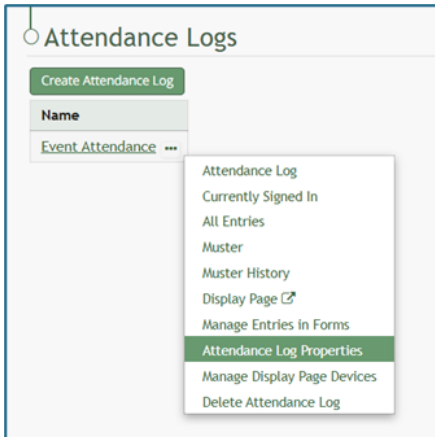
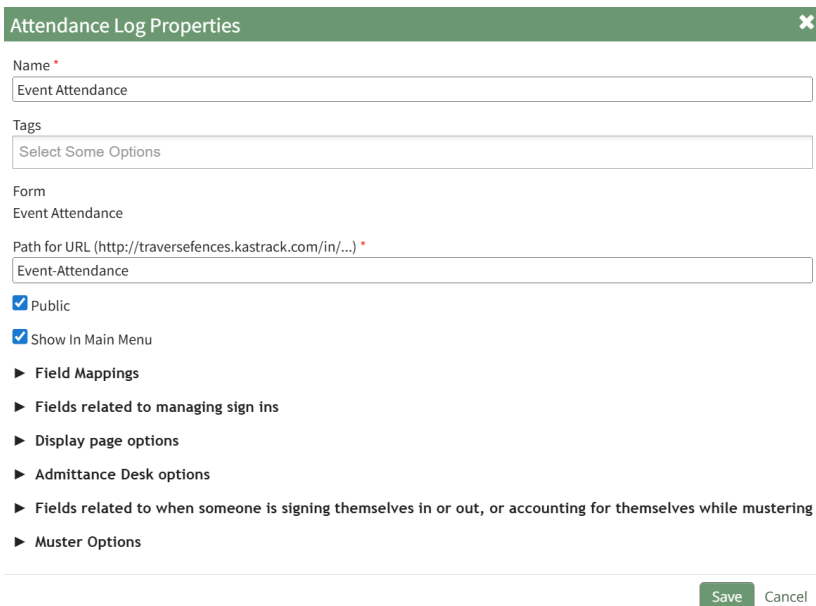


Edit the Admittance Desk Page

To edit the Admittance Desk Page for an Attendance Log, open the attendance log you wish to edit by going to the Home Page of the Attendance Module and clicking the three-dot icon to the right of the attendance log title, opening the context menu.



Select “Attendance Log Properties” from the context menu, opening the Attendance Log Properties Modal.

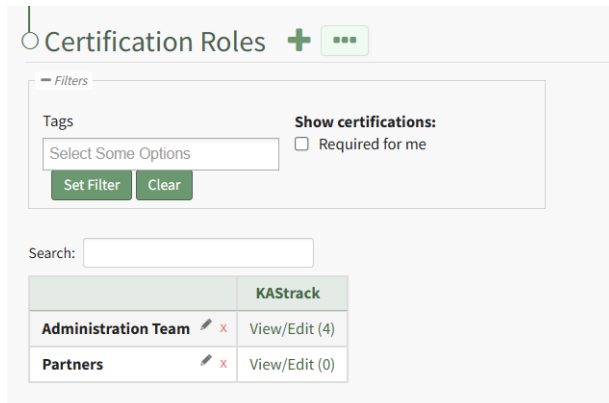
A screenshot of the 'Attendance Log Properties' modal. The title bar is green with a close button. The form contains several fields: 'Name' with the value 'Event Attendance', 'Tags' with the placeholder 'Select Some Options', and 'Form' with the value 'Event Attendance'. Below these is a 'Path for URL' field with the value 'Event-Attendance'. There are two checked checkboxes: 'Public' and 'Show In Main Menu'. At the bottom, there is a list of expandable sections: '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', and 'Muster Options'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Click the arrow to the left of “Admittance Desk Options” to expand the section.

Here, a certification role can be associated with the attendance log or changed. This feature is useful if there are requirements for individuals to access a facility or event. Refer to the People Module for an understanding of certification roles.

How To: Create, Define, and Assign Users to a New Certification Role

To create and define a new certification role, select Roles in the People Module on the Main Menu opening the Certification Roles Page.

