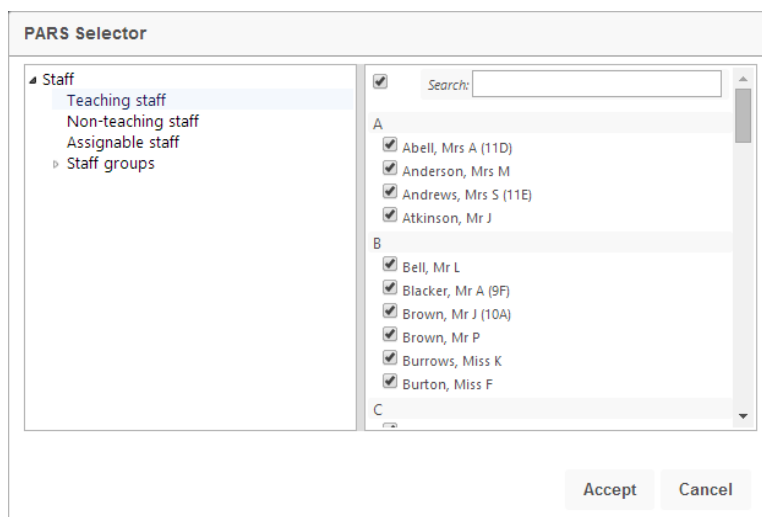
# Chasing missing registers

The missing registers page allows attendance officers and other staff to chase missing registers by sending messages directly to the teachers. Go to:

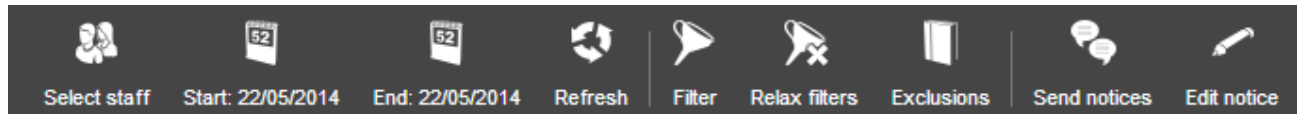
PARS main menu (top left button) > Attendance > Missing registers



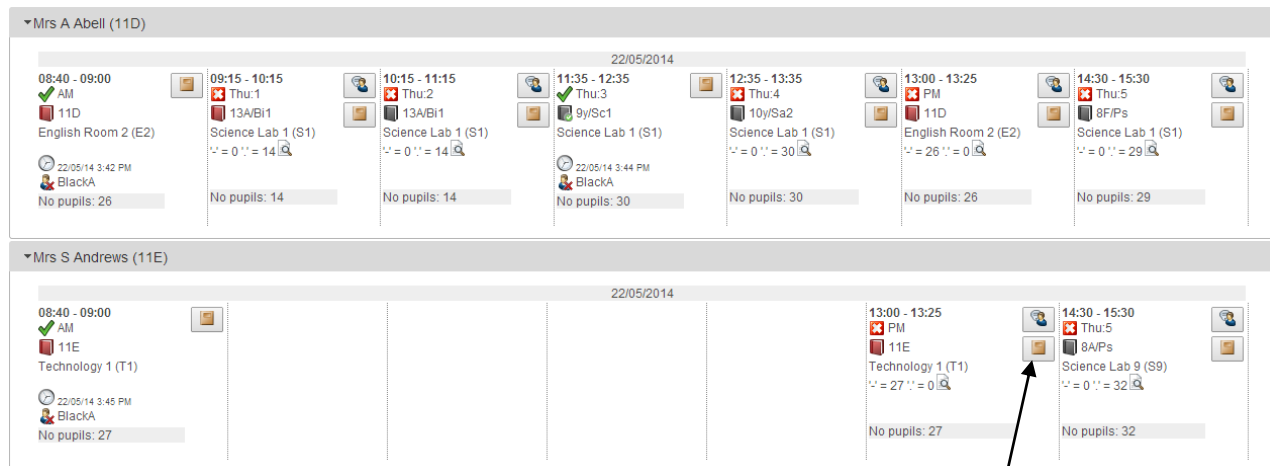
Click the “Select staff” button at the top left of the page and a window will open. Click on “Staff” and then “Teaching staff”. This will show you a list of all of the teachers at school on the right side of the window. Click the tick box next to the search bar to select all teachers.



Next check that the Start and End dates are both set to today (these can be seen on the top toolbar).

