

# How to Use 2019 WGM Attendance

Example:

## Dynamic Extended Attendance

Created by Joshua Procius, last modified on Jan 02, 2019

Check In

Edit	Name	Affiliation	Attending WGM	Sun Q0	Sun Q1	Sun Q2	Sun Q3	Sun Q5	Mon Q1
Edit	Test User 1	HL7		X	X	X			
Edit	Test User 2			X	X	X			
Edit	Test User 3			X			X	X	X

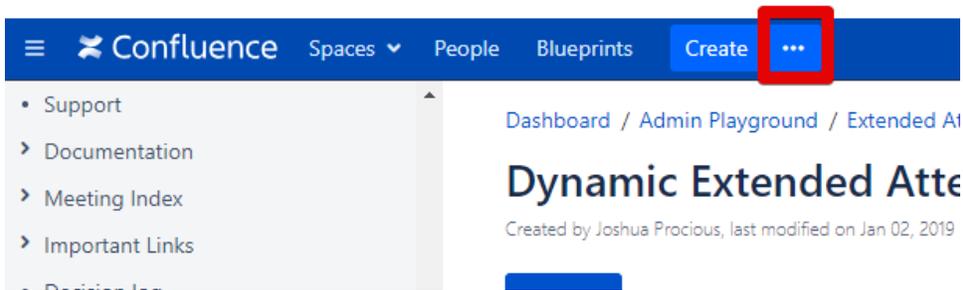
3

Export Records: 3 Size: 1.8 KB

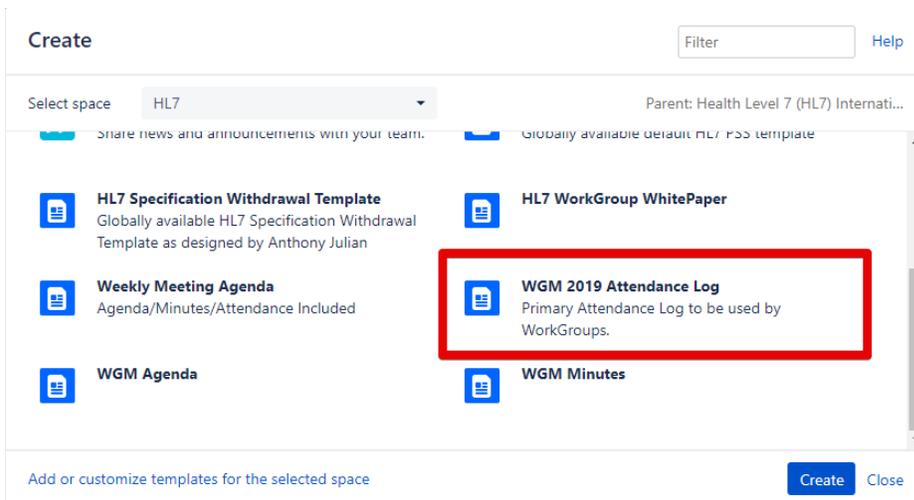
Form: attendance

## To Create an attendance Log:

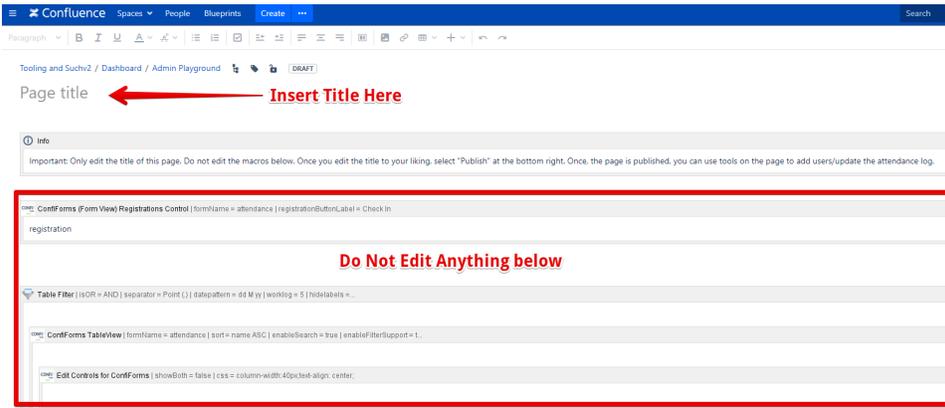
1. Select the blue ellipsis icon at the top middle of the page



