

Attendance Log: Admittance Desk Page

The Admittance Desk Page should be enabled when your organization wants an individual to be responsible for individuals signing in/out, as opposed to a self-sign in process. The page can be accessed by selecting the “Admittance Desk” button on an attendance log’s Information Page. Individual users can be searched for, and signed in/out through this page.

Event Attendance Admittance Desk

Mitzi Orkus

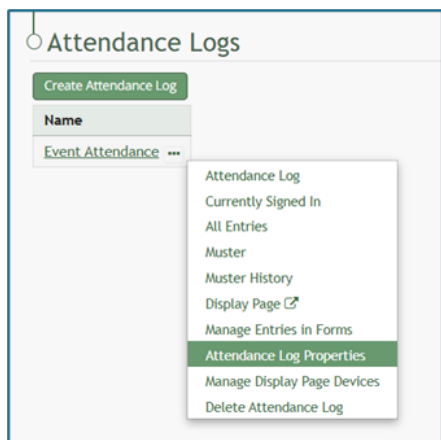
Status	Name	Profile Photo	Username	Employee ID	Emergency Information Form	Employee Handbook	Employee I9
(Not in Role) <input type="button" value="Add to Role"/>	Mitzi Orkus <input type="button" value="Mark as signed out"/>	-	morkus		• Nothing on file.	• Nothing on file.	• Nothing on file.

Admittance Desk Page Button Explanation	
Button	Explanation
Attendance Log	Selecting the Attendance Log button opens the Attendance Log’s Information Page.
Signed in Users	Selecting the Signed In Users button opens the attendance log’s Currently Signed In Page.
Sign In QR for Unregistered Users	Selecting the Sign In QR for Unregistered Users opens a Modal that displays a QR Code that can be used by individuals that are not registered KASTrack users.
Add to Role	The Add to Role button is displayed when a system user is not green for an associated certification role. Selecting Add To Role will open a Certifications button that if clicked will take the admittance desk to the My Certifications Tab for that specific user, where outstanding certification role issues can be addressed.
Sign In OR Mark as Signed Out	The Name column of the Admittance Desk Table will show a button, “Sign In” if the user is not signed in to the attendance log and “Mark as Signed Out” if the user is signed in to the attendance log. Click this button to sign in/out individuals.

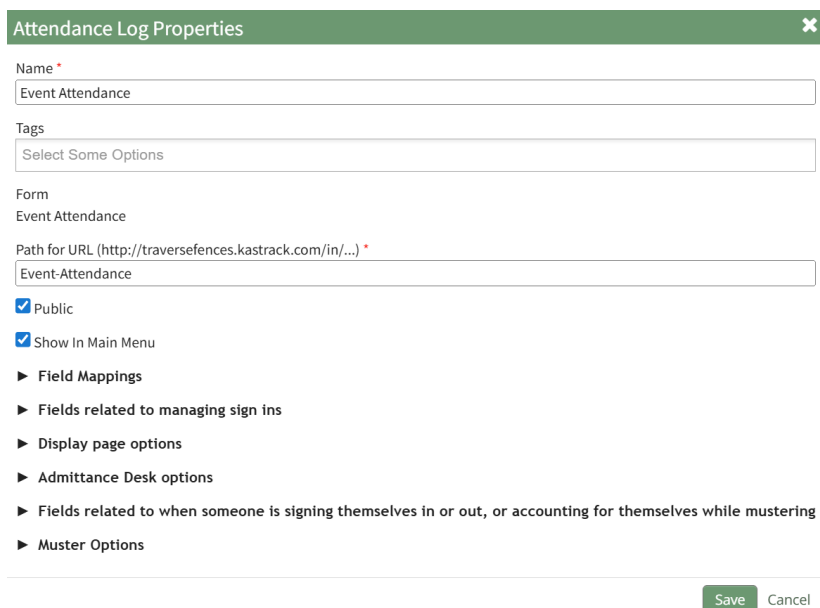
The fields that show on the Admittance Desk Page can be customized by your organization. Any requirements for the associated certification role will be visible, as well and any additional account fields selected.

How To: Edit the Admittance Desk Page

To edit the Admittance Desk Page for an Attendance Log, open the attendance log you wish to edit by going to the Home Page of the Attendance Module and clicking the three-dot icon to the right of the attendance log title, opening the context menu.



Select “Attendance Log Properties” from the context menu, opening the Attendance Log Properties Modal.

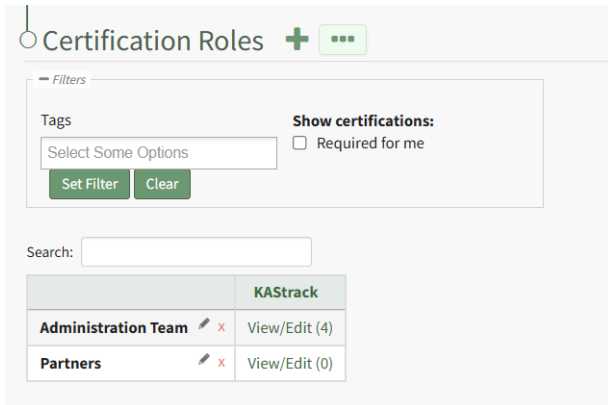
A screenshot of the 'Attendance Log Properties' modal. The title bar is green with a close button. The form contains the following fields and options: 'Name' (required) with the value 'Event Attendance'; 'Tags' with a dropdown menu showing 'Select Some Options'; 'Form' with the value 'Event Attendance'; 'Path for URL (http://traversefences.kastrack.com/in/...)' with the value 'Event-Attendance'; two checked checkboxes for 'Public' and 'Show In Main Menu'; and a list of expandable sections: 'Field Mappings', 'Fields related to managing sign ins', 'Display page options', 'Admittance Desk options', 'Fields related to when someone is signing themselves in or out, or accounting for themselves while mustering', and 'Muster Options'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Click the arrow to the left of “Admittance Desk Options” to expand the section.

