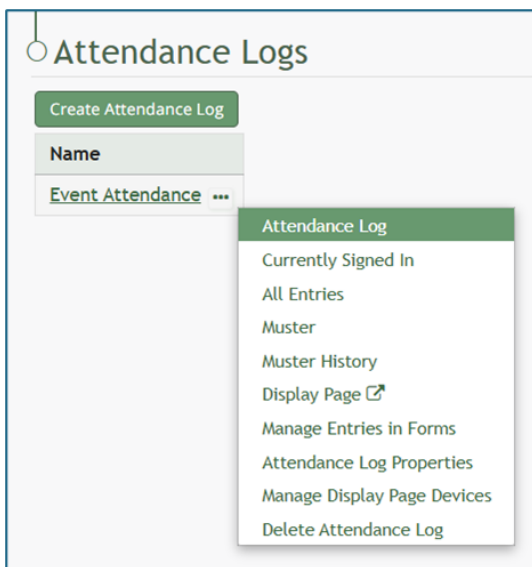


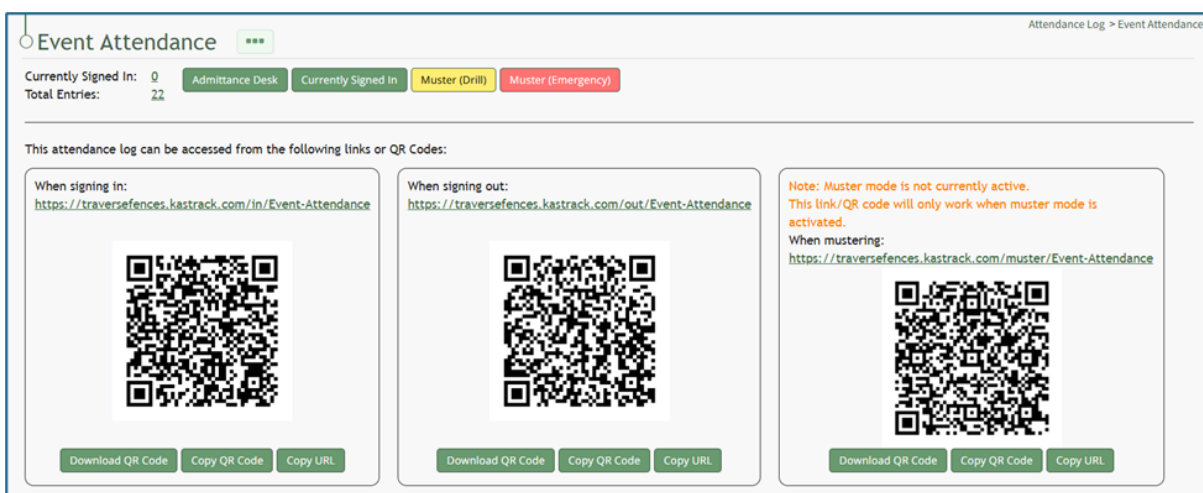
Activate Muster Mode for a Drill

To activate muster mode for a Drill, open the attendance log you wish to activate muster mode for by going to the Home Page of the Attendance Module and clicking on the attendance log's name, or clicking the three-dot icon to the right of the attendance log's name, opening the context menu. Select "Attendance Log".

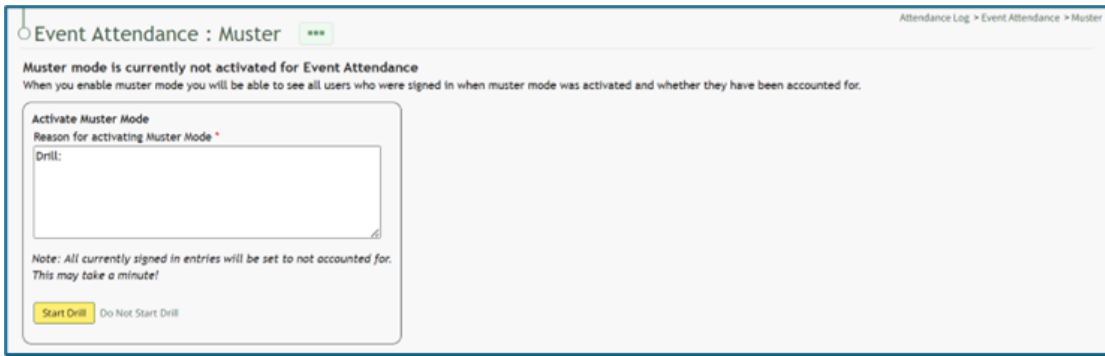
If you select "Muster" from the context menu, you will not be able to run a muster mode drill. This option directs you to a muster mode emergency.



