

Enable the Admittance Desk Page

To enable the Admittance Desk Page for an attendance log, open the attendance log you wish to enable the Admittance Desk feature in by going to the Home Page of the Attendance Module and clicking the three-dot icon to the right of an attendance log's name, opening the context menu. Select "Attendance Log Properties" from the context menu which will open the Attendance Log Properties Modal.

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

Click the arrow to the left of "Admittance Desk Options" to expand the section. The Admittance Desk Option Section impacts the layout of the Admittance Desk Page.

▼ Admittance Desk options

☒ Enable Admittance Desk

Associated Certification Role

Additional Table Columns

Selected

✚ Profile Photo

Available

✚ Username

✚ Email Address

✚ Employee ID

✚ Phone

✚ Address 1

✚ Address 2

✚ Regional Manager(s)

✚ Regional VP

Select the “Enable Admittance Desk” checkbox. Now you can select the Associated Certification Role, and drag and drop any additional columns you want to see on the table. (*Note: The available columns are based on your site’s account and custom account fields*).

Click “Save” at the bottom of the Attendance Log Properties Modal. Next, navigate to the attendance log’s Information Page by clicking on the attendance log’s name, or by clicking the 3-dot icon to the right of the attendance log’s name to open the context menu, and select “Attendance Log”. You will see the Admittance Desk Button on the attendance log’s Information Page.

Click the Admittance Desk Button to view your Admittance Desk and use the Search Bar to find and manage individuals within the role.

If you enable the Admittance Desk directly from an attendance log’s Information Page by using the 3-dot icon on the page, you will need to refresh the page to see the button.

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