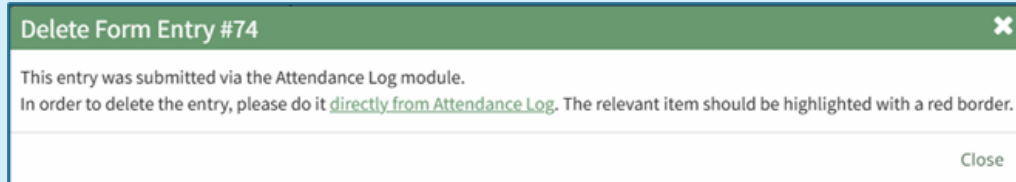
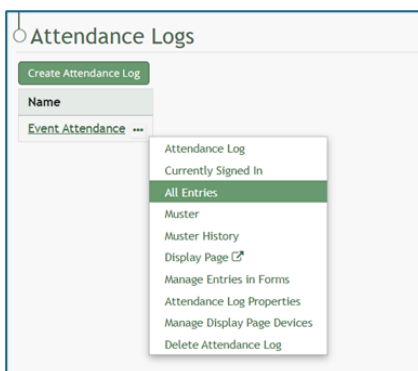


Delete an Individual Attendance Log Entry

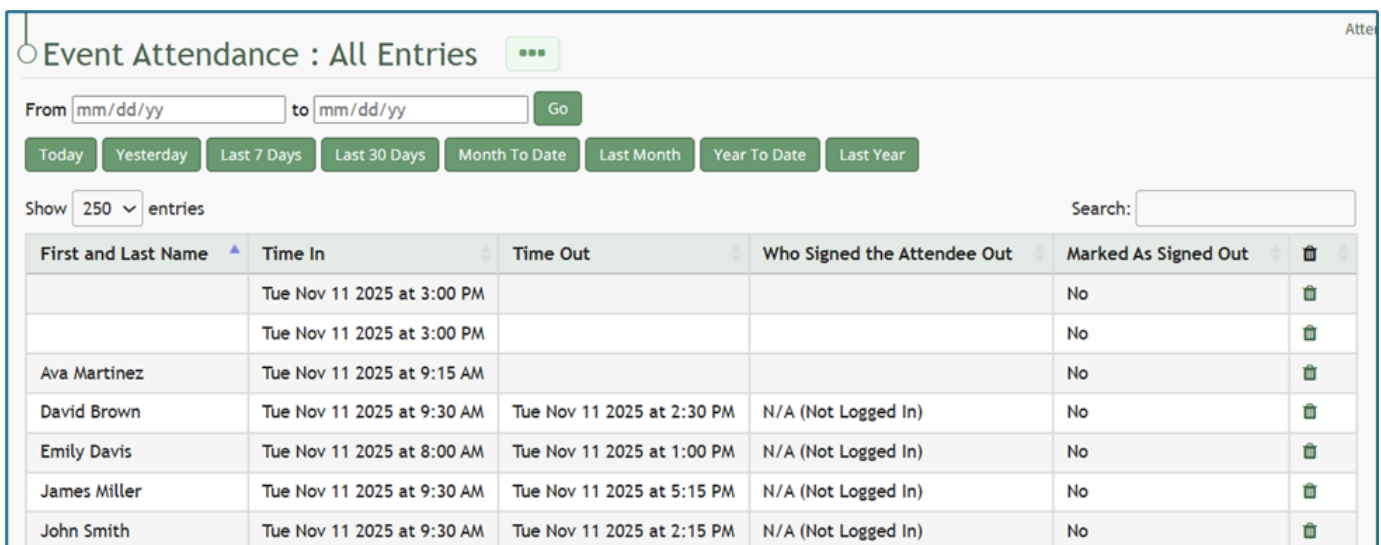
An entry that was submitted directly in the Attendance Module cannot be deleted in the Manage Entries Page of the Forms Module. If you attempt to do so, a Delete Form Entry Modal will direct you to delete the entry directly from the Attendance Log.



To delete an individual attendance log entry, open the attendance log you wish to delete the entry in by going to the Home Page of the Attendance Module and clicking the three-dot icon to the right of the attendance log's name, opening the context menu.

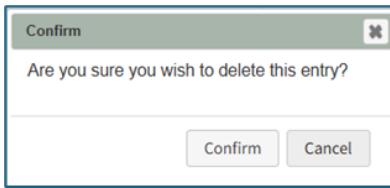


Select "All Entries", opening the attendance log's All Entries Page.



First and Last Name	Time In	Time Out	Who Signed the Attendee Out	Marked As Signed Out	
	Tue Nov 11 2025 at 3:00 PM			No	
	Tue Nov 11 2025 at 3:00 PM			No	
Ava Martinez	Tue Nov 11 2025 at 9:15 AM			No	
David Brown	Tue Nov 11 2025 at 9:30 AM	Tue Nov 11 2025 at 2:30 PM	N/A (Not Logged In)	No	
Emily Davis	Tue Nov 11 2025 at 8:00 AM	Tue Nov 11 2025 at 1:00 PM	N/A (Not Logged In)	No	
James Miller	Tue Nov 11 2025 at 9:30 AM	Tue Nov 11 2025 at 5:15 PM	N/A (Not Logged In)	No	
John Smith	Tue Nov 11 2025 at 9:30 AM	Tue Nov 11 2025 at 2:15 PM	N/A (Not Logged In)	No	

To delete an individual entry, select the trash can icon for the correct row in the far-right column of the All Entries Table. This opens a deletion confirmation modal which states, “Are you sure you wish to delete this entry?”



Select “Confirm” and the individual entry will be deleted from the attendance log.

Revision #2

Created 2025-12-07 20:30:07 UTC by Mitzi Orkus

Updated 2026-01-07 16:11:43 UTC by Mitzi Orkus