Here, a certification role can be associated with the attendance log or changed. This feature is useful if there are requirements for individuals to access a facility or event. Refer to the People Module for an understanding of certification roles.

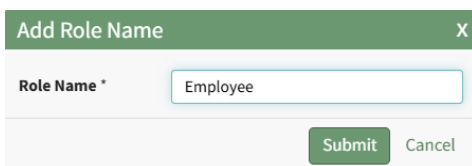
How To: Create, Define, and Assign Users to a New Certification Role

To create and define a new certification role, select Roles in the People Module on the Main Menu opening the Certification Roles Page.

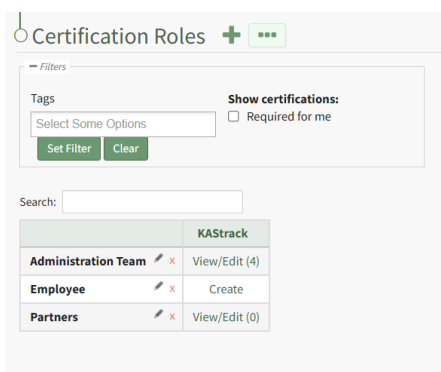


Click the plus sign icon to the right of the Certification Roles header to open the Add Role Name Modal.

Clicking the three-dot icon to the right of the header and selecting Add Role Name from the Certification Roles Page Context Menu will initiate the same action as selecting the plus sign icon.



Input the new role's name and click the Submit button. The newly created role is now visible on the Certification Roles Table in alphabetical order.



Select the clickable link to "Create" opening the Define Role Page.

KAStrack Employee: Define Role

Description

Role Requirements

Tags

Select Required Certifications *

Select All

No data available in table

Showing 0 to 0 of 0 entries

Input the role description and any relevant role requirements. Role requirements are specific to your organization. Multiple requirements can be included.

Add desired tags.

Any existing certifications will be listed in the table in the Select Required Certifications Table and can be selected via checkbox.

Certification roles are not required to have a certification associated with them.

Select "Save Changes" and certification role's Edit Users Page opens.

Roles

KAStrack Employee: Edit Users

Search:

<input type="checkbox"/> Select All	Approx. Training Time Remaining	Approx. Training Cost Remaining
<input type="checkbox"/> ● Claypool, Robert "KT"	0 hours	--
<input type="checkbox"/> ● Edwards, Sean	0 hours	--
<input type="checkbox"/> ● Holness, Ben	0 hours	--
<input type="checkbox"/> ● Kennedy, Dane	0 hours	--
<input type="checkbox"/> ● Orkus, Mitzi	0 hours	--

Showing 1 to 5 of 5 entries

Identify the users that should be assigned to the certification role by selecting the checkbox to the left of the user's name.

Selecting the checkbox on the top row of the table will select/deselect all checkboxes in the table.

Click the Save Changes button below the table and the assigned users will now show in the newly created certification role.

How To: Add a Custom/Additional User Account Information Field

To add a user account information field, open the Account Fields Tab in the Site Settings Module from the Main Menu.

The screenshot shows the 'Site Settings' interface with the 'Account Fields' tab selected. It is divided into two sections: 'System User Account Information Fields' and 'Custom/Additional User Account Information Fields'.

System User Account Information Fields

Field Label	Required?	Action
Username	No	Permissions
Email	No	Permissions
First Name	No	Permissions
Last Name	No	Permissions
User Photo	No	Permissions
Session Timeout	No	Permissions
Home Page	No	Permissions

Custom/Additional User Account Information Fields

Add a field

Order	Field Label	Required?	Action
≡ Drag Me	Employee ID	No	Edit Delete
≡ Drag Me	Address 1	No	Edit Delete
≡ Drag Me	Address 2	No	Edit Delete
≡ Drag Me	Phone	No	Edit Delete
≡ Drag Me	Supplier	No	Edit Delete

Click the "Add a Field" clickable link above the Custom / Additional User Account Information Fields opening the Add Field Modal.

The 'Add Field' modal contains the following fields and options:

- Label ***: Text input field.
- Type ***: Dropdown menu with 'Text' selected.
- Allow multiple values
- Required
- Sensitive field

Accounts Module Level	View Own	View Other	Edit Own	Edit Other
Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logged out user	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Save, Cancel

Input the label for the field.

Select the field type (text or email) from the dropdown menu.

Selecting the checkbox enables customization to "Allow multiple values," make the field "Required," or make it a "Sensitive Field."

Designating the field as a "Sensitive Field" allows an extra step in form security when integrating these fields within the Form module. The Form Designer must explicitly choose when they wish to use a sensitive field.

The Permissions Table determines who can view / edit their own and other user's fields. Selecting the checkbox gives the individual the specified permission. Deselecting the checkbox removed the permission.

Select the "Save" button and the custom field now shows in the table.

Use the Drag Me icon to drag and drop the field into your desired position of choice.

▼ Admittance Desk options

Enable Admittance Desk

Associated Certification Role

Additional Table Columns

Selected	Available
<input checked="" type="checkbox"/> Profile Photo	<input type="checkbox"/> Username
	<input type="checkbox"/> Email Address
	<input type="checkbox"/> Employee ID
	<input type="checkbox"/> Phone
	<input type="checkbox"/> Address 1
	<input type="checkbox"/> Address 2
	<input type="checkbox"/> Regional Manager(s)
	<input type="checkbox"/> Regional VP

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