

Attendance Settings

The Settings Page of the Attendance Module cannot be accessed from the Main Menu or within the module itself.

To access the Settings Page of the Attendance Module, open the Access Levels Tab in the Site Settings Module from the Main Menu and Select the Attendance Tab below the Access Levels header.

Site Settings

Company Info

Access Levels

Security

Registration

Email Settings

Inactive Accounts

Payment Settings

Account Fields

Table Defaults

Logs

Access Levels

KASrtrack

Accounts

Actions

Assets

Attendance

Calendar

Communications

Courses

Dashboard

Database

Dispatch

Documents

Finance

Forms

Grid

Attendance Module Levels

Module Level Name	View	Edit
Attendance: Guest	View	--
Attendance: Staff	View	--
Attendance: Manager	View	--
Attendance: Admin	View	--

Create Module Level

Clicking "View" in the Attendance Module Levels Table or the Create Module Level button will open the Manage Module Levels Page for the Attendance Module.

Manage Module Levels

Module Levels

New Module Level

Module Level Name	Actions
Admin	
Guest	
Manager	
Observer	
Staff	

There are four system default module levels associated with the Attendance Module. An explanation of the permissions associated with each default module level are shown in the Attendance Module Level Permissions Table below.

System default module levels cannot be customized.

Attendance Module - Module Level Permissions	
Module Level	Permissions
Admin	Manage Attendance Log (delete/edit/view/create attendance log), Manage roles (add/delete/edit/view role, assign hidden roles, role permissions), Manage permissions (delete/view permissions, list manage permissions)
Manager	Manage Attendance Log (delete/edit/view/create attendance log)
Staff	View Attendance Log
Guest	None

New Module levels can be created in order to customize module level permissions. An explanation of the icons associated with customized module levels have been provided in the table below.

Module Level Customization Icons	
Icon	Explanation
	The eyeball icon allows you to view users assigned to the module level as well as the permissions assigned to them.
	The bulleted list icon allows you to assign permissions to customized module levels.
	The pencil icon opens the Edit Module Level Modal.
	The trashcan icon opens the Delete Module Level Confirmation Modal.

How To: Create a New Module Level (Attendance Module)

To create a new module level for the Attendance Module, open the Access Levels Tab in the Site Settings Module from the Main Menu and select the Attendance tab under the Access Levels Header.

Site Settings

Site Settings > Access Levels > Attendance

Company InfoAccess LevelsSecurityRegistrationEmail SettingsInactive AccountsPayment SettingsAccount FieldsTable DefaultsLogs

Access Levels

KAStrackAccountsActionsAssetsAttendanceCalendarCommunicationsCoursesDashboardDatabaseDispatchDocumentsFinanceFormsGridIntegrationsInventoryKanbanMeetingsPeopleRemotesReportsTags

Attendance Module Levels

Module Level Name	View	Edit
Attendance: Guest	View	--
Attendance: Staff	View	--
Attendance: Manager	View	--
Attendance: Admin	View	--

Create Module Level

This opens the Attendance Module Levels Table. Click the "Create Module Level" button, opening the Attendance Module's Manage Module Levels page.

Manage Module Levels

Attendance > Settings > Module Levels

Module Levels

New Module Level

Module Level Name	Actions
Admin	
Guest	
Manager	
Staff	

Click the "New Module Level" button opening the New Module Level Modal.

New Module Level

Module Level Name *

SaveCancel

Input the title for the new module level and click the Save button.

Manage Module Levels

Module Levels

New Module Level

Module Level Name	Actions
Admin	
Guest	
Manager	
Observer	   
Staff	

Click the bulleted list permissions icon in the Actions Column of the Module Level Table opening the Permissions Modal. Click the plus sign icons to expand the permissions list. (Selecting the minus sign will collapse the list.)

Permissions for Observer

-  ☐ admin
 -  ☐ manage-permissions
 - ☐ delete-permission
 - ☐ list-manage-permissions
 - ☐ view-permission
 -  ☐ manage-roles
 - ☐ add-role
 - ☐ assign-hidden-roles
 - ☐ delete-role
 - ☐ edit-role
 - ☐ role-permissions
 - ☐ view-roles
-  ☐ manage-attendancelogs
 - ☐ create-attendancelog
 - ☐ delete-attendancelog
 - ☐ edit-attendancelog
 - ☐ view-attendancelog

 

After selecting the appropriate permissions, click the Save button.

PERMISSIONS WERE SAVED



A pop-up will confirm that the permissions were saved.

A complete list of the permissions associated with the Attendance Module have been included below.

Permissions for Observer ✕

admin

manage-permissions

delete-permission

list-manage-permissions

view-permission

manage-roles

add-role

assign-hidden-roles

delete-role

edit-role

role-permissions

view-roles

manage-attendancelogs

create-attendancelog

delete-attendancelog

edit-attendancelog

view-attendancelog

Save

Cancel