

Attendance Log Property Explanations

The Edit Attendance Log Modal has five separate sections that expand for customization of each individual attendance log. An explanation of each section has been included below.

An * asterisk denotes a required field.

Field Mappings

Field Mappings correlate to the seven required fields that were created in the base form for the attendance log. Each are a required field. Match the field names used in your attendance log form to the appropriate title using the drop-down menus provided.

▼ Field Mappings

Time In *

Time Out *

Who Signed the Attendee Out *

Was the Attendee Marked as Signed Out *

Accounted For Time *

Who Accounted For the Attendee *

Was the Attendee Marked as Accounted For *

An explanation of the Field Mapping Fields are included in the table below.

Field Mappings Field Explanations	
Field	Explanation
*Time In	Time In is referring to the date / time field created for when a person signs in.
*Time Out	Time Out is referring to the date / time field created for when a person signs out.

*Who Signed the Attendee Out	Who Signed the Attendee Out is referring to the user / role select field created for when someone is signed out, to indicate who signed them out.
*Was the Attendee Marked As Signed Out	Was the Attendee Marked as Signed Out is referring to the checkbox field created for when someone is signed out, to indicate whether they signed out themselves, or were marked as signed out.
*Accounted for Time	Accounted For Time is referring to the date / time field created for when a person is accounted for when mustering.
*Who Accounted for the Attendee	Who Accounted for the Attendee is referring to the user / role select field created for when someone is accounted for, to indicate who accounted for them.
*Was the Attendee Marked As Accounted For	Was the Attendee Marked as Accounted For is referring to the checkbox field created for when someone is accounted for, to indicate whether they accounted for themselves, or were marked as accounted for.

Fields Related to Managing Sign Ins

The Fields Related to Managing Sign Ins allows an individual to customize the information shown on several pages in the Attendance Log. Each of the fields in this section is a required field. The Fields Related to Managing Sign Ins Explanations Table below describes the purpose of each field.

▼ Fields related to managing sign ins

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

Select Some Options

Field(s) to show when viewing all entries *

Select Some Options

Field(s) to show when mustering *

Select Some Options

Field(s) to show when viewing muster history *

Select Some Options

Fields Related to Managing Sign Ins Explanations	
Field	What is Being Impacted
*Field(s) to show when viewing people currently signed in	The fields selected from the drop-down menu here will be the columns displayed on the Currently Signed In Page.
*Field(s) to show when viewing all entries	The fields selected from the drop-down menu here will be the columns displayed on the All Entries Page.
*Field(s) to show when mustering	The fields selected from the drop-down menu here will be the columns displayed on the Muster Page.
*Field(s) to show when viewing muster history	The fields selected from the drop-down menu here will be the columns displayed on the Muster History Page.

Display Option Pages

The Display Page Options section has one checkbox, “Enable the display page”.

▼ Display page options

☐ Enable the display page

The Display Page is a screen that will show information based on your selections and will update as individuals use the attendance log.

Sign In Page
Tuesday, November 11 at 5:38:58 PM

Welcome to the attendance log display page, showing who is currently signed in for this event!

	First and Last Name	Time In	Time Out	Who Signed the Attendee Out	Marked as Accounted For
1	Sophia Taylor	Tue Nov 11 2025 at 8:00 AM			No
2	William Anderson	Tue Nov 11 2025 at 8:30 AM			No
3	Ava Martinez	Tue Nov 11 2025 at 9:15 AM			No

Sign In



Sign Out



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When this checkbox is selected, the modal expands with additional options for customization of the display.

▼

Display page options

☒ Enable the display page

Title for the Display page

Text for the Display page

File

Edit

View

Insert

Format

Tools

Table

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Field(s) to include on the display page

Font size (em)

1

Field widths (pixels)

Leave blank for auto widths, or specify one width per column, separated by spaces. Use 'auto' to use auto width for a column. Example: If there are three columns, 'Name', 'Time in', and 'Time out' then 'auto 100 100' will set the column width for the last two columns to 100px, and auto size the first column.

On the display page, show

People who are currently signed in ▼

Scroll rate (seconds)

