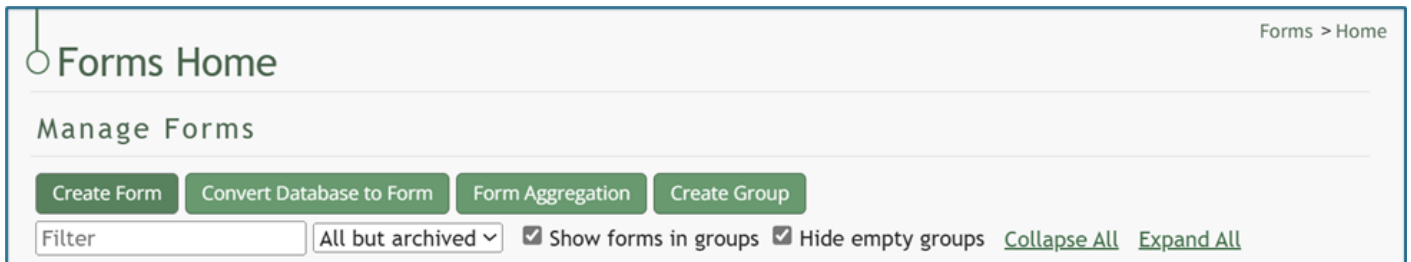


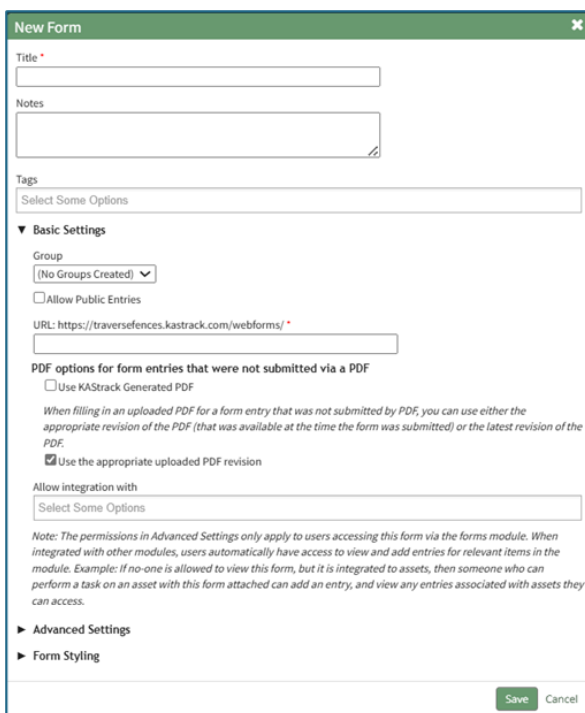
Creating a Base Form for a New Attendance Log

To create the base form required to create a new attendance log, go to the Home Page of the Forms Module.



The screenshot shows the 'Forms Home' page. At the top right, it says 'Forms > Home'. Below the header is a 'Manage Forms' section. There are four green buttons: 'Create Form', 'Convert Database to Form', 'Form Aggregation', and 'Create Group'. Below these buttons is a search filter area with a text input field containing 'Filter', a dropdown menu set to 'All but archived', and two checked checkboxes: 'Show forms in groups' and 'Hide empty groups'. There are also two links: 'Collapse All' and 'Expand All'.

Select the “Create Form” button opening the New Form Modal.



The screenshot shows the 'New Form' modal. It has a title bar with 'New Form' and a close button. The form contains several sections: 'Title' with a text input field; 'Notes' with a larger text area; 'Tags' with a dropdown menu set to 'Select Some Options'; 'Basic Settings' which includes a 'Group' dropdown set to '(No Groups Created)', an 'Allow Public Entries' checkbox, and a 'URL' field containing 'https://traversefences.kastrack.com/webforms/'; 'PDF options for form entries that were not submitted via a PDF' with a checkbox for 'Use KASTrack Generated PDF' and a checked checkbox for 'Use the appropriate uploaded PDF revision'; 'Allow integration with' with a dropdown menu set to 'Select Some Options'; and a note about permissions. At the bottom, there are 'Advanced Settings' and 'Form Styling' sections, and 'Save' and 'Cancel' buttons.

