If you're going away then it's important that you let us know.

Here's how...

1. Log into the app and click on the tile 'Going Away?'

2. Click on the 'New Going Away' section and fill out the details of your departure and return date.

   Click 'Submit' and your departure will be logged.

3. If your departure or return date changes then you can edit your details by clicking on the 'Going Away Log' section and clicking 'Edit'.

   You can remove your Going Away log by clicking 'Remove'.

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home at halls