This opens the attendance log's Information Page.



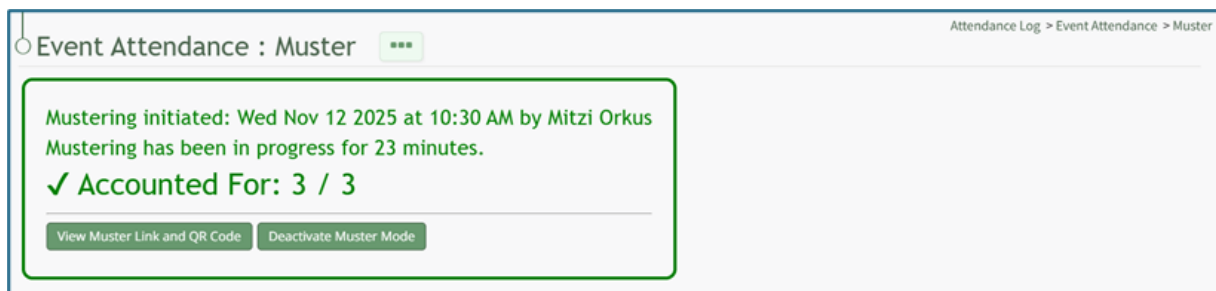
Select the yellow "Muster (Drill)" button at the top of the page. This opens the Muster Page, but muster mode is not yet activated.



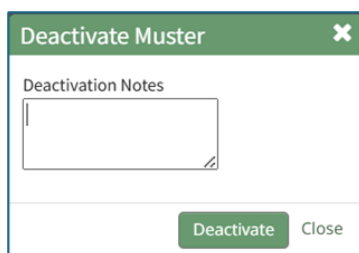
Input the appropriate notes for activating muster mode. The textbox for notes already indicates that this is a drill. Once including additional reasoning, select the yellow “Start Drill” button. The page being displayed changes, and the summary information at the top of the Muster Page indicates that Muster Mode has been initiated.

How To: Deactivate Muster Mode

Muster mode can only be deactivated from the Muster Page when muster mode has been activated.



Select the “Deactivate Muster Mode” button, opening the Deactivate Muster Modal. Input any desired Deactivation Notes in the textbox provided.



Select “Deactivate” and you will be redirected to the attendance log’s Information Page.

Event Attendance : Muster Attendance Log > Event Attendance > Muster

Mustering initiated: Wed Nov 12 2025 at 11:25 AM by Mitzi Orkus
 Mustering has been in progress for 0 minutes.
Accounted For: 0 / 3

[View Muster Link and QR Code](#) [Deactivate Muster Mode](#)

Not Yet Accounted For: Show everyone

Mark Checked as Accounted For
Mark Checked as Signed Out
Mark Older Than as Accounted For
Refresh Table

Show: 250 entries Search:

<input type="checkbox"/>	First and Last Name	Accounted for Time	Who Accounted for Them	Marked as Accounted For	Muster	Sign Out
<input type="checkbox"/>	Ava Martinez			No	Account For	Mark as signed out
<input type="checkbox"/>	Sophia Taylor			No	Account For	Mark as signed out
<input type="checkbox"/>	William Anderson			No	Account For	Mark as signed out

Showing 1 to 3 of 3 entries Previous Next

Revision #3

Created 2025-12-07 20:26:44 UTC by Mitzi Orkus

Updated 2026-01-23 17:32:17 UTC by Mitzi Orkus