Input a title for the form and include any notes as desired. You can tag the form with open, permissive, or restrictive tags to customize visibility if desired, and place the form in the group of your choosing.

Select the “Allow Public Entries” checkbox if your attendance log will record users who are not logged in to KASTrack or who do not have an account. If the attendance log will solely be used by individuals who use KASTrack and have an account, you can leave this checkbox blank.

If you will be using a customized PDF output for attendance log sign in / sign out entries, select the “Use the appropriate uploaded PDF revision” checkbox. If the generic output is sufficient, select “Use KAStrack Generated PDF”.

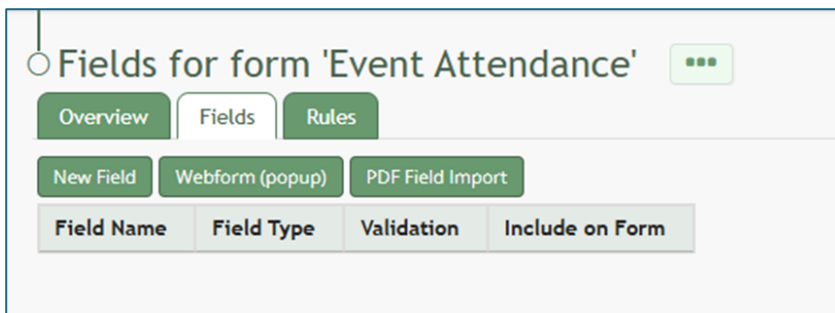
To ensure that your form integrates with the attendance log, select “Attendance: Integrate with the Attendance Module” from the drop-down menu below the Field Title “Allow Integration With”.

Allow integration with

Attendance : Integrate with the Attendance Module X

Details regarding Advanced Settings and Form Styling when creating a new form can be explored in the Customizable Options for Form Creation Section of the User Manual.

After customizing the form for your need, select the “Save” button at the bottom of the modal opening the Fields Tab for your newly created form.



To create an attendance log, your form must have the following seven fields and all of them should be set to start hidden.

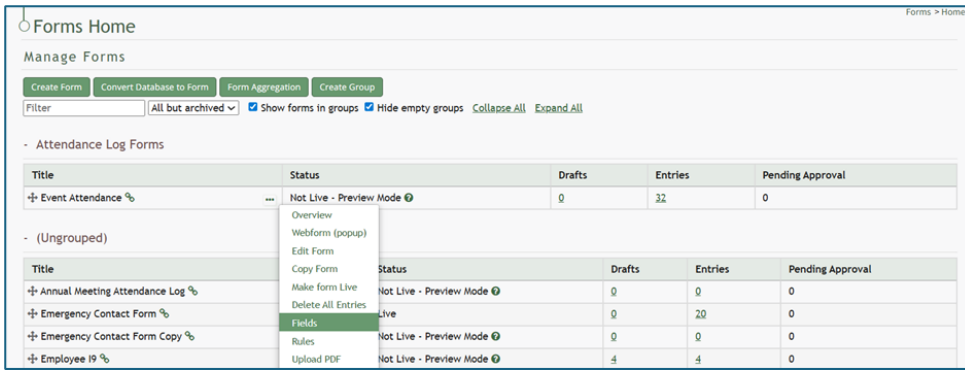
Required Field 1 of 7

The first field to be created is a date/time field to be used when a person signs in (Time In). Select the “New Field” button opening the New Form Field modal. At a minimum, input the field name. Select Date/Time from the Field Type drop-down menu. Select the “Start Hidden” checkbox. Under Date/Time Format, select your preferred format from the drop-down menu.

