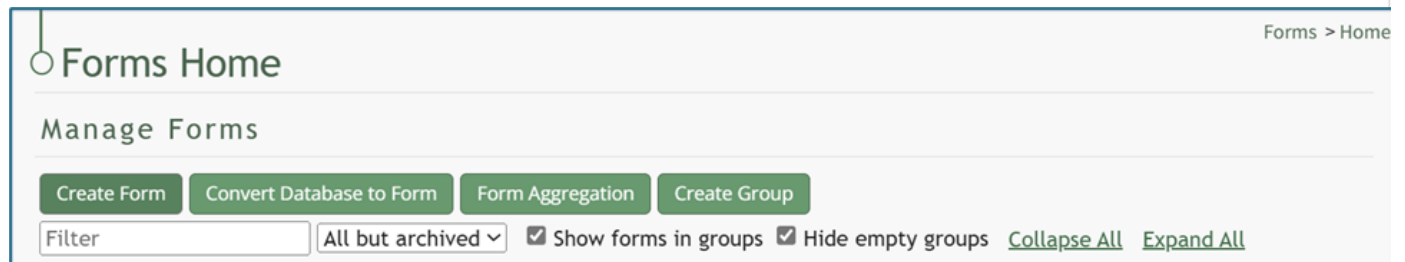


Creating A New Attendance Log

In order to create an attendance log, you must first create a form that is integrated with the Attendance Module.

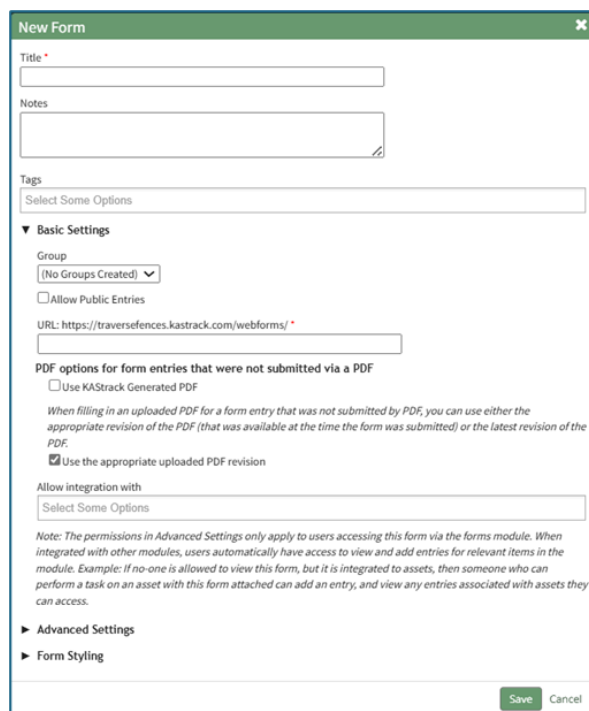
How To: Create the Base Form for an Attendance Log

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, there is a breadcrumb 'Forms > Home'. Below the header, the title 'Forms Home' is displayed. Underneath, the section 'Manage Forms' is visible. There are four green buttons: 'Create Form', 'Convert Database to Form', 'Form Aggregation', and 'Create Group'. Below these buttons, there is a 'Filter' input field, a dropdown menu set to 'All but archived', and two checked checkboxes: 'Show forms in groups' and 'Hide empty groups'. To the right of these are 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 'Title' with a red asterisk and an empty text input field. Below it is a 'Notes' section with a larger text area. There is a 'Tags' section with a dropdown menu labeled 'Select Some Options'. Under the 'Basic Settings' section, there is a 'Group' dropdown menu with '(No Groups Created)' selected, and an unchecked checkbox for 'Allow Public Entries'. Below that is a 'URL' field with the text 'https://traversefences.kastrack.com/webforms/'. There is a section for 'PDF options for form entries that were not submitted via a PDF' with two options: 'Use KAStrack Generated PDF' (unchecked) and 'Use the appropriate uploaded PDF revision' (checked). Below this is an 'Allow integration with' section with a dropdown menu labeled 'Select Some Options'. At the bottom, there are two expandable sections: 'Advanced Settings' and 'Form Styling'. At the very bottom right, there are '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.

Fields for form 'Event Attendance' ⋮

Overview

Fields

Rules

New Field

Webform (popup)

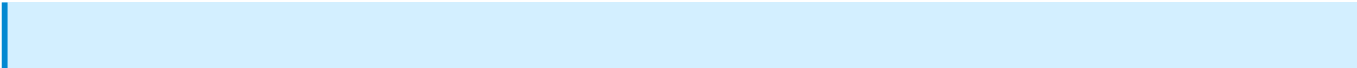
PDF Field Import

Field Name	Field Type	Validation	Include on 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”.

The screenshot shows the 'Forms Home' page with a table of forms. The 'Event Attendance %' form is selected, and a context menu is open. The 'Fields' option is highlighted.

Title	Status	Drafts	Entries	Pending Approval
Event Attendance %	Not Live - Preview Mode	0	32	0

Title	Status	Drafts	Entries	Pending Approval
Annual Meeting Attendance Log %	Not Live - Preview Mode	0	0	0
Emergency Contact Form %	Live	0	20	0
Emergency Contact Form Copy %	Not Live - Preview Mode	0	0	0
Employee 19 %	Not Live - Preview Mode	4	4	0

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”.

