

Attendance: Introduction

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Attendance Module Summary

The Attendance Log Module integrates with the Form Module to create attendance logs that can be used for a variety of purposes including (but not limited to) meeting/event attendance tracking, facility sign ins, and emergency mustering accountability. Your organization can have multiple attendance logs that can be used simultaneously.

All Attendance Logs are based on a form. Each attendance log must have its own form that cannot be used by another attendance log.

Forms can be copied for ease of creating multiple attendance logs.

How To: Copy a Form

To copy a form, go to the Home Page of the Forms Module and select the three dot icon to the right of the form title you wish to copy.

Forms Home

Manage Forms

Create Form

Convert Database to Form

Create Group

Filter

All but archived

☒ Show forms in groups

☒ Hide empty groups

[Collapse All](#)

[Expand All](#)

Business Operations

Title	Status	Drafts	Entries	Pending Approval
CRM To Dos (Kanban)	Live	0	43	0

CRM Forms

Title	Status	Drafts	Entries	Pending Approval
CRM Chatter	Live	0	4	0
CRM Companies	Live	0	175	0
CRM Lead Sources	Live	0	9	0
CRM Leads	Live	0	168	0
CRM Opportunities	Live	0	7	0
CRM Touches	Live	0	246	0

Select “Copy Form” from the context menu opening the Copy (FORM NAME) Modal.

Copy CRM Leads

If there are any PDF versions of this form, they will need to be updated with the new submission URL and uploaded to the copied form.

Entries will not be copied.

New Title

CRM Leads Copy

Copy

Cancel

Input the desired name for the newly copied Form and select “Copy”.

The copied form will now show on the Forms Home Page.

Understanding Muster Mode

Muster is a term used by facilities when they need to take attendance during an emergency. It is the process of accounting for all personnel after an evacuation or incident.

Each attendance log within KAStrack will have the ability to go into muster mode, for either a drill or an actual emergency. Muster Mode enables an organization to easily verify that everyone has safely exited the facility and is present at the designated safe area, emergency responders have an accurate list of who may still be inside, and that the company complies with safety and emergency management protocols.

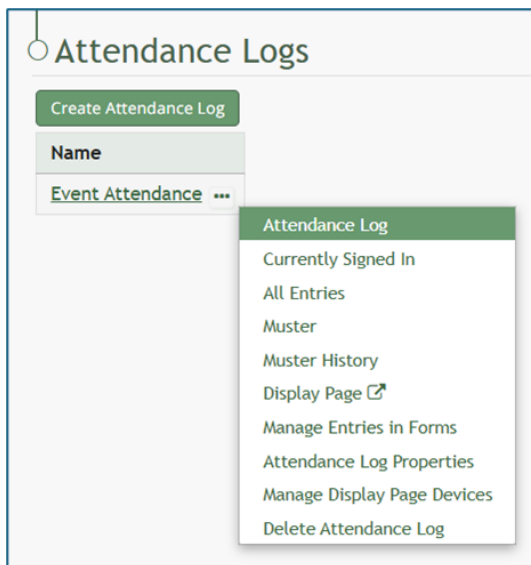
Within KAStrack, QR Codes and URL Links associated with Muster Mode will only be active when Muster Mode has been activated in the attendance log.

There are two pages in the Attendance Log Module related with Muster Mode: the Muster Page and the Muster History Page.