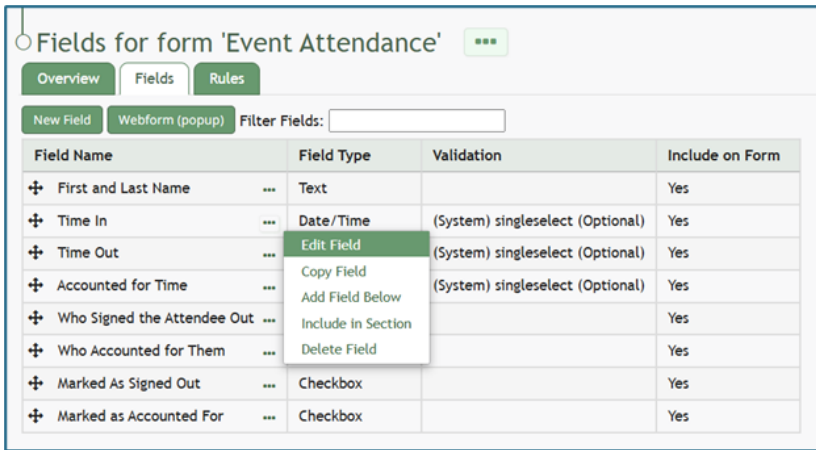
The date and time format used for your attendance log can be customized if desired.

How To: Create a Custom Date/Time Format for an Attendance Log

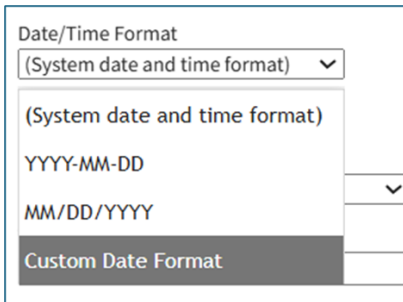
To create a custom date/ time format for your attendance log, go to the Home Page of the Forms Module and click the three-dot icon to the right of the form the attendance log is based on. This opens the context menu. Select “Fields”.



This opens the Fields Tab of the Form. Select the three-dot icon next to the Field Name for the date/time field type and select “Edit Field”.



This opens the Edit Form Field Modal, which includes a Date/Time Format field. Select “Custom Date Format” from the drop-down menu.



This expands the Edit Form Field Modal. Input the PHP date format and the jQuery date format desired.

Time is not included in the Custom Date Format field.

Date/Time Format
 ▼

Mandatory

For a custom date/time, you will need to supply both the PHP date format, see [PHP Date Options](#) and the corresponding jQuery date format, see [jQuery - formatDate](#). The time will be in a separate box.

To view/hide the standard date/time options, click [here](#)

Note: The custom format must result in a valid date. Using "Ym", for example, will not work as it is not a complete date.

Custom Date Format (PHP)

To create a custom date format, the software needs to know how to both read and display the date. PHP (the server side) processes the date after it's submitted. jQuery (the browser side) displays/formats the date in the date picker the user sees. Both systems have their own "language" for writing date formats, so you are required to provide a version both sides understand.

PHP uses letters to represent parts of the date, explained in the table below.

PHP Language Explanation		
What It Represents	PHP Letter	Example
Day (with leading 0)	d	02
Month (with leading 0)	m	02
Year (4 digits)	y	2025

jQuery uses similar but slightly different letters, explained in the table below.

jQuery Language Explanation		
What It Represents	jQuery Letter	Example
Day (with leading 0)	dd	02
Month (with leading 0)	mm	02
Year (4 digits)	yy	2025

Select "Save" at the bottom of the Edit Form Field Modal, and the customized date and time format will now be utilized.

New Form Field

Field Name (a-z, A-Z, 0-9, _, - and space only) *

Time In

Displayed Label

Time In

Field Type

Date/Time

Include on Form

Start Hidden

Show in View/Manage Entries

Default

D M dd yy

Context Sensitive Help

Date/Time Format

(System date and time format)

(System date and time format)

YYYY-MM-DD

MM/DD/YYYY

Custom Date Format

Save Cancel

Select the “Save” button at the bottom of the modal and return to the Form’s Fields Tab.

Required Field 2 of 7

The second field to be created is a date/time field to be used when a person signs out (Time Out). Select the “New Field” button opening the New Form Field modal. At a minimum, input the field name. Select Date/Time from Field Type drop-down menu. Select the “Start Hidden” checkbox. Select your preferred Date/Time Format from the drop-down menu.

