

Attendance Log: Muster Page

The Muster Page can be activated in Drill or Emergency Mode. The buttons available on both modes of the Muster Page are explained in the table below.

Muster Page Button Explanations	
Button	Associated Actions
View Muster Link and QR Code	Selecting the “View Muster Link and QR Code” button opens a QR Code and Link for Muster Modal that displays the URL Link and QR Code to be used by individuals to mark themselves as accounted for. The modal allows for the QR Code to be downloaded, and for the QR Code/URL Link to be copied.
Deactivate Muster Mode	Selecting the “Deactivate Muster Mode” button opens the Deactivate Muster Modal which offers an ability to record deactivation notes before confirming you are ready to deactivate muster mode. How To: Deactivate Muster Mode Muster mode can only be deactivated from the Muster Page when muster mode has been activated. Event Attendance : Muster Mustering initiated: Wed Nov 12 2025 at 10:30 AM by Miltzi Orkus Mustering has been in progress for 23 minutes. ✓ Accounted For: 3 / 3 View Muster Link and QR Code Deactivate Muster Mode Select the “Deactivate Muster Mode” button, opening the Deactivate Muster Modal. Input any desired Deactivation Notes in the textbox provided. Deactivate Muster Deactivation Notes Deactivate Close Select “Deactivate” and you will be redirected to the attendance log’s Information Page.

Mark Checked As Accounted For

Selecting the red “Mark Checked as Accounted For” button allows for multiple individuals to be accounted for simultaneously during muster mode.

Mark Checked as Signed Out

Selecting the “Mark Checked as Signed Out” button allows for individuals who are no longer on the premises but failed to sign out to be signed out rather than indicated as accounted for during the muster.

How To: Sign Out Individuals when In Muster Mode

Once muster mode has been activated, individuals can be signed out rather than accounted for if needed. To do so, select the checkboxes to the left of the individuals you wish to sign out.

Selecting the checkbox in the top row will select all entries.

Event Attendance : Muster

Mustering initiated: Wed Nov 12 2025 at 11:06 AM by Mitzi Orkus
Mustering has been in progress for 2 minutes.
Accounted For: 0 / 6

View Muster Link and QR Code

Deactivate Muster Mode

Not Yet Accounted For

Show everyone

Mark Checked as Accounted For

Mark Checked as Signed Out

Mark Older Than as Accounted For

Refresh Table

Show: 250

entries

Search:

☐	First and Last Name	Accounted for Time	Who Accounted for Them	Marked as Accounted For	Muster	Sign Out
☐	Ava Martinez			No	Account For	Mark as signed out
☒	Ava Martinez			No	Account For	Mark as signed out
☐	Sophia Taylor			No	Account For	Mark as signed out
☒	Sophia Taylor			No	Account For	Mark as signed out
☐	William Anderson			No	Account For	Mark as signed out
☒	William Anderson			No	Account For	Mark as signed out

Showing 1 to 6 of 6 entries

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Click the “Marked Checked Out as Signed Out” button above the table.

Event Attendance : Muster

Mustering initiated: Wed Nov 12 2025 at 11:06 AM by Mitzi Orkus
Mustering has been in progress for 3 minutes.
Accounted For: 3 (0) / 6

View Muster Link and QR Code

Deactivate Muster Mode

Not Yet Accounted For

Show everyone

Mark Checked as Accounted For

Mark Checked as Signed Out

Mark Older Than as Accounted For

Refresh Table

Show: 250

entries

Search:

☐	First and Last Name	Accounted for Time	Who Accounted for Them	Marked as Accounted For	Muster	Sign Out
☐	Ava Martinez			No	Account For	Mark as signed out
☐	Ava Martinez			No	Account For	Unmark as signed out
☐	Sophia Taylor			No	Account For	Mark as signed out
☐	Sophia Taylor			No	Account For	Unmark as signed out
☐	William Anderson			No	Account For	Mark as signed out
☐	William Anderson			No	Account For	Unmark as signed out

Showing 1 to 6 of 6 entries

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The summary box at the top of the muster page now shows those individuals that were signed out as (indirectly) accounted for.
If an individual was signed out in error, you can select the “Unmark as Signed Out” button to correct the issue.

Mark Older Than as Accounted For

Selecting the “Mark Older Than as Accounted For” button opens a modal that allows you to input a date and time so that anyone signed in before the specified date/time will be marked as accounted for.

How To: Mark Individuals Signed In Prior to A Date/Time as Accounted For While in Muster Mode

Once muster mode has been activated, individuals who signed in prior to a specific date and time can be marked as accounted for.