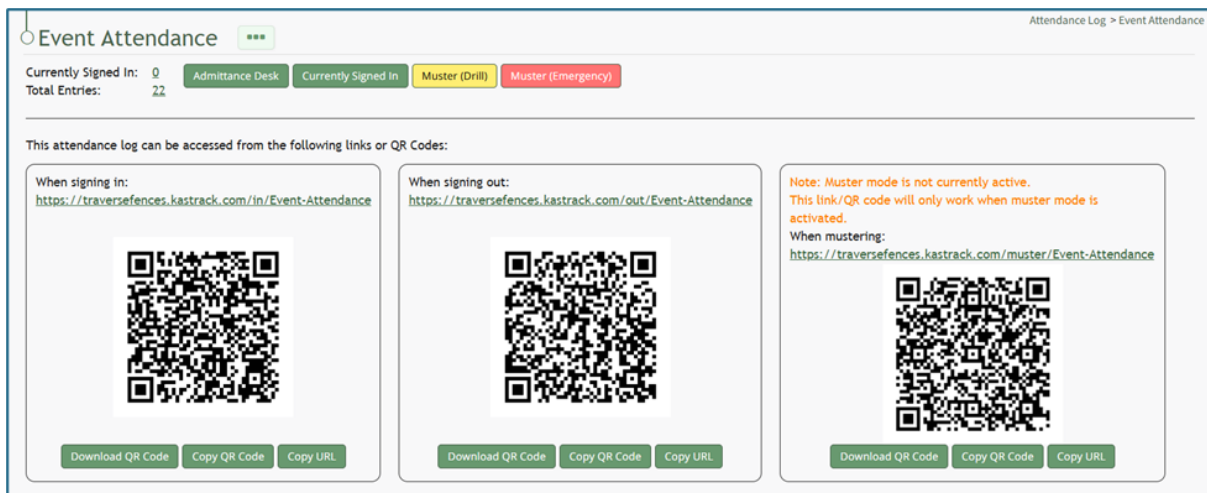
How To: Activate Muster Mode for a Drill

To activate muster mode for a Drill, open the attendance log you wish to activate muster mode for by going to the Home Page of the Attendance Module and clicking on the attendance log's name, or clicking the three-dot icon to the right of the attendance log's name, opening the context menu. Select "Attendance Log".

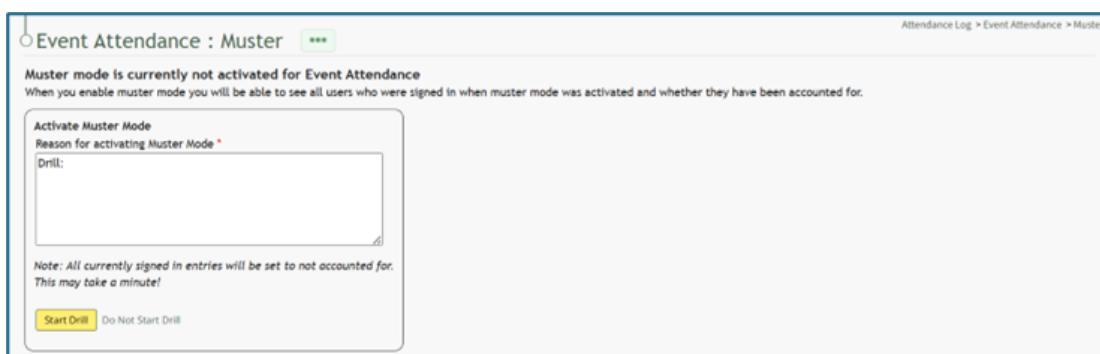
If you select "Muster" from the context menu, you will not be able to run a muster mode drill. This option directs you to a muster mode emergency.



This opens the attendance log's Information Page.



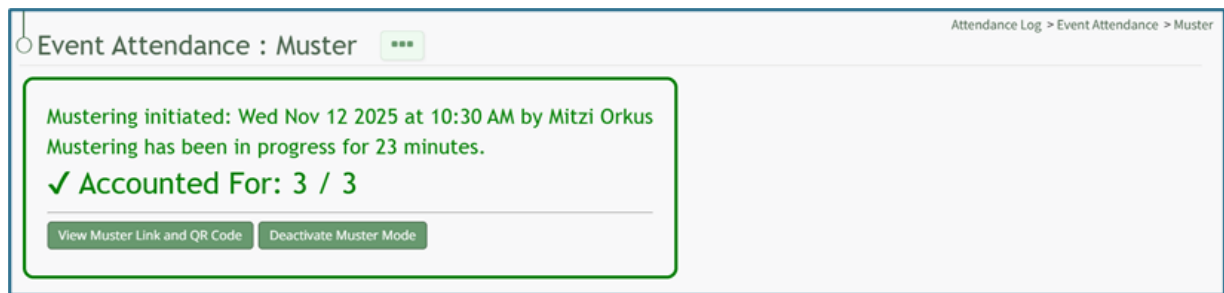
Select the yellow "Muster (Drill)" button at the top of the page. This opens the Muster Page, but muster mode is not yet activated.