The screenshot shows the 'Fields for form 'Event Attendance'' page. The 'Time In' field is selected, and a context menu is open. The 'Edit Field' option is highlighted.

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	Copy Field	(System) singleselect (Optional)	Yes
Who Signed the Attendee Out	Add Field Below		Yes
Who Accounted for Them	Include in Section		Yes
Marked As Signed Out	Delete Field		Yes
Marked as Accounted For	Checkbox		Yes

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

The screenshot shows the 'Date/Time Format' dropdown menu. The 'Custom Date Format' option is selected.

Date/Time Format
(System date and time format) ▼

(System date and time format)

YYYY-MM-DD

MM/DD/YYYY

Custom Date Format

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

Custom Date 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

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) *

Who Signed the Attendee Out

Displayed Label

Who Signed the Attendee Out

Field Type

User/Role Select

☒ Include on Form

☒ Start Hidden

☒ Show in View/Manage Entries

☒ Add Blank

Text for blank option

Select from below

☐ Multiple

☒ Include Users

Only include the following users

☒ Include Certification Roles

☐ Include Access Levels

Default

Placeholder Text (Max 25 characters)

Who Signed Them Out

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

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
-----------	------------	---------	--------

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

New Form Rule

Rule Name *
Use Current time

Status *
Active

Conditions +
Always run (No conditions have been defined)

Actions +
No Actions Defined

Save
Cancel

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 with the following configuration:

- Rule Name:** Use Current time
- Status:** Active
- Conditions:** Always run (No conditions have been defined)
- Actions:** Change the Value of Fields
- This action can run:** During initial entry, editing entry
- Fields:** Time In, Accounted for Time
- Change value type:** Set To
- Set to:** The Current Date/Time
- Note:** You can only set date and date/time fields to the current time.
- Options:**
 - ☐ Only set if the field is blank
 - ☐ Do not run rule when editing.
- Buttons:** Save, Cancel

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 after saving the rule. The configuration is the same as the previous screenshot, but with the following changes:

- Actions:** Change the value to The Current Date/Time for fields: Time In, Accounted for Time (indicated by a green checkmark and a red X icon).
- Buttons:** Save, Cancel

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 ☒

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 *
Sign In

Time Out *
Sign Out

Who Signed the Attendee Out *
Who Signed Out

Was the Attendee Marked as Signed Out *
Signed Out by Whom Checkbox

Accounted For Time *
Sign Out

Who Accounted For the Attendee *
Who Accounted For

Was the Attendee Marked as Accounted For *
Accounted for by Whom

Once the base form required for the attendance log field mappings has been created, you are ready to create an Attendance Log. Go to the Home Page of the Attendance Module. Select the “Create Attendance Log” button.

Attendance Logs
Attendance Log > Home

Create Attendance Log

No records were found.

This opens the New Attendance Log Modal.

New Attendance Log

Name *
Event Attendance

Tags
Select Some Options

To create an attendance log you will need a form that is integrated with the attendance log module. The form must contain at least the following seven fields:

- A date/time field for when a person signs in
- A date/time field for when a person signs out
- A date/time field for when a person is accounted for when mustering
- A user/role select field for when someone is signed out, to indicate who signed them out
- A user/role select field for when someone is accounted for, to indicate who accounted for them
- A checkbox field for when someone is signed out, to indicate whether they signed out themselves, or were marked as signed out
- A checkbox field for when someone is accounted for, to indicate whether they accounted for themselves, or were marked as accounted for

In the form you should set all of these fields to start hidden, and have a rule to set the sign in date/time field to the current time.

You will need at least one more field to capture details of the person signing in. Examples might include "Name", "Company", "Cellphone", "Visiting" etc.

After creating the attendance log, you will be brought back here in order to map these fields as well as to set other options.

Form *
Event Attendance

Save Cancel

Input the Name of the new attendance log and, if needed, select any tags to be associated with the attendance log.

Select the form for the attendance log from the Form drop-down menu, which will list all forms integrated with the Attendance Module. Select the “Save” button at the bottom of the New Attendance Log Modal.

This opens the Edit Attendance Log Modal.

Edit Attendance Log

Name *
DFE Attendance Log

Tags
Select Some Options

Form
DFE Test Attendance Log

Path for URL (http://devfrontend.kastrack.com/in/...) *
DFE-Test-Attendance-Log

☐ 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

Save Cancel

The attendance log name already shows, along with any associated tags. Tags can also be added here if desired. The URL path will add the form’s name to the end, but this can also be edited if desired.

If the associated form was set to public, the public checkbox will automatically be selected on the Edit Attendance Log Modal. If the form was not made public, the attendance log cannot be made public and this option would not be selectable.

You can set the form to public by editing the form in the Forms module and clicking the “Allow Public Entries” checkbox.

Select “Show in Main Menu” if you would like the Attendance Log to show as an option on the Main Menu.

In order to see the new attendance log on the main menu, you will either have to refresh the page, or log out and log back in once the new attendance log has been created.

The Edit Attendance Log Modal has five different sections: Field Mappings*, Fields Related to Managing Sign Ins*, Display Page Options, Admittance Desk Options, and Fields Related to When Someone is signing themselves in or out (or accounting for themselves while mustering) *.

An * asterisk denotes a required field.

After going through each section, select “Save” at the bottom of the modal to return to the Attendance Home Page where the newly created attendance log will show in the Attendance Log Table.

Revision #3

Created 2026-01-07 18:33:07 UTC by Mitzi Orkus

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