30

☐ Include the sign in QR code

☐ Include the sign out QR code

☐ Use muster display when mustering

QR code size (pixels) *

200

Display Page Option Section Explanations	
Field	Comments

Title for the Display Page	You can give the display page a title different that is different from the name of the attendance log. The Display Page Title will show in the top left-hand corner of the Display Page.	
Text for the Display Page	The text for the Display Page is seen immediately beneath the page header. You can customize this text or leave it blank.	
Field(s) to Include on the Display Page	Select the fields you want to be visible on the Display Page. All fields included on the Attendance Log Form will show as Display Page field options.	
Font Size (em)	Font size is automatically set a 1em. Input the desired font size. An em is a unit in the field of typography, equal to the currently specified point size that corresponds to the body height of the typeface.	
Field Widths (pixels)	Leave this blank for auto widths, or specify one width per column, separated by spaces. Use 'auto' to use auto width for a column. (For example, if there are three columns then 'auto 100 100' will set the column width for the last two columns to 100px, and auto-size the first column).	
On the Display Page, Show...	There are two selections provided via drop-down menu for who shows on the display page: "People who are currently signed in" OR "People Who Have Signed In Today"	
Scroll Rate (seconds)	The scroll rate is automatically set to 30 seconds. If your screen only shows 25 entries at a time, scroll rate dictates how long the screen will show those 25 entries before scrolling to the next 25 entries.	
Include the Sign In QR Code Checkbox	Selecting this checkbox will result in the Sign In QR Code being displayed on the Display Page.	
Include the Sign Out QR Code Checkbox	Selecting this checkbox will result in the Sign Out QR Code being displayed on the Display Page.	
Use Muster Display When Mustering	Selecting this checkbox will result in the Mustering Display Page being shown as opposed to the regular Display Page when in Muster mode. When selected, it expands to show additional fields.	
	Fields	Comments
	Muster Mode	There are two options for this drop-down menu. The first option is "Show not accounted for people and stats", which will show information about individuals who have not accounted for themselves or have not been marked as accounted for. The second option is "Only show QR Code", which will display the muster mode QR Code instead.
	Fields to Include on the display page when mustering	Select the fields you would like to be visible on the Mustering Display Page. All fields included on the attendance log form will show as options.
	Include the muster QR code	Selecting this checkbox will show the Muster QR Code on the Muster Display Page.

Show Accounted For List	Selecting this checkbox results in the Accounted For List showing on the Muster Display Page. It expands when selected with additional options.	
	Fields	Comments
	Pattern for the Accounted for List	You can use the pattern field to reference your form fields in the Accounted For List. Input the fields you would like displayed in order. Example: #FieldName1# #FieldName2#
	Accounted for List Font Size (em)	The font size for the accounted for list is set at 1em but can be altered.
	Accounted for List Pagination Speed (seconds)	The pagination speed of the accounted for list is set at 30 seconds but can be altered.
	Sort By Field	Select which field you would like the Muster Display Page to use for sorting.
	QR Code Size (pixels)	The QR Code size is set for 200 pixels but can be altered.

Admittance Desk Options

Admittance Desk Options are relevant when you want an individual (e.g. a receptionist) to easily check role status and sign someone in or out.

Select the “Enable Admittance Desk” checkbox to enable this feature.

The Associated Certification Role field shows a drop-down menu with all of the certification roles. After selecting a role, the Admittance Desk Page will display the status for that role and its relevant certifications a user. This feature is useful if, for example, you only wanted to admit individuals who have a Valid (green) status for a specific certification role.

▼ Admittance Desk options

☒ Enable Admittance Desk

Associated Certification Role

▼

Additional Table Columns

Selected

+ Profile Photo

Available

+ Username
+ Email Address
+ Employee ID
+ Phone
+ Address 1
+ Address 2
+ Regional Manager(s)
+ Regional VP

Drag and drop any additional table column options desired from the Available Box on the right-hand side into the Selected Box on the left-hand side. These options are based on your site's account and custom account fields.

Fields Related to when Someone is Signing In/Out or Accounting for Themselves while Mustering

The following fields are related to when someone is signing themselves in or out, or accounting for themselves while mustering. An explanation of the fields has been included in the Fields Related to Signing In / Out or Mustering Explanations Table below.

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

Field(s) to remember between signins

Select Some Options

Field(s) to check when looking for an entry *

Select Some Options

When a user is looking for their entry, these are the fields they fill in to search for their entry.

Pattern for when signing out/accounting for self *

Text for sign out button *

Sign Out

Text for accounted for button *

I'm Here

Message to display once signed out *

You have been signed out.

Message to display once accounted for *

You have been accounted for.

Save
Cancel

Fields Related to Signing In/Out and Mustering Explanations

Field	Explanation
Field(s) to Remember between Sign Ins	For attendance logs that have repeat sign ins, this feature will allow for key information to be saved by the system so that it doesn't have to be re-entered by the individual every time they sign in.
*Field(s) to check when looking for an entry	When a user is looking for an entry, these are the fields they fill in to search for an entry.
*Pattern for when signing out / accounting for self	This pattern defines what an individual sees when they are signing out/accounting for themselves during mustering. Input the fields you would like displayed in order. Example: #FieldName1# #FieldName2#
*Text for Sign Out button	The field has the automatic input "Sign Out" that can be customized in this textbox as desired.
*Text for Accounted For button	The field has the automatic input "I'm Here" that can be customized in this textbox as desired.
*Message to display once signed out	The field has the automatic input "You have been signed out." The message can be customized as desired.
*Message to display once accounted for	The field has the automatic input "You have been accounted for." The message can be customized as desired.

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