Mustering initiated: Tue Nov 11 2025 at 7:09 PM by Mitzi Orkus
Mustering has been in progress for 3 minutes.
Accounted For: 0 / 3

View Muster Link and QR CodeDeactivate Muster Mode

Not Yet Accounted For

Show everyone

Mark Checked as Accounted For

Mark Checked as Signed Out

Mark Older Than as Accounted For

Refresh Table

Show

250

entries

Search:

☐	First and Last Name	Accounted for Time	Who Accounted for Them	Marked as Accounted For	Muster	Sign Out
☐	Ava Martinez			No	Account For	Mark as signed out
☐	Sophia Taylor			No	Account For	Mark as signed out
☐	William Anderson			No	Account For	Mark as signed out

Showing 1 to 3 of 3 entries

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To do so, click the “Mark Older Than as Accounted For” button opening the Mark Older Than as Accounted For Modal.

Mark Older Than as Accounted For

This will mark as accounted for any entries that signed in before the chosen date.

Date: *

D M dd yy

hh:mm

Go

Cancel

Input the desired date and time. Anyone who signed in before this date/time will be marked as accounted for in the muster table. A calendar is provided for ease in accurately setting the desired date. Click “Go” at the bottom of the modal and a confirmation modal will appear, communicating how many entries were accounted for by the action.

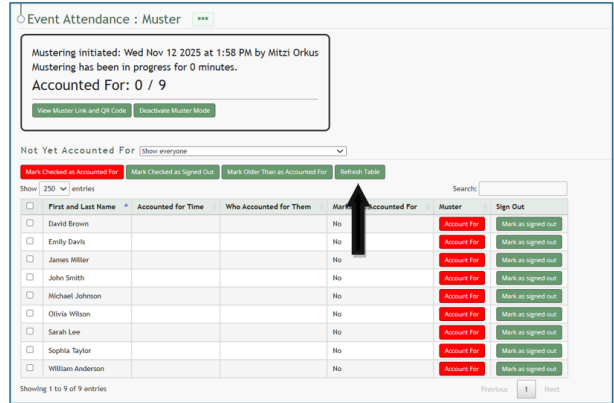
3 ENTRIES UPDATED

Refresh Table

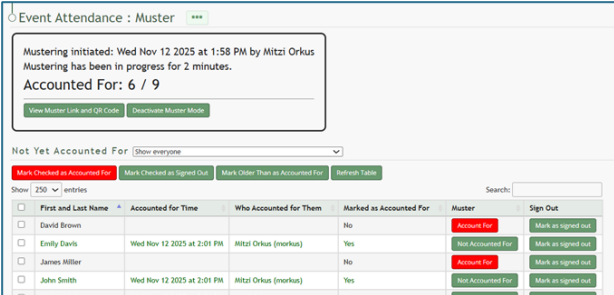
Selecting the Refresh Table button is used to reload the data currently shown in the table. When clicked, the system will query the latest records and replace any outdated or cached information.

How To: Refresh the Muster Table while in Muster Mode

Refreshing the Muster table while in muster mode is a beneficial feature, particularly if individuals are using the QR Code or URL Link to account for themselves. To refresh the table, select the “Refresh Table” button.



The muster table will automatically refresh, and the updated summary will show the accounted for individuals.



Account For

Selecting the “Account For” button in the Muster Table will mark the specific individual as accounted for during the muster.

Mark as Signed Out

Selecting the “Mark as Signed Out” button in the Muster Table will mark the specific individual as signed out during the muster.

How To: Sign Out Individuals when In Muster Mode

Once muster mode has been activated, individuals can be signed out rather than accounted for if needed. To do so, select the checkboxes to the left of the individuals you wish to sign out.

Selecting the checkbox in the top row will select all entries.

Event Attendance : Muster

Mustering initiated: Wed Nov 12 2025 at 11:06 AM by Mitzi Orkus
Mustering has been in progress for 2 minutes.
Accounted For: 0 / 6

[View Muster Link and QR Code](#) [Deactivate Muster Mode](#)

Not Yet Accounted For [Show everyone](#)

[Mark Checked as Accounted For](#) [Mark Checked as Signed Out](#) [Mark Older Than as Accounted For](#) [Refresh Table](#)

Show: 250 entries

☐	First and Last Name	Accounted For Time	Who Accounted for Them	Marked as Accounted For	Muster	Sign Out
☐	Ava Martinez			No	Account For	Mark as signed out
☒	Ava Martinez			No	Account For	Mark as signed out
☐	Sophia Taylor			No	Account For	Mark as signed out
☒	Sophia Taylor			No	Account For	Mark as signed out
☐	William Anderson			No	Account For	Mark as signed out
☒	William Anderson			No	Account For	Mark as signed out

Showing 1 to 6 of 6 entries

Click the “Marked Checked Out as Signed Out” button above the table.