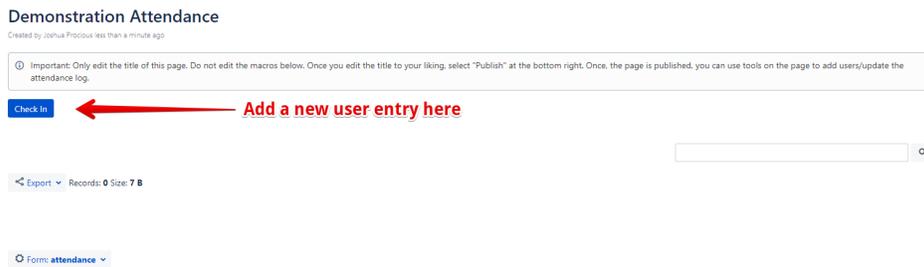
2. Select "Show More", scroll down to "WGM 2019 Attendance Log" and select "Create"



3. Insert a title for the page and select "Publish" DO NOT Edit the page itself. It contains macros that are pre-configured and do not require any adjustment.



4. Once the page is published, select "Check In" to add a new user entry



5. Enter "Name". Select checkbox next to the Quarter you are checking in for. Select "Save" when complete.

Name \*

Affiliation

Attending WGM

Sun Q0  X

Sun Q1  X

Sun Q2  X

Sun Q3  X

Sun Q4  X

Sun Q5  X

Mon Q0  X

Mon Q1  X

Mon Q2  X

Mon Q3  X

Mon Q4  X

Mon Q5  X

Tues Q0  X

Tues Q1  X

**Scroll** →

← **Select Checkbox for appropriate Quarter**

**Save to Update Attendance Log**

Save Close

6. Note that columns for each quarter will dynamically appear as user check in for that quarter and an attendance count displays at the bottom left.

## Demonstration Attendance

Created by Joshua Procius 4 minutes ago

ⓘ Important: Only edit the title of this page. Do not edit the macros below. Once you edit the title to your liking, select "Publish" at the bottom right. Once the page is published, you can use tools on the page to add users/update the attendance log.

Check In

Edit	Name	Affiliation	Attending WGM	Sun Q2	Sun Q3	Sun Q4	Sun Q5	Mon Q0	Mon Q2
<a href="#">Edit</a>	Test User 1	HL7		X	X	X	X	X	X

1 **Attendance Count**

Export Records: 1 Size: 913 B

Form: attendance

Columns Dynamically Appear as Check-ins take place

- To check in to a meeting once you already have a record on the attendance log, search for your name and then select "Edit" next to the appropriate row.

## Demonstration Attendance

Created by Joshua Procius 4 minutes ago

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Check In

Edit	Name	Affiliation	Attending WGM	Sun Q2	Sun Q3	Sun Q4	Sun Q5	Mon Q0	Mon Q2
<a href="#">Edit</a>	Test User 1	HL7		X	X	X	X	X	X

1 Export Records: 1 Size: 913 B

Form: attendance

Search Here

- The edit entry window will display. Select the checkbox next to the appropriate quarter you are checking in for. Select "Save" when complete

