

Record GrEst attendance

Filter the register and prepare a departure with an authorised method.

6 min · Available with the Manage GrEst attendance permission · 2026-09-21

Before you begin

- ✓ Open the correct edition and day.
- ✓ Verify identity and authorisations before check-out.

1 STEP 1 OF 3 · 2 MIN

Open Attendance

In the GrEst module choose Attendance and check the edition. The current day allows operations; past days are read-only.

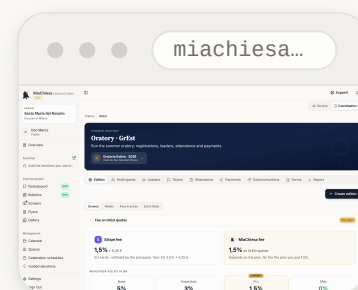


Fig. 1 Edition and day define the operational register.

2 STEP 2 OF 3 · 2 MIN

Filter the register

Counters separate present, absent and departed participants. Search by name, filter by team and review each participant's times and status.

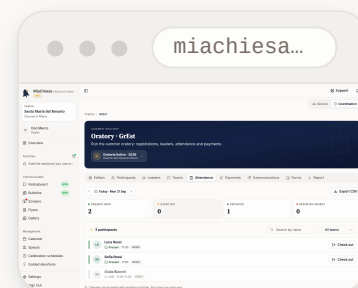


Fig. 2 The register clearly separates daily states.

3

STEP 3 OF 3 · 2 MIN

Prepare check-out

Search for Luca Rossi and select Check out. The panel shows only authorised methods: parent or guardian, valid delegate or independent departure.

The capture opens the panel without selecting a method or confirming: no departure is recorded.

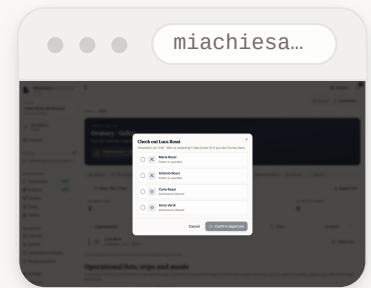


Fig. 3 Options are visible for verification, but check-out has not been confirmed.

What you have achieved

- ✓ The register supports status checks and authorisation review before check-out.

Troubleshooting

No check-out method appears



Do not record departure: contact the family and update the authorisation first.