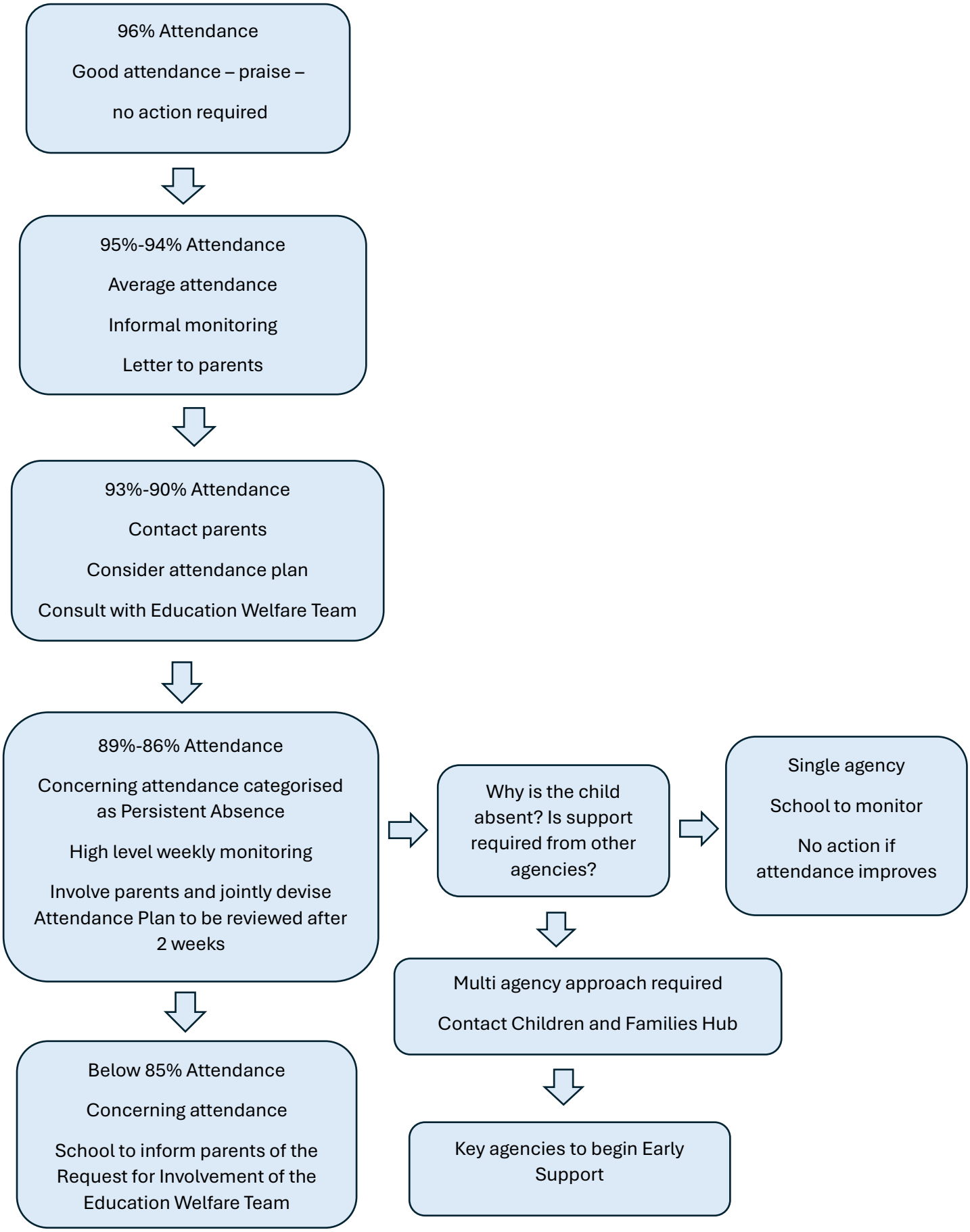Procedure for Managing Attendance Flowchart