

Attendance Module

Summary

The Attendance Log Module integrates with the Form Module to create attendance logs that can be used for a variety of purposes including (but not limited to) meeting/event attendance tracking, facility sign ins, and emergency mustering accountability. Your organization can have multiple attendance logs that can be used simultaneously.

All Attendance Logs are based on a form. Each attendance log must have its own form that cannot be used by another attendance log.

Forms can be copied for ease of creating multiple attendance logs.

How To: Copy a Form

To copy a form, go to the Home Page of the Forms Module and select the three dot icon to the right of the form title you wish to copy.

Forms Home

Forms > Home

Manage Forms

Create Form Convert Database to Form Form Aggregation Create Group

Filter All but archived Show forms in groups Hide empty groups Collapse All Expand All

+ Attendance Log

- (Ungrouped)

Title	Status	Drafts	Entries	Pending Approval
+ Business Client Accounts	Live	0	5	0
+ Confidentiality & Data Privacy Agreement	Mode	0	1	0
+ Customer Satisfaction Survey	Mode	0	0	0
+ Employee Satisfaction Survey	Mode	0	0	0
+ Family Information Form	Mode	0	0	0
+ New Client Information	Mode	0	0	0

Select "Copy Form" from the context menu opening the Copy (FORM NAME) Modal.

Copy Business Client Accounts



If there are any PDF versions of this form, they will need to be updated with the new submission URL and uploaded to the copied form.
Entries will not be copied.

New Title *

Business Client Accounts Copy

Copy

Cancel

Input the desired name for the newly copied Form and select “Copy”.

The copied form will now show on the Forms Home Page.

The User Manual for the Attendance Module is updated through Version 11.12.

Revision #4

Created 2025-12-11 18:31:37 UTC by Mitzi Orkus

Updated 2026-06-23 14:45:11 UTC by Mitzi Orkus