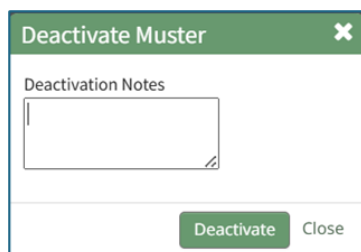
Input the appropriate notes for activating muster mode. The textbox for notes already indicates that this is a drill. Once including additional reasoning, select the yellow "Start Drill" button. The page being displayed changes, and the summary information at the top of the Muster Page indicates that Muster Mode has been initiated.

How To: Deactivate Muster Mode

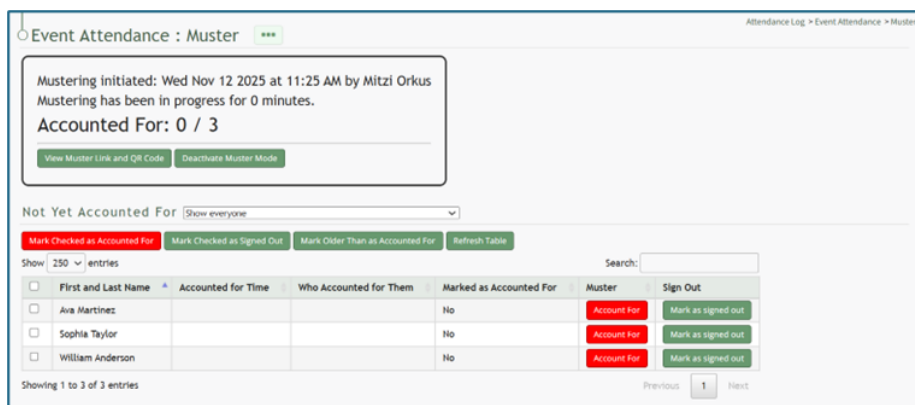
Muster mode can only be deactivated from the Muster Page when muster mode has been activated.



Select the “Deactivate Muster Mode” button, opening the Deactivate Muster Modal. Input any desired Deactivation Notes in the textbox provided.



Select “Deactivate” and you will be redirected to the attendance log’s Information Page.

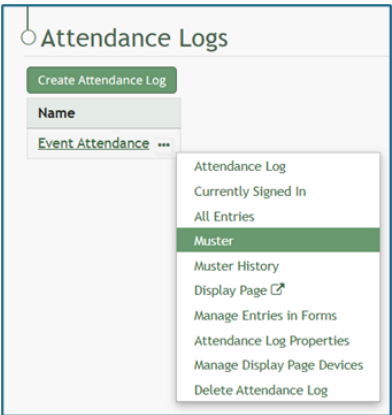


How To: Activate Muster Mode for an Emergency

You can initiate muster mode for an emergency situation from both the Attendance Module Home Page as well as a specific attendance log’s Information Page.

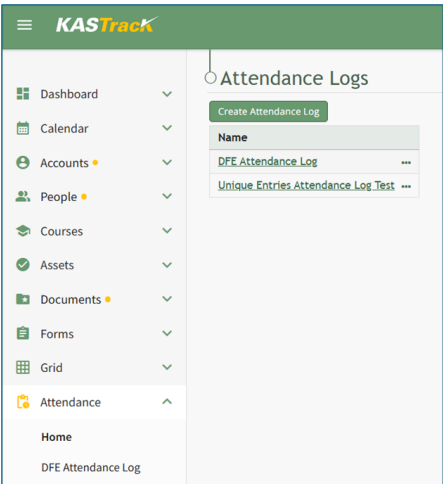
To activate from the Attendance Module Home Page:

Open the Home Page of the Attendance Module and click the three-dot icon to the right of the attendance log you wish to activate muster mode in, opening the context menu. Select “Muster”, opening the Muster Page.

