

## README file for the Absenteeism Tracking Tool V2.1

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Absenteeism Tracking Tool V2.1 requires a computer with the following system configuration:

### Minimum System Requirements:

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Windows XP with Service Pack (SP) 3 (32-bit), Windows Vista with SP1, Windows Server 2003 SP2 and MSXML 6.0 (32 bit Office only), Windows Server 2008 or later (32-bit or 64-bit), Windows 7 operating system.

- 500 MHz processor or higher.
  - 1 GB system RAM.
  - Compatible video card with display resolution 1280 x 960 or higher.
  - 300 MB free hard drive space recommended for content storage.
  - Microsoft Office Access 2007 or higher.
  - Product functionality and graphics can vary based on your system configuration.
- Some features can require additional or advanced hardware or server connectivity. See <http://www.office.com/products> (<http://go.microsoft.com/fwlink/?LinkId=169378>).

### Installation

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Copy the file named "Absenteeism Tracking Tool V2.1" to your computer and run it through Microsoft Office Access 2007 or higher.

### Help

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For additional information please refer to the documentation tab embedded in the User Interface. The documentation tab includes the following documents:

- License Agreement.
- Workplace Satisfaction Survey.
- User Manual.