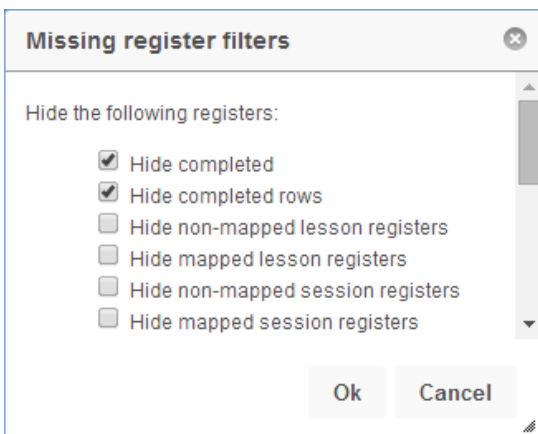


Finally, click the Refresh button and the list of missing registers for today will appear.



You can take or view any of the registers yourself by clicking the register icon

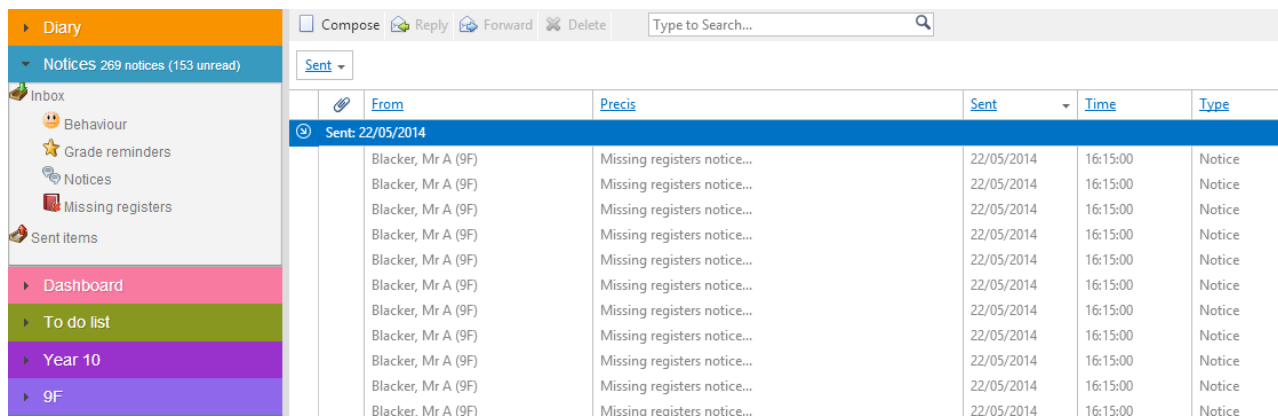
Now you should filter the page so that you only see missing registers, not those that have been completed. To do this, click the “Filter” button from the top toolbar. Tick hide completed & hide completed rows.



You will now only see registers that are missing. You can notify teachers that they have not taken their registers by clicking the “Send Notices” button from the top toolbar. There is also a button called “Edit notice” which allows you to change the message that will be sent to teachers regarding missing registers.

Note that PARS will only consider a register missing once the class has finished. If the class is still underway, PARS will not send a missing register notice. PARS will also not send multiple messages about the same register, as staff tend to get annoyed by this.

The notice that you send will always appear in the missing registers section of the teacher’s notices:



	From	Precis	Sent	Time	Type
Sent: 22/05/2014					
	Blacker, Mr A (9F)	Missing registers notice...	22/05/2014	16:15:00	Notice
	Blacker, Mr A (9F)	Missing registers notice...	22/05/2014	16:15:00	Notice
	Blacker, Mr A (9F)	Missing registers notice...	22/05/2014	16:15:00	Notice
	Blacker, Mr A (9F)	Missing registers notice...	22/05/2014	16:15:00	Notice
	Blacker, Mr A (9F)	Missing registers notice...	22/05/2014	16:15:00	Notice
	Blacker, Mr A (9F)	Missing registers notice...	22/05/2014	16:15:00	Notice
	Blacker, Mr A (9F)	Missing registers notice...	22/05/2014	16:15:00	Notice
	Blacker, Mr A (9F)	Missing registers notice...	22/05/2014	16:15:00	Notice
	Blacker, Mr A (9F)	Missing registers notice...	22/05/2014	16:15:00	Notice
	Blacker, Mr A (9F)	Missing registers notice...	22/05/2014	16:15:00	Notice
	Blacker, Mr A (9F)	Missina registers notice...	22/05/2014	16:15:00	Notice