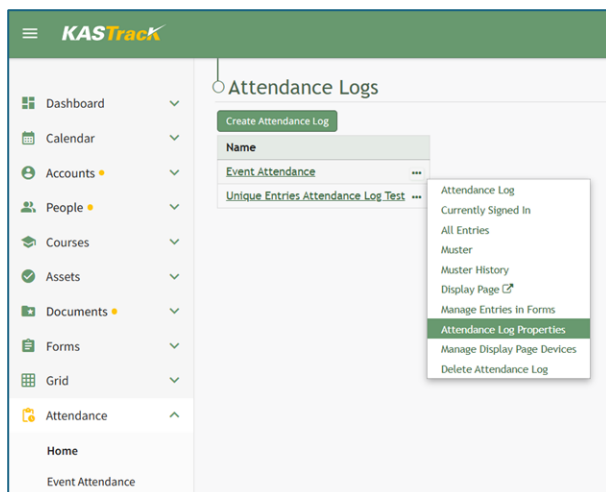


Edit the Columns on the All Entries Page Table

To edit the columns that show on the All Entries Table, open the attendance log you want to make changes in. You can access an attendance log on the Main Menu (if selected to be shown there) or from the Home Page of the Attendance Module.

How To: Show an Attendance Log on the Main Menu

To show an attendance log on the main menu, open the attendance log and go to the Attendance Module Home Page. All available attendance logs will be visible in the table with a three-dot icon to the right of the attendance log's name. Click the three-dot icon to open the context menu. Select "Attendance Log Properties."



This opens the Attendance Log Properties Modal. Select the "Show In Main Menu" checkbox.

Attendance Log Properties

Name *
Event Attendance

Tags
Select Some Options

Form
Event Attendance

Path for URL (http://traversefences.kastrack.com/in/...) *
Event-Attendance

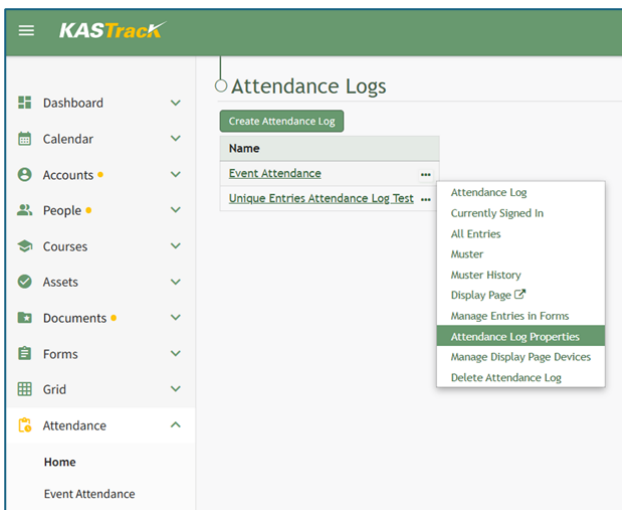
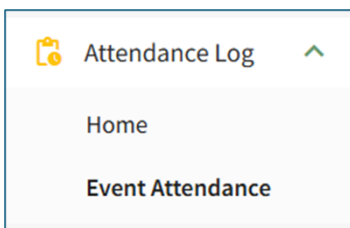
Public

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
- ▶ Muster Options

Click “Save” at the bottom of the Attendance Log Properties Modal.

To see the attendance log as its own page in the Main Menu, refresh the page or log out and sign back in to KAStrack. The attendance log will now show as its own page in the Main Menu.



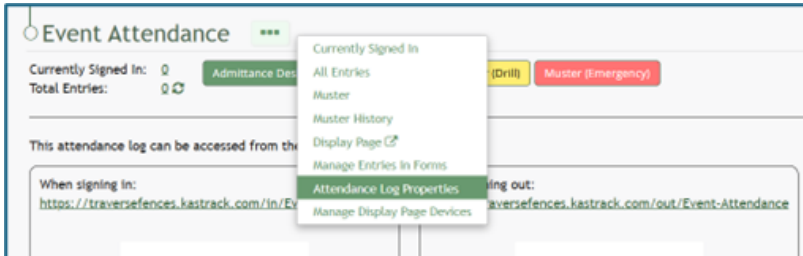
From the Main Menu:

Clicking the Attendance Log on the Main Menu will open the Attendance Log’s Information Page, where the context menu can be accessed from the three-dot icon to the right of the page header.

From the Home Page:

By going to the Attendance Module Home Page, all available attendance logs will be visible in the table, with a three-dot icon to the right of the attendance log's name.

Click on the three-dot icon to the right of the attendance log's name, which opens the context menu. Then, select "Attendance Log Properties."



This opens the Attendance Log Properties Modal. The columns visible on the All Entries Table can be edited from the section titled Fields Related to Managing Sign Ins.

A screenshot of the 'Attendance Log Properties' modal form. The modal has a green header with the title and a close button. The form contains several sections: 'Name' with a text input field containing 'Event Attendance'; 'Tags' with a dropdown menu showing 'Select Some Options'; 'Form' with a text input field containing 'Event Attendance'; 'Path for URL' with a text input field containing 'http://traverseferences.kastrack.com/in/...'; 'Public' checkbox which is checked; 'Show In Main Menu' checkbox which is checked; 'Field Mappings' section with a dropdown arrow; and 'Fields related to managing sign ins' section with four sub-sections, each containing a text input field with a list of field names and an 'X' icon to remove them. The sub-sections are: 'Field(s) to show when viewing people currently signed in *', 'Field(s) to show when viewing all entries *', 'Field(s) to show when mustering *', and 'Field(s) to show when viewing muster history *'. The 'all entries' section is currently selected and shows a list of fields: 'First and Last Name', 'Time In', 'Time Out', 'Who Signed the Attendee Out', and 'Marked As Signed Out'. The 'Time On Site' field is also visible below this list.

Add and remove fields as desired from the field named "Field(s) to show when viewing all entries". The order of the fields here corresponds to the order of the columns in the All Entries Table.

A close-up screenshot of the 'Field(s) to show when viewing all entries *' section of the modal. It shows a text input field containing a list of field names: 'First and Last Name', 'Time In', 'Time Out', 'Who Signed the Attendee Out', and 'Marked As Signed Out'. Below this list, there is another field named 'Time On Site'. Each field name is followed by a small 'X' icon, indicating it can be removed from the list.

Select "Save" at the bottom of the Attendance Log Properties Modal, and you can check your edits on the All Entries Page.

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