New Form Field [Close]

Field Name (a-z, A-Z, 0-9, _ - and space only) *

Time Out

Displayed Label

Time Out

Field Type

Date/Time

Include on Form

Start Hidden

Show in View/Manage Entries

Default

D M dd yy

Context Sensitive Help

Date/Time Format

(System date and time format)

Mandatory

Time Format (for input only)

Single Select (15m increments)

Validation Help

CSS Classes

Save Cancel

Select the “Save” button at the bottom of the modal to return to the Form’s Fields Tab.

Required Field 3 of 7

The third field to be created is a date/time field to be used when a person is accounted for when mustering. Select the “New Field” button opening the New Form Field modal. At a minimum, input the field name. Select Date/Time from Field Type drop-down menu. Select the “Start Hidden” checkbox. Select your preferred Date/Time Format from a drop-down menu.

New Form Field ✕

Field Name (a-z, A-Z, 0-9, _ - and space only) *

Accounted for Time

Displayed Label

Accounted for Time

Field Type

Date/Time

Include on Form

Start Hidden

Show in View/Manage Entries

Default

D M dd yy

Context Sensitive Help

Date/Time Format

(System date and time format)

Mandatory

Time Format (for input only)

Single Select (15m increments)

Validation Help

CSS Classes

Save Cancel

Select the “Save” button at the bottom of the modal and return to the Form’s Fields Tab.

Required Field 4 of 7

The fourth field to be created is a user/role select field for when someone is signed out (to indicate who signed them out). Select the “New Field” button opening the New Form Field modal. At a minimum, input the field name. Select User / Role Select (in the accounts category) from the Field Type drop-down menu. Select the “Start Hidden” checkbox. You can customize who is visible on the drop-down menu if desired. Indicate if you would like to show all users, specific users, certification roles, and / or access levels. This will be used to indicate who signed the individual out. Select the “Multiple” checkbox if you want to allow multiple options to be selected when indicating who signed an individual out of the attendance log.

New Form Field ✕

Field Name (a-z, A-Z, 0-9, __, - and space only) *

Displayed Label

Field Type

User/Role Select ▼

Include on Form

Start Hidden

Show in View/Manage Entries

Add Blank

Text for blank option

Multiple

Include Users

Only include the following users

Include Certification Roles

Include Access Levels

Default

Placeholder Text (Max 25 characters)

Context Sensitive Help

Validation

Optional: Optional ▼

Validation Help

CSS Classes

Save Cancel

Select the “Save” button at the bottom of the modal and return to the Form’s Fields Tab.

Required Field 5 of 7

The fifth field to be created is a user/role select field for when someone is accounted for (to indicate who accounted for them). Select the “New Field” button opening the New Form Field modal. At a minimum, input the field name. Select User / Role Select (in the accounts category) from the Field Type drop-down menu. Select the “Start Hidden” checkbox. Make any other

customizable choices as desired.

Edit Form Field [X]

Field Name (a-z, A-Z, 0-9, ..., - and space only) *

Who Accounted for Them

Displayed Label

Who Accounted for Them

Field Type

User/Role Select

Include on Form

Start Hidden

Show in View/Manage Entries

Add Blank

Multiple

Include Users

Only include the following users

Select Some Options

Include Certification Roles

Include Access Levels

Default

Placeholder Text (Max 25 characters)

Context Sensitive Help

Validation

Optional : Optional

Validation Help

CSS Classes

Save Cancel

Select the “Save” button at the bottom of the modal and return to the Form’s Fields Tab.

Required Field 6 of 7

The sixth field to be created is a checkbox field for when someone is signed out (to indicate whether they signed out themselves or were marked as signed out). Select the “New Field” button opening the New Form Field modal. At a minimum, input the field name. Select Checkbox from the Field Type drop-down menu. Select the “Start Hidden” checkbox. Make any other customizable choices as desired.

