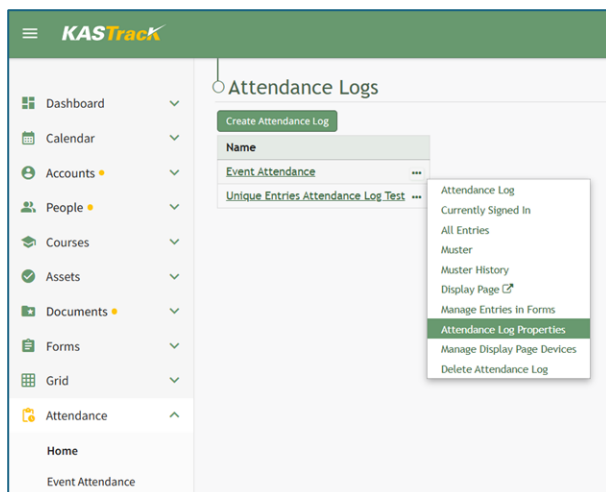


# Edit the Columns on the Currently Signed In Page Table

To edit the columns that show on the Currently Signed In 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 \*

Tags

Form

Event Attendance

Path for URL (http://traversefences.kastrack.com/in/...) \*

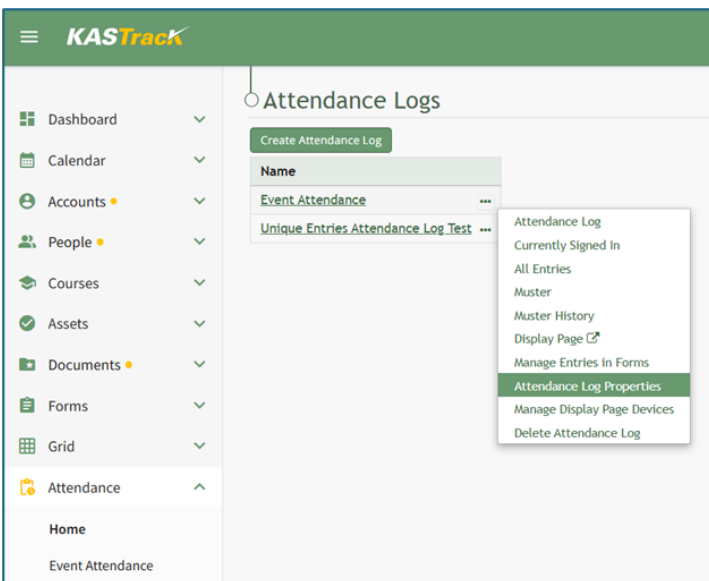
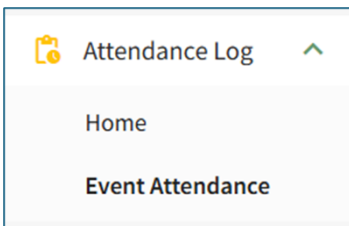
Public

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.



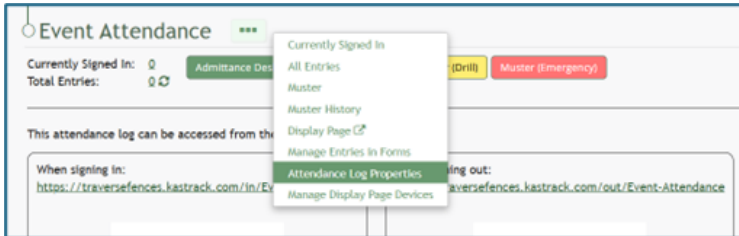
From the Main Menu:

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 Currently Signed In Table can be edited in the section titled Fields Related to Managing Sign Ins.

### 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

Save Cancel

Add and remove fields as desired in the field named "Field(s) to show when viewing people currently signed in". The order of the fields here corresponds to the order of the columns in the Currently Signed In Table.

#### ▼ Fields related to managing sign ins

Field(s) to show when viewing people currently signed in \*

First and Last Name × Time In × Time Out × Who Signed the Attendee Out ×

Select "Save" at the bottom of the Attendance Log Properties Modal and your edits will now show on the Currently Signed In Page.

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