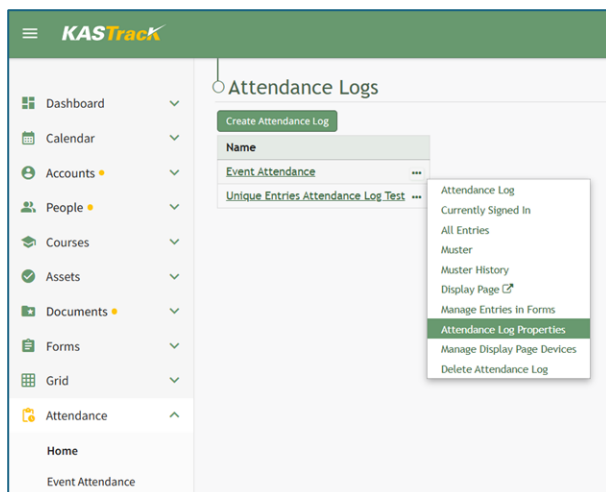


# Edit the Columns that Show when Mustering

To edit the columns that show when mustering (drill or emergency), 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://traverseferences.kastrack.com/in/...) \*

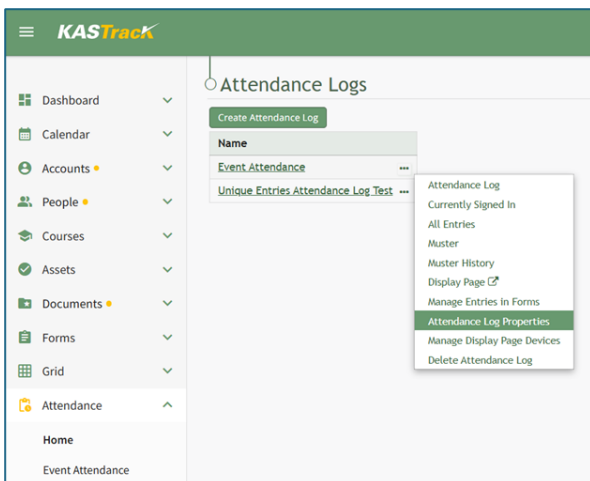
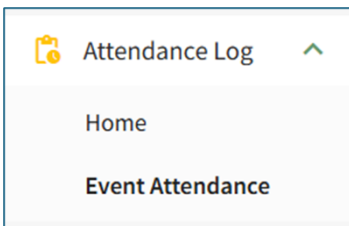
Public

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.



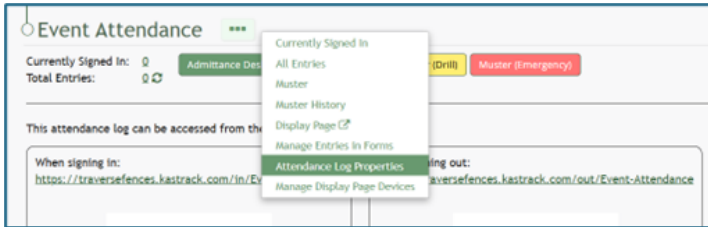
From the Main Menu:

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 Edit Attendance Log Modal. The columns visible on the Muster Page can be edited in the section titled Fields Related to Managing Sign Ins.

A screenshot of the 'Edit Attendance Log' modal. It has a title bar with a close button. The form contains several sections: 'Name' (Event Attendance), 'Tags' (Select Some Options), 'Form' (Event Attendance), 'Path for URL' (http://traversefences.kastrack.com/in/...), 'Public' (checked), 'Show in Sidebar' (checked), 'Field Mappings' (expanded), and 'Fields related to managing sign ins' (expanded). Under 'Fields related to managing sign ins', there are three rows of field selection boxes. The first row is for 'Field(s) to show when viewing people currently signed in' and contains 'First and Last Name', 'Time In', 'Time Out', and 'Who Signed the Attendee Out'. The second row is for 'Field(s) to show when viewing all entries' and contains 'First and Last Name', 'Time In', 'Time Out', 'Who Signed the Attendee Out', and 'Marked As Signed Out'. The third row is for 'Field(s) to show when mustering' and contains 'First and Last Name', 'Accounted for Time', 'Who Accounted for Them', and 'Marked as Accounted For'. The fourth row is for 'Field(s) to show when viewing muster history' and contains the same four fields as the third row.

Add and remove fields as desired in the field named "Field(s) to show when mustering". The order of the fields here corresponds to the order of the columns in the Muster Table.

A close-up screenshot of the 'Field(s) to show when mustering' section. It shows a row of four field selection boxes: 'First and Last Name', 'Accounted for Time', 'Who Accounted for Them', and 'Marked as Accounted For'. Each box has a small 'x' icon to its right.

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

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