New Form Field ✕

Field Name (a-z, A-Z, 0-9, _, - and space only) *

Marked As Signed Out

Displayed Label

Marked As Signed Out

Field Type

Checkbox

Include on Form

Start Hidden

Show in View/Manage Entries

Checked by Default

Placeholder Text (Max 25 characters)

Context Sensitive Help

Validation

Optional : Optional

Validation Help

CSS Classes

Save Cancel

Select the “Save” button at the bottom of the modal to return to the Form’s Fields Tab.

Required Field 7 of 7

The seventh field to be created is a checkbox field for when someone is accounted for (to indicate whether they accounted for themselves or were marked as accounted for). Select the “New Field” button opening the New Form Field modal. At a minimum, input the field name. Select Checkbox from the Field Type drop-down menu. Select the “Start Hidden” checkbox. Make any other customizable choices as desired.

Select the “Save” button at the bottom of the modal and return to the Form’s Fields Tab.

Now that all required fields have been created, you will need at least one more field that will be used to capture details of the person signing in. Examples might include (but are not limited to) “Name,” “Company,” “Cellphone,” or “Department.” Multiple fields can be utilized here based on your organization’s desires for the attendance log. Select the “New Field” button opening the New Field Modal. Create your additional fields for identification purposes, and select “Save” when done to return to the Fields Tab. Your Form fields are now complete.

Fields for form 'Event Attendance' ⋮

Overview Fields Rules

New Field Webform (popup) Filter Fields:

Field Name	Field Type	Validation	Include on Form
+ First and Last Name ...	Text		Yes
+ Time In ...	Date/Time	(System) singleselect (Optional)	Yes
+ Time Out ...	Date/Time	(System) singleselect (Optional)	Yes
+ Accounted for Time ...	Date/Time	(System) singleselect (Optional)	Yes
+ Who Signed the Attendee Out ...	User/Role Select		Yes
+ Who Accounted for Them ...	User/Role Select		Yes
+ Marked As Signed Out ...	Checkbox		Yes
+ Marked as Accounted For ...	Checkbox		Yes

Form Rules

Your Attendance Log Form should have a rule established to set the sign in date/time field to the current time. To create this rule, select the Rules Tab at the top of the page or select “Rules” from the context menu accessible from the three-dot icon to the right of the page header. This opens the Form’s Rules Tab.

Rules for form 'Event Attendance' ⋮

Overview Fields Rules

New Rule Webform (popup) Filter Rules:

Rule Name	Conditions	Actions	Status
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Select the “New Rule” button opening the New Form Rule Modal. Input a Rule Name.

New Form Rule ✕

Rule Name *

Status *

Conditions +

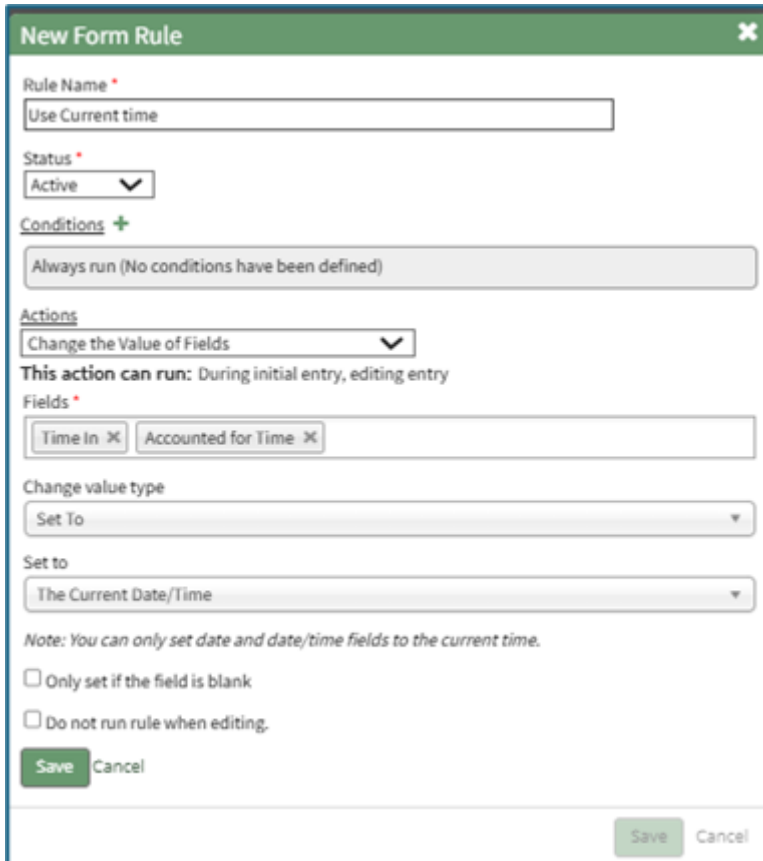
Actions +
 No Actions Defined

Leave the status as Active and leave the condition as “Always run.”