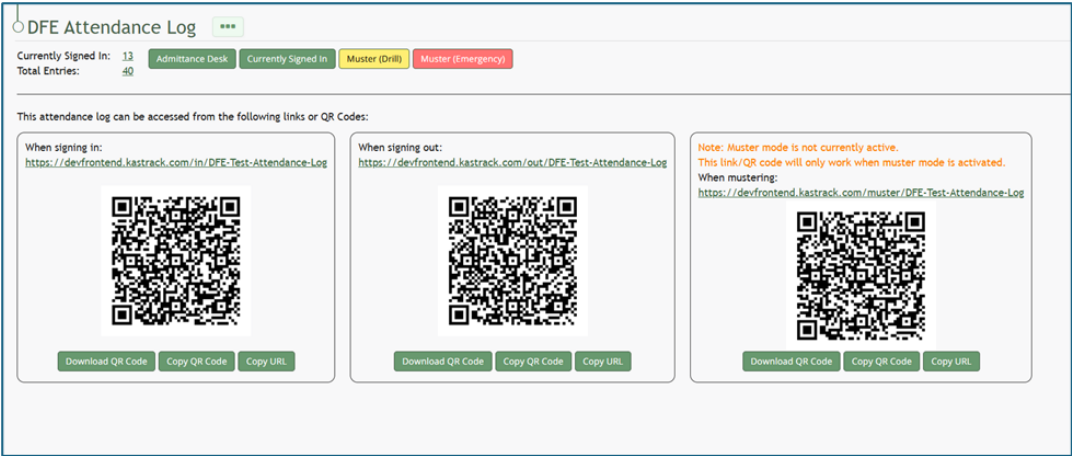


To activate from an attendance log’s Information Page:

Select the attendance log you wish to initiate muster mode in from the Main Menu (if configured to be shown there) or click the name on the Home Page.



This opens the attendance log’s Information Page.



Select the red “Muster (Emergency)” button.

DFE Attendance Log : Muster

Muster mode is currently not activated for DFE Attendance Log
When you enable muster mode you will be able to see all users who were signed in when muster mode was activated and whether they have been accounted for.

Activate Muster Mode

Reason for activating Muster Mode *

Note: All currently signed in entries will be set to not accounted for.
This may take a minute!

Activate Emergency Muster Do Not Activate

Input any relevant information into the “Reason for Activating Muster Mode” textbox and click the red “Activate Emergency Muster” button.

If this is not an emergency, select the clickable “Do Not Activate” link and you will be returned to the Information Page where you can select to enter Muster Mode in a Drill.

Once Emergency Muster has been activated, the page will change. The muster summary at the top of the page communicates that muster mode has been initiated.

How To: Deactivate Muster Mode

Muster mode can only be deactivated from the Muster Page when muster mode has been activated.

Event Attendance : Muster

Attendance Log > Event Attendance > Muster

Mustering initiated: Wed Nov 12 2025 at 10:30 AM by Mitzi Orkus
Mustering has been in progress for 23 minutes.
✓ Accounted For: 3 / 3

View Muster Link and QR Code Deactivate Muster Mode

Select the “Deactivate Muster Mode” button, opening the Deactivate Muster Modal. Input any desired Deactivation Notes in the textbox provided.

Deactivate Muster

Deactivation Notes

Deactivate

Close

Select “Deactivate” and you will be redirected to the attendance log’s Information Page.

DFE Attendance Log : Muster

Mustering initiated: Wed Jan 07 2026 at 9:26 AM by Miltzi Orkus
Mustering has been in progress for 0 minutes.
Accounted For: 0 / 13

View Muster Link and QR Code

Deactivate Muster Mode

Not Yet Accounted For

Show everyone

Mark Checked as Accounted For

Mark Checked as Signed Out

Mark Older Than as Accounted For

Refresh Table

Show

250

entries

Search:

☐	Entry Initiator	Name	Signed In	Signed Out	Signed out by_ Name	I was signed out by someone else	Accounted For_ Date	Accounted For By_ Name	I was accounted for by someone else	Muster	Sign Out
☐	_abrown	Added via form	Fri Nov 21 2025 12:46			No			No	Account For	Mark as signed out
☐	_abrown	Added via form 2	Fri Nov 21 2025 12:48			No			No	Account For	Mark as signed out
☐	_abrown	New test	Fri Nov 21 2025 12:48			No			No	Account For	Mark as signed out
☐	_abrown	Test 23	Thu Sep 18 2025 12:11			No			No	Account For	Mark as signed out
☐	_abrown	Test 8	Thu Sep 18 2025 11:09			No			No	Account For	Mark as signed out