Event Attendance : Muster

Mustering initiated: Wed Nov 12 2025 at 11:06 AM by Mitzi Orkus
Mustering has been in progress for 3 minutes.
Accounted For: 3 (0) / 6

[View Muster Link and QR Code](#) [Deactivate Muster Mode](#)

Not Yet Accounted For [Show everyone](#)

[Mark Checked as Accounted For](#) [Mark Checked as Signed Out](#) [Mark Older Than as Accounted For](#) [Refresh Table](#)

Show: 250 entries

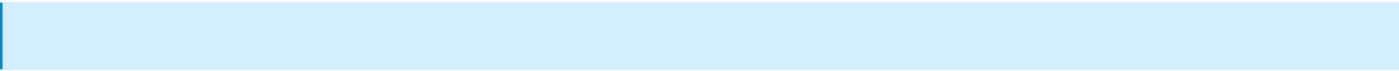
☐	First and Last Name	Accounted For Time	Who Accounted for Them	Marked as Accounted For	Muster	Sign Out
☐	Ava Martinez			No	Account For	Mark as signed out
☐	Ava Martinez			No	Account For	Unmark as signed out
☐	Sophia Taylor			No	Account For	Mark as signed out
☐	Sophia Taylor			No	Account For	Unmark as signed out
☐	William Anderson			No	Account For	Mark as signed out
☐	William Anderson			No	Account For	Unmark as signed out

Showing 1 to 6 of 6 entries

The summary box at the top of the muster page now shows those individuals that were signed out as (indirectly) accounted for. If an individual was signed out in error, you can select the “Unmark as Signed Out” button to correct the issue.

Muster (Drill)

The Muster (Drill) Page can only be opened by going to an attendance log’s Information Page and selecting the yellow Muster (Drill) button.



This does not automatically activate Muster Mode.

Before muster mode is activated, the Muster (Drill) Page displays a textbox for any desired information regarding the drill to be entered. The “Start Drill” button activates muster mode. Clicking “Do Not Start Drill” will take you back to the attendance log’s Information Page.

Event Attendance : Muster Attendance Log > Event Attendance > Muster

Muster mode is currently not activated for Event Attendance

When you enable muster mode you will be able to see all users who were signed in when muster mode was activated and whether they have been accounted for.

Activate Muster Mode

Reason for activating Muster Mode *

Drill:

Note: All currently signed in entries will be set to not accounted for. This may take a minute!

Start Drill Do Not Start Drill

Once the drill has started and the Attendance Log is in muster mode, the page changes.

Mustering initiated: Tue Nov 11 2025 at 7:09 PM by Mitzi Orkus

Mustering has been in progress for 3 minutes.

Accounted For: 0 / 3

View Muster Link and QR Code Deactivate Muster Mode

Not Yet Accounted For Show everyone

Mark Checked as Accounted For Mark Checked as Signed Out Mark Older Than as Accounted For Refresh Table

Show 250 entries Search:

	First and Last Name	Accounted for Time	Who Accounted for Them	Marked as Accounted For	Muster	Sign Out
☐	Ava Martinez			No	Account For	Mark as signed out
☐	Sophia Taylor			No	Account For	Mark as signed out
☐	William Anderson			No	Account For	Mark as signed out

Showing 1 to 3 of 3 entries Previous 1 Next

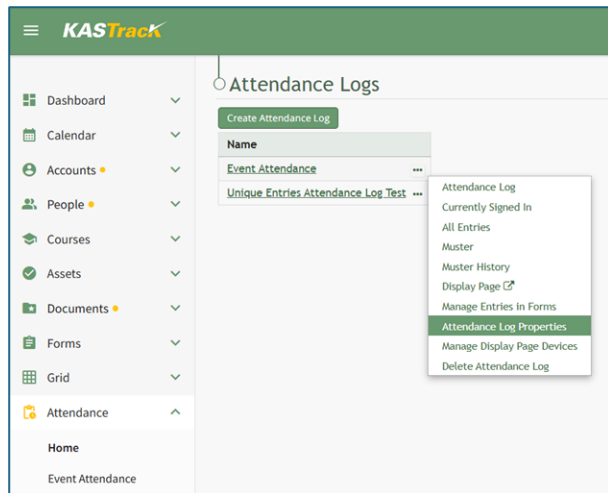
At the top of the Muster Page, a section states when muster mode was initiated, how long it has been in progress, and how many individuals have been accounted for. The table visible in muster mode is customizable and can be editing to show any fields desired.

