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View Points Balance



Employees can view their current attendance points in 2 ways

Navigation: Main Menu

1. Locate the **Attendance Points Balance Tile** on the home screen. This will give you a view of your current attendance points.
2. OR you can access your points and the events that triggered them through the Dataviews.
3. Click on the **Menu icon** in the upper left side of your screen. It will look like 3 horizontal lines.
4. Find **Dataviews and Reports** and open the **Dataview Library**
5. The two attendance points dataviews are called “Attendance Event Hours by Events” and “Employee Attendance Summary”