Name \*

Affiliation

Attending WGM  X

Sun Q0  X

Sun Q1  X

Sun Q2  X

Sun Q3  X

Sun Q4  X

Sun Q5  X

Mon Q0  X

Mon Q1  X

Mon Q2  X

Mon Q3  X

Mon Q4  X

Mon Q5  X

Tues Q0  X

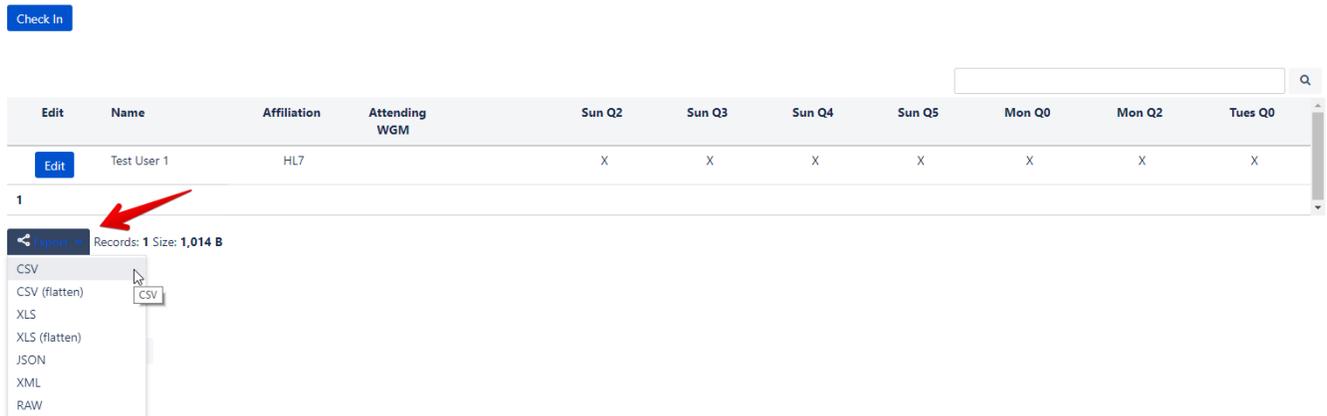
Tues Q1  X

**Select Appropriate Quarter Here**

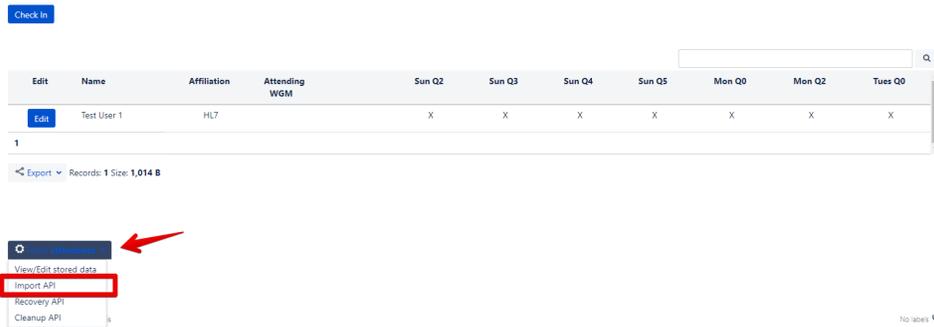
**Save**

## Exporting/Importing Users

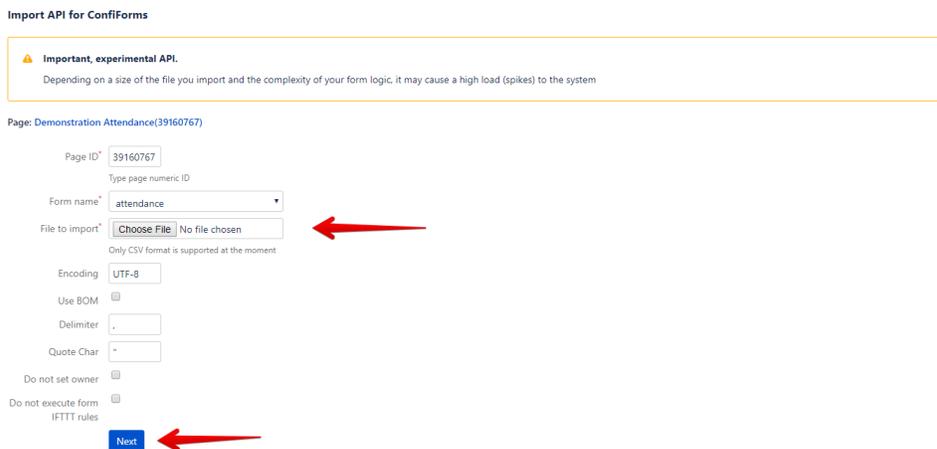
You can export the attendee list by selecting the "Export" button at the bottom of the table and then selecting your preferred output format.



1. You may import a user list by selecting "Form: attendance" button at the bottom of the page.



2. Select the CSV file from your local computer that contains the list of users. Select "Next"



3. Select check box next to each user entry from your CSV file you'd like to import or select the top checkbox to import all.

Page: This is a test

Form: attendance

<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Test User 1
<input type="checkbox"/>	Test User 2
<input type="checkbox"/>	Test User 3
<input type="checkbox"/>	Test User 4
<input type="checkbox"/>	Test User 5
<input type="checkbox"/>	Test User 6
<input type="checkbox"/>	Test User 7
<input type="checkbox"/>	Test User 8
<input type="checkbox"/>	Test User 9
<input type="checkbox"/>	Test User 10
<input type="checkbox"/>	Test User 11
<input type="checkbox"/>	Test User 12
<input type="checkbox"/>	Test User 13
<input type="checkbox"/>	Test User 14

Import

- Above the columns containing the names, select the dropdown and select "name". Here you are mapping your file's names to the page column's names

<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	
<input type="checkbox"/>	Test User 10
<input type="checkbox"/>	Test User 11
<input type="checkbox"/>	Test User 12
<input type="checkbox"/>	Test User 13
<