How To: Edit the Columns that Show when Mustering

To edit the columns that show when mustering (drill or emergency), 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

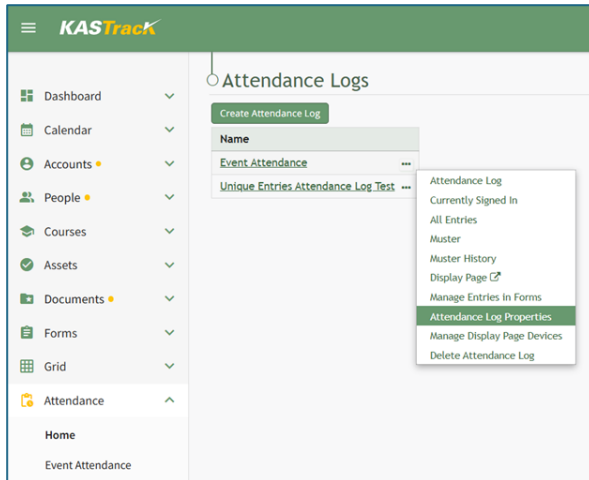
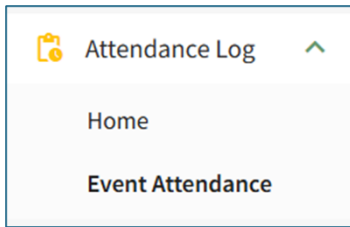
► Muster Options

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.



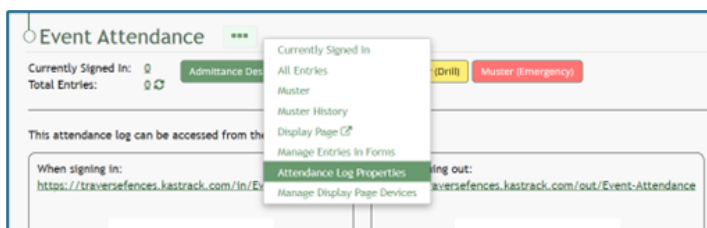
From the Main Menu:

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 Edit Attendance Log Modal. The columns visible on the Muster Page can be edited in the section titled Fields Related to Managing Sign Ins.

Name *

Event Attendance

Tags

Select Some Options

Form

Event Attendance

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

Event-Attendance

☒ Public

☒ Show In Sidebar

► **Field Mappings**

▼ **Fields related to managing sign ins**

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

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

Field(s) to show when viewing all entries *

First and Last Name X Time In X Time Out X Who Signed the Attendee Out X Marked As Signed Out X

Field(s) to show when mustering *

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

Field(s) to show when viewing muster history *

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

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

Field(s) to show when mustering *

Select “Save” at the bottom of the Attendance Log Properties Modal and your edits will now show on the Muster Page.

A dropbox on the muster page allows for the names displayed on the muster page to be filtered.

You can choose to show everyone, only show the people who are not accounted for, only show people who are accounted for, only show people who are signed out and not yet accounted for, and only show people who are signed out.

Muster (Emergency)

The Muster (Emergency) Page can only be opened by the “Muster” option on the attendance log context menu or by going to an attendance log’s Information Page and selecting the red Muster (Emergency) button.

This does not automatically activate Muster Mode.

Before muster mode is activated, the Muster (Emergency) Page displays a textbox for any desired information regarding the drill to be entered. The “Activate” button activates an emergency muster mode.

Event Attendance : Muster Open ...

Muster mode is currently not activated for Event Attendance
When you enable muster mode you will be able to see all users who were signed in when muster mode was activated and whether they have been accounted for.

Activate Muster Mode
Reason for activating Muster Mode *

Note: All currently signed in entries will be set to not accounted for. This may take a minute!

Activate

Once the emergency muster has started and the Attendance Log is in muster mode, the page changes.

