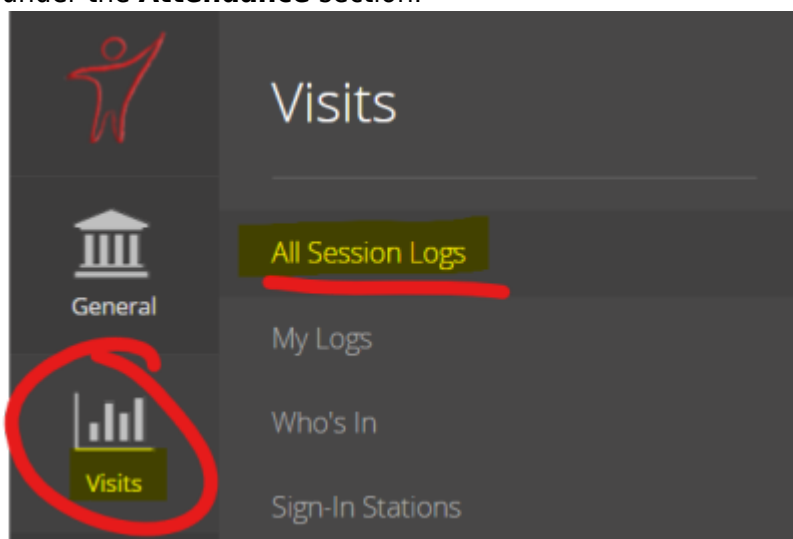
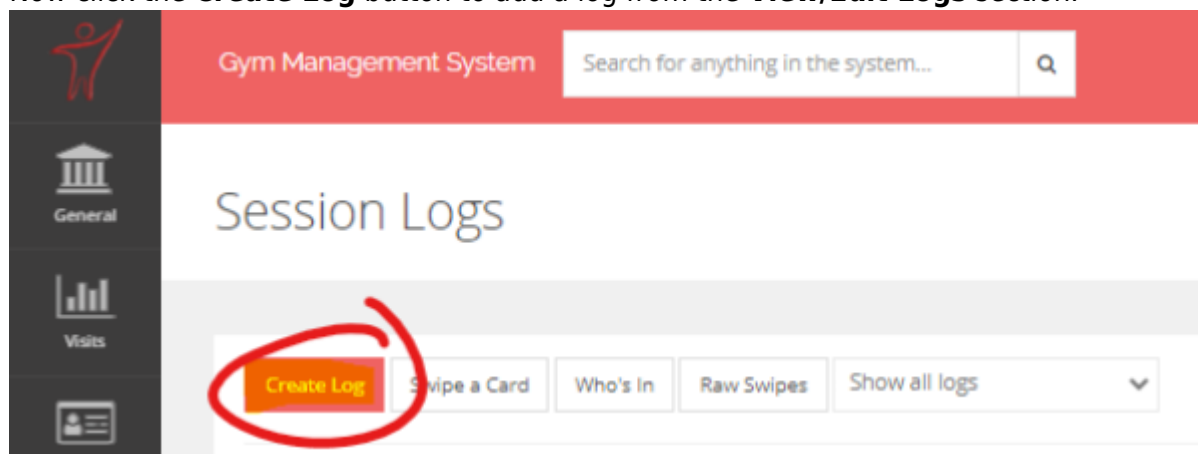


Recording Attendance on a Computer

1. From the Home screen when logged in as an Admin or Operator click the **View/Edit Logs** link under the **Attendance** section.



2. Now click the **Create Log** button to add a log from the **View/Edit Logs** section.



3. Then you'll enter all the required fields by searching for their names in each field. Notice you will have to select the **Location**, **Event/Class** (Optional), **Users/Members**, and set the **Sign-in** and **Sign-out** times.

General Information

Users

⊖ Nina Smith

⊖ Mike Smith

Type to search... Q Add User

☐ Member is unknown

Location

Gym ×

Class

Weight Room ×

☐ Use class schedule to determine log status

In / Out

In / Out

➡ In

02/08/2021

12:37:06pm

⬅ Out

02/08/2021

1:30:00pm


02/08/2021

1:30:00pm

+

Timeline

[Refresh]



NOTE: To enter the sign-ins and/or sign-outs click the drop-down and select the log “type” (In/Out), then make sure you click the green plus symbol at the end of the row to ensure the log time is added. If you miss this step every time then the **Sign-in Time** or **Sign-out time** will not save.

- Optionally at the bottom of this page you can add comments but must click the **Save Log** button to complete this process.

Comments

New comment

☐ Public for user

Save Log

Cancel

[Click here](#) to choose another method for tracking attendance with [AccuClub](#).

From:

<http://attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:

<http://attendance-tracking.com/docs/doku.php/accuclub/manual/attendance/view-edit-logs>

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