Select the “+” plus sign icon to the right of Actions to expand the modal. Select “Change the Value of Fields” from the Field Management Category as the Action. Select the field(s) you wish to always run the current date/time rule on.

Select “Set To” from the drop-down menu for the Change Value Type field.

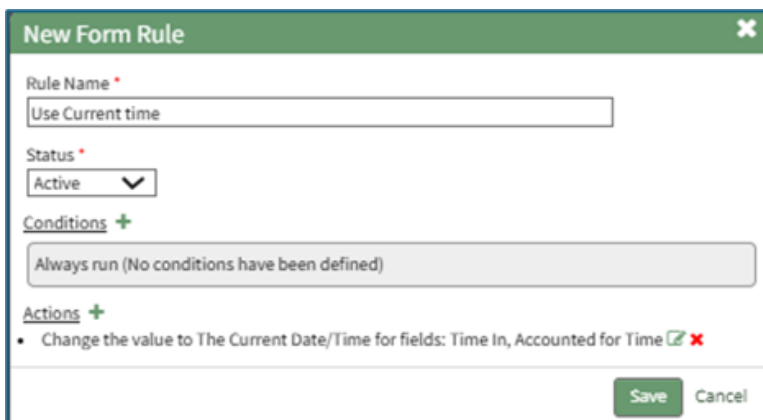
Select “The Current Date / Time” from the drop-down menu for the Set To field.



The screenshot shows the 'New Form Rule' modal form. It has a green header with the title 'New Form Rule' and a close button. The form contains the following fields and options:

- Rule Name ***: A text input field containing 'Use Current time'.
- Status ***: A dropdown menu with 'Active' selected.
- Conditions +**: A text area containing 'Always run (No conditions have been defined)'.
- Actions**: A dropdown menu with 'Change the Value of Fields' selected.
- This action can run:** A text label indicating 'During initial entry, editing entry'.
- Fields ***: A text area containing 'Time In' and 'Accounted for Time'.
- Change value type**: A dropdown menu with 'Set To' selected.
- Set to**: A dropdown menu with 'The Current Date/Time' selected.
- Note:** A text label stating 'You can only set date and date/time fields to the current time.'
- Only set if the field is blank
- Do not run rule when editing.
- Save** and **Cancel** buttons at the bottom left.
- Save** and **Cancel** buttons at the bottom right.

Select “Save” and the action just outlined will be saved and shows on the New Form Rule Modal.



The screenshot shows the 'New Form Rule' modal form after the rule has been saved. The form is identical to the previous screenshot, but the 'Actions' section now displays a list of actions:

- Actions +**: A list containing one action: 'Change the value to The Current Date/Time for fields: Time In, Accounted for Time' with a green checkmark and a red 'x' icon.
- Save** and **Cancel** buttons at the bottom right.

Select the New Form Rule “Save” button and the rule will now show as active on the Rules Tab.

Rules for form 'Event Attendance' ⋮

Overview Fields Rules

New Rule Webform (popup) Filter Rules:

Rule Name	Conditions	Actions	Status
+ Use Current time ...	Always run	1 action	Active <input checked="" type="checkbox"/>

While there are dozens of options for the customization of your attendance log form, this is the basic requirements for functionality. The attendance log is now ready to be created.

Example of how the form fields will be utilized in an attendance log:

▼ 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 *

Revision #3

Created 2026-01-07 18:18:21 UTC by Mitzi Orkus

Updated 2026-01-25 02:05:52 UTC by Mitzi Orkus