

Attendance Log: Muster History Page

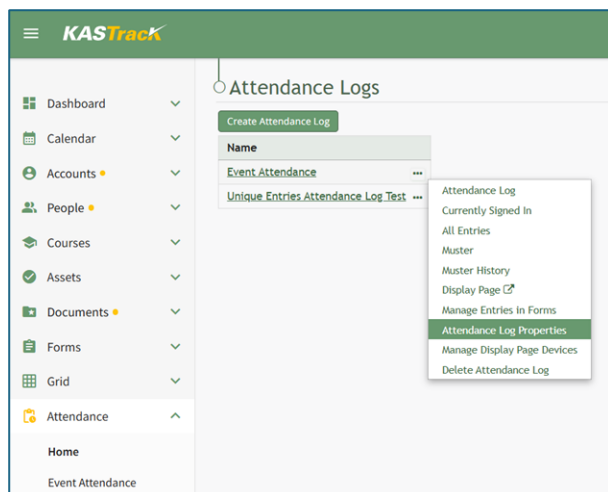
The Muster History Page displays a table that serves as a log showing all historical muster information in the Attendance Log. Both drills and emergency muster information shows in the Muster History Table using the columns that were selected when you created the attendance log and can be edited if desired.

How To: Edit the Columns on the Muster History Page

To edit the columns that show on the Muster History Table, open the attendance log you want to make changes in. You can access an attendance log on the Main Menu (if selected to be shown there) or from the Home Page of the Attendance Module.

How To: Show an Attendance Log on the Main Menu

To show an attendance log on the main menu, open the attendance log and go to the Attendance Module Home Page. All available attendance logs will be visible in the table with a three-dot icon to the right of the attendance log's name. Click the three-dot icon to open the context menu. Select "Attendance Log Properties."



This opens the Attendance Log Properties Modal. Select the "Show In Main Menu" checkbox.

Attendance Log Properties

Name *

Event Attendance

Tags

Select Some Options

Form

Event Attendance

Path for URL (http://traversefences.kastrack.com/in/...) *

Event-Attendance

☒ Public

☒ Show In Main Menu

▶ 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

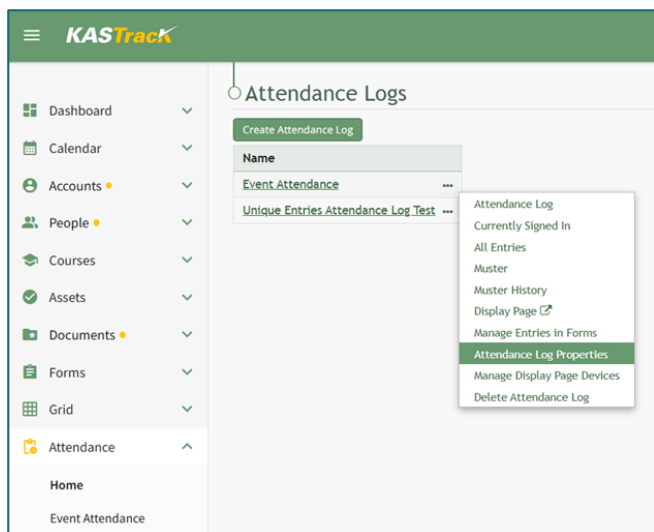
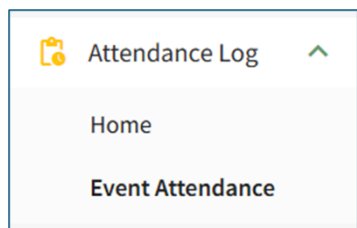
▶ Muster Options

Save

Cancel

Click “Save” at the bottom of the Attendance Log Properties Modal.

To see the attendance log as its own page in the Main Menu, refresh the page or log out and sign back in to KAStrack. The attendance log will now show as its own page in the Main Menu.



From the Main Menu:

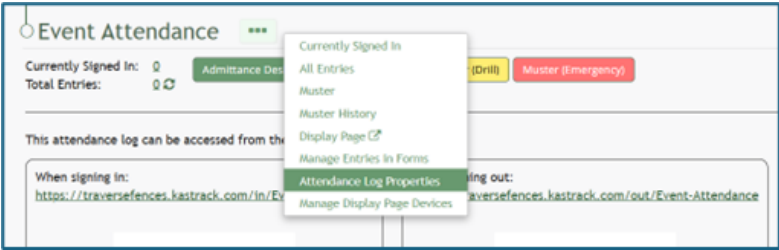
Clicking the Attendance Log on the Main Menu will open the Attendance Log’s Information

Page, where the context menu can be accessed from the three-dot icon to the right of the page header.

From the Home Page:

By going to the Attendance Module Home Page, all available attendance logs will be visible in the table, with a three-dot icon to the right of the attendance log’s name.

Click on the three-dot icon to the right of the attendance log’s name, which opens the context menu. Then, select “Attendance Log Properties.”



This opens the Attendance Log Properties Modal. The columns visible on the Muster History Table can be edited in the section titled Fields Related to Managing Sign Ins.

Attendance Log Properties

Name *

Event Attendance

Tags

Select Some Options

Form

Event Attendance

Path for URL (http://traversefences.kastrack.com/in/...) *

Event-Attendance

☒ Public

☒ Show In Main Menu

Field Mappings

Fields related to managing sign ins

Field(s) to show when viewing people currently signed in *

First and Last Name Time In Time Out Who Signed the Attendee Out

Field(s) to show when viewing all entries *

Time On Site First and Last Name Time In Time Out Marked As Signed Out

Field(s) to show when mustering *

First and Last Name Accounted for Time Who Accounted for Them Marked as Accounted For

Field(s) to show when viewing muster history *

First and Last Name Accounted for Time Who Accounted for Them Marked as Accounted For

Display page options

Admittance Desk options

Fields related to when someone is signing themselves in or out, or accounting for themselves while mustering

Muster Options

Save

Cancel

Add and remove fields as desired in the field named “Field(s) to show when viewing muster history”. The order of the fields here corresponds to the order of the columns in the Muster History Table.

Field(s) to show when viewing muster history *

First and Last Name ✕

Accounted for Time ✕

Who Accounted for Them ✕

Marked as Accounted For ✕

Select “Save” at the bottom of the Attendance Log Properties Modal and your edits will now show on all of your attendance log’s Muster History Pages.

The three-dot icon to the right of the page header opens a context menu with options for navigating the different pages of the attendance log.

Event Attendance : Muster History					
Attendance Log > Event Attendance > Muster History					
Date	Initiated By	Muster Reason	Mustered	Muster Time	Closing Notes
Wed Nov 12 2025 at 11:55 AM	Mitzi Orkus	Drill:	10 / 10	5m 51s	all accounted for
Wed Nov 12 2025 at 11:53 AM	Mitzi Orkus	Drill: understanding how to navigate muster options	0 / 0	1m 14s	
Wed Nov 12 2025 at 11:25 AM	Mitzi Orkus	Drill:	0 / 3	1m 50s	
Wed Nov 12 2025 at 11:06 AM	Mitzi Orkus	Drill: for system efficiency and effectiveness	6 (3) / 6	12m 21s	testing procedures for muster
Wed Nov 12 2025 at 10:30 AM	Mitzi Orkus	Drill: another test for learning the system	3 / 3	22m 6s	
Tue Nov 11 2025 at 7:09 PM	Mitzi Orkus	Drill:	3 / 3	14h 54m	test for understanding a drill

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