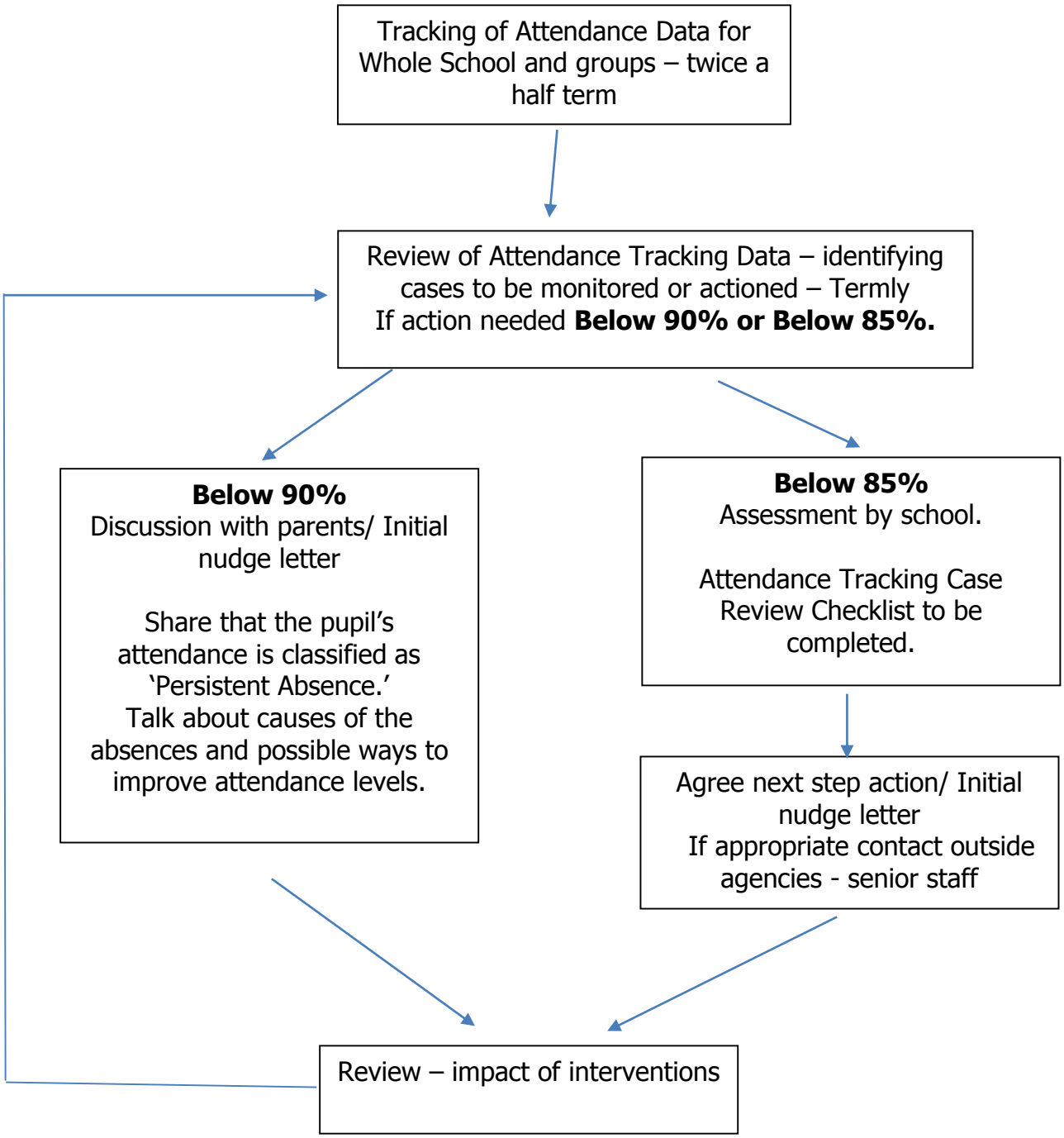Appendix 2 Monitoring of Attendance Tracking Flowchart