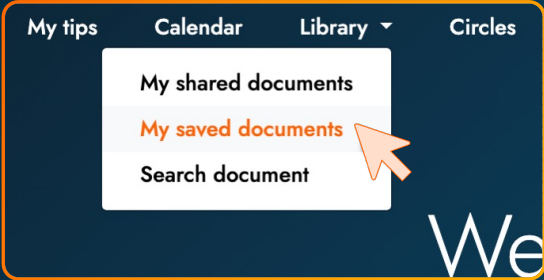
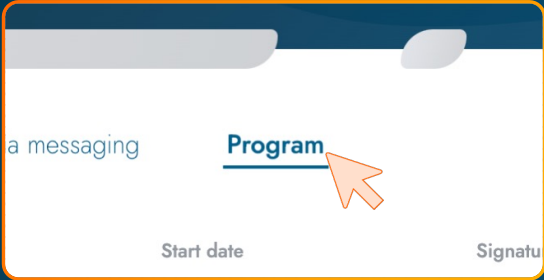


# Download the attendance sheet



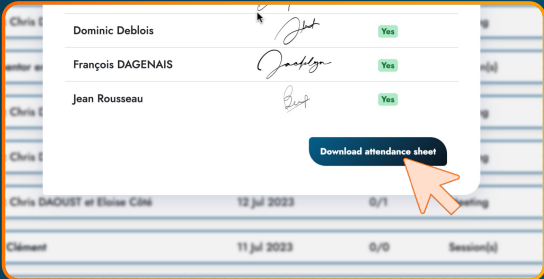
1 Click on the **Library** tab and then **My Saved Documents** located in the menu bar at the top of the screen.



2 Click the **Program** subtab.



3 Click the sheet icon at the end of the row.



4 Finally, click on the **Download Timesheet** button.