Mustering initiated: Tue Nov 11 2025 at 7:09 PM by Mitzi Orkus
Mustering has been in progress for 3 minutes.
Accounted For: 0 / 3

View Muster Link and QR Code Deactivate Muster Mode

Not Yet Accounted For Show everyone

Mark Checked as Accounted For Mark Checked as Signed Out Mark Older Than as Accounted For Refresh Table

Show 250 entries Search:

☐	First and Last Name	Accounted for Time	Who Accounted for Them	Marked as Accounted For	Muster	Sign Out
☐	Ava Martinez			No	Account For	Mark as signed out
☐	Sophia Taylor			No	Account For	Mark as signed out
☐	William Anderson			No	Account For	Mark as signed out

Showing 1 to 3 of 3 entries Previous 1 Next

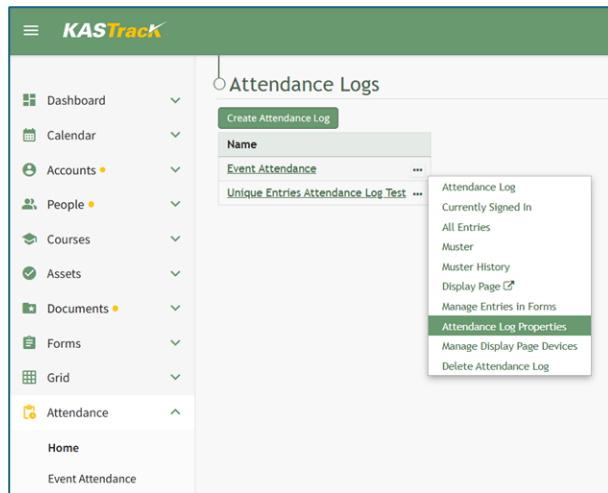
At the top of the Muster Page, a section states when muster mode was initiated, how long it has been in progress, and how many individuals have been accounted for. The table visible in muster mode is customizable and can be editing to show any fields desired.

How To: Edit the Columns that Show when Mustering

To edit the columns that show when mustering (drill or emergency), 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

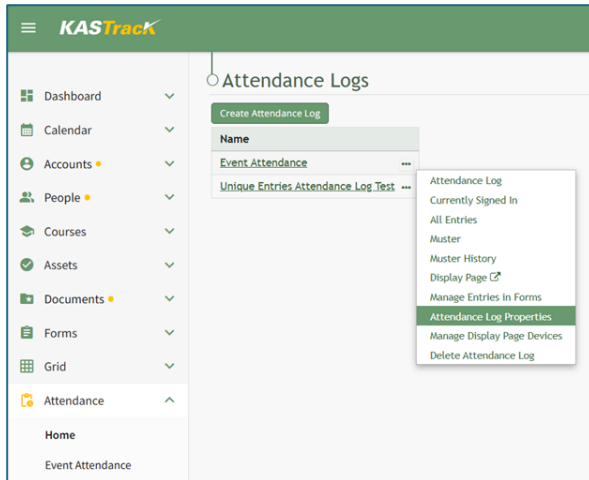
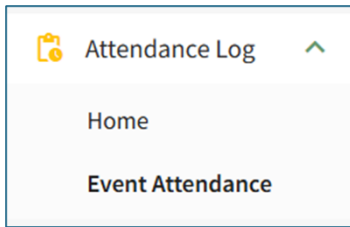
► Muster Options

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.



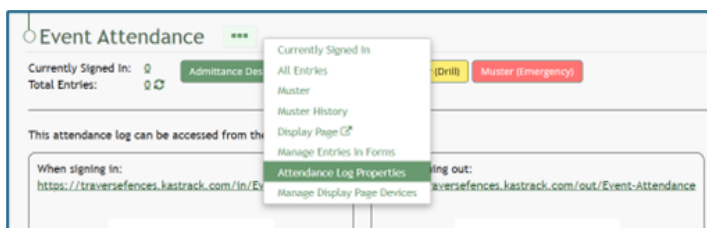
From the Main Menu:

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 Edit Attendance Log Modal. The columns visible on the Muster Page can be edited in the section titled Fields Related to Managing Sign Ins.

Edit Attendance Log

Name *

Event Attendance

Tags

Select Some Options

Form

Event Attendance

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

Event-Attendance

☒ Public

☒ Show In Sidebar

Field Mappings

Fields related to managing sign ins

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

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

Field(s) to show when viewing all entries *

First and Last Name X Time In X Time Out X Who Signed the Attendee Out X Marked As Signed Out X

Field(s) to show when mustering *

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

Field(s) to show when viewing muster history *

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

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

Field(s) to show when mustering *

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

Select “Save” at the bottom of the Attendance Log Properties Modal and your edits will now show on the Muster Page.

A dropbox on the muster page allows for the names displayed on the muster page to be filtered.

Not Yet Accounted For

Show everyone

Mark Checked as Accounted For

Show everyone

Only show people who are not yet accounted for

Only show people who are accounted for

Only show people who are signed out and not yet accounted for

Only show people who are signed out

Show 250 entries

☐ First and Last Name

Ava Martinez

You can chose to show everyone, only show the people who are not accounted for, only show people who are accounted for, only show people who are signed out and not yet accounted for, and only show people who are signed out.