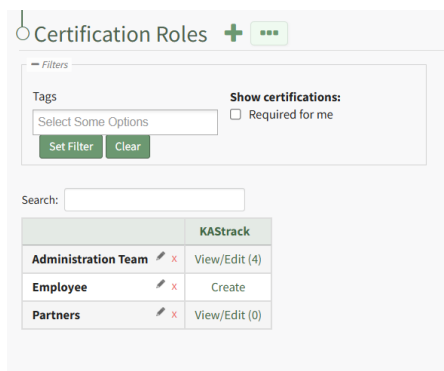


Click the plus sign icon to the right of the Certification Roles header to open the Add Role Name Modal.

Clicking the three-dot icon to the right of the header and selecting Add Role Name from the Certification Roles Page Context Menu will initiate the same action as selecting the plus sign icon.

The 'Add Role Name' modal form has a title bar with 'Add Role Name' and a close 'X' button. It contains a 'Role Name *' label and an input field with the text 'Employee'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Input the new role's name and click the Submit button. The newly created role is now visible on the Certification Roles Table in alphabetical order.



Select the clickable link to "Create" opening the Define Role Page.

Input the role description and any relevant role requirements. Role requirements are specific to your organization. Multiple requirements can be included.

Add desired tags.

Any existing certifications will be listed in the table in the Select Required Certifications Table and can be selected via checkbox.

Certification roles are not required to have a certification associated with them.

Select "Save Changes" and certification role's Edit Users Page opens.

<input type="checkbox"/> Select All	Approx. Training Time Remaining	Approx. Training Cost Remaining
<input type="checkbox"/> Claypool, Robert "KT"	0 hours	--
<input type="checkbox"/> Edwards, Sean	0 hours	--
<input type="checkbox"/> Holness, Ben	0 hours	--
<input type="checkbox"/> Kennedy, Dane	0 hours	--
<input type="checkbox"/> Orkus, Mitzi	0 hours	--

Identify the users that should be assigned to the certification role by selecting the checkbox to the left of the user's name.

Selecting the checkbox on the top row of the table will select/deselect all checkboxes in the table.

Click the Save Changes button below the table and the assigned users will now show in the newly created certification role.

How To: Add a Custom/Additional User Account Information Field

To add a user account information field, open the Account Fields Tab in the Site Settings Module from the Main Menu.

The screenshot shows the 'Site Settings' interface with the 'Account Fields' tab selected. It is divided into two sections:

- System User Account Information Fields:** A table with columns 'Field Label', 'Required?', and 'Action'. It lists fields like Username, Email, First Name, Last Name, User Photo, Session Timeout, and Home Page, each with a 'Permissions' button.
- Custom/Additional User Account Information Fields:** A section with an 'Add a field' link and a table of existing custom fields. Each row includes a drag handle, field label, required status, and 'Edit'/'Delete' buttons.

Click the "Add a Field" clickable link above the Custom / Additional User Account Information Fields opening the Add Field Modal.

The 'Add Field' modal contains the following elements:

- Label ***: A text input field.
- Type ***: A dropdown menu currently set to 'Text'.
- Allow multiple values
- Required
- Sensitive field
- Permissions Table:**

Accounts Module Level	View Own	View Other	Edit Own	Edit Other
Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logged out user	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Save, Cancel

Input the label for the field.

Select the field type (text or email) from the dropdown menu.

Selecting the checkbox enables customization to "Allow multiple values," make the field "Required," or make it a "Sensitive Field."

Designating the field as a "Sensitive Field" allows an extra step in form security when integrating these fields within the Form module. The Form Designer must explicitly choose when they wish to use a sensitive field.

The Permissions Table determines who can view / edit their own and other user's fields. Selecting the checkbox gives the individual the specified permission. Deselecting the checkbox removed the permission.

Select the "Save" button and the custom field now shows in the table.

Use the Drag Me icon to drag and drop the field into your desired position of choice.

▼ Admittance Desk options

Enable Admittance Desk

Associated Certification Role

Additional Table Columns

Selected	Available
<input checked="" type="checkbox"/> Profile Photo	<input type="checkbox"/> Username
	<input type="checkbox"/> Email Address
	<input type="checkbox"/> Employee ID
	<input type="checkbox"/> Phone
	<input type="checkbox"/> Address 1
	<input type="checkbox"/> Address 2
	<input type="checkbox"/> Regional Manager(s)
	<input type="checkbox"/> Regional VP

Revision #6

Created 2025-12-07 20:30:25 UTC by Mitzi Orkus

Updated 2026-06-06 02:33:29 UTC by Mitzi Orkus