



Mark one of your team members absent in Cornerstone

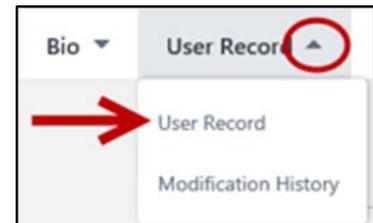
1. From your own transcript, select the **View Team** button.



2. On the left side of the screen, a list of your team members appears. Select the team member by **selecting their name**.



3. Select the **User Record dropdown arrow** and select User Record.



4. On the bottom right of the screen, select the Edit Record **Edit Record** button .



5. Select the absent checkbox to place a checkmark in the box, and then press the Save button on the bottom right.



⚠ Note: DO NOT change any other information on this screen.