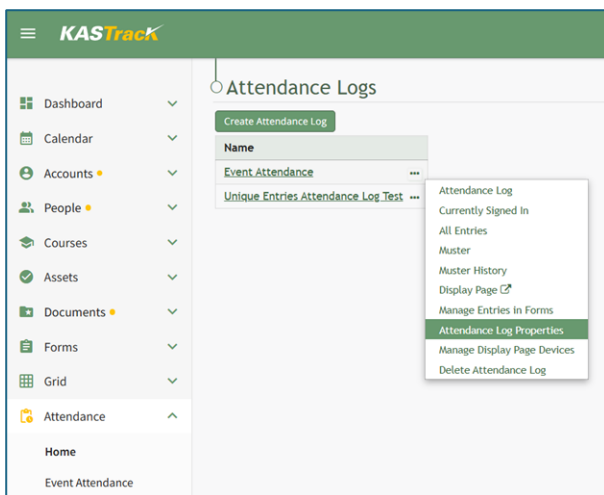
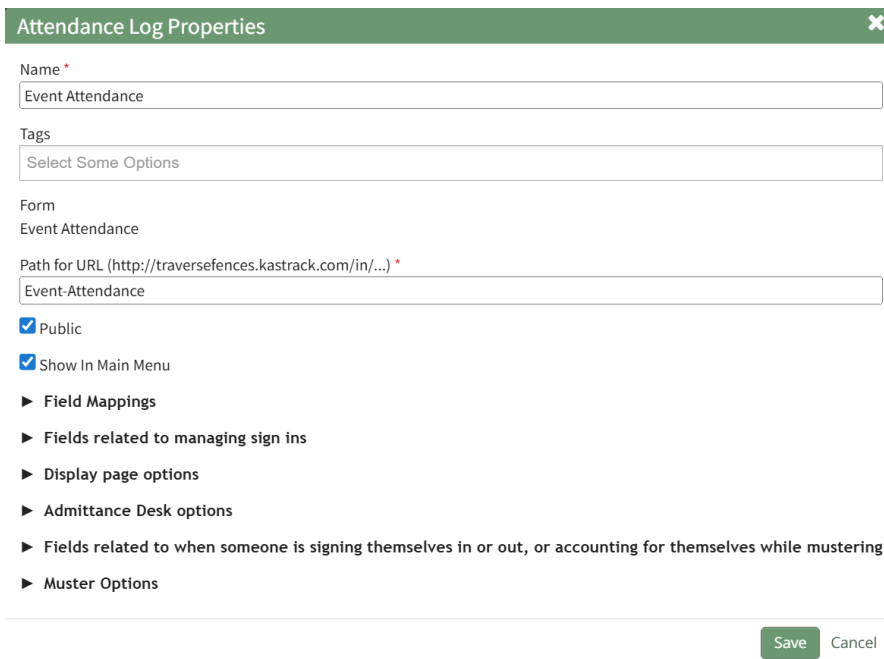


Show an Attendance Log on the Main Menu

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."

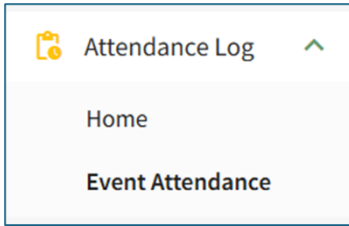


This opens the Attendance Log Properties Modal. Select the "Show In Main Menu" checkbox.

A screenshot of the "Attendance Log Properties" modal form. The form has a title bar with a close button. It contains several input fields: "Name" with the value "Event Attendance", "Tags" with a dropdown menu showing "Select Some Options", "Form" with the value "Event Attendance", and "Path for URL (http://traverseferences.kastrack.com/in/...)" with the value "Event-Attendance". Below these fields are several checkboxes: "Public" (checked), "Show In Main Menu" (checked), and a series 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 "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.



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