

# Download Attendances record

1. To download the attendance record go to Attendance and click ***My Attendance List***
2. Click on your created attendance from the list.
3. Click ***Download CSV*** button to download the attendance list.

A green rectangular button with rounded corners. On the left, there is a white download icon (a square with a downward arrow). To the right of the icon, the text "Download CSV" is written in white, bold, sans-serif font.

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Revision #3

Created Fri, Sep 17, 2021 10:43 PM by ADIS NABAWI

Updated Mon, Sep 20, 2021 12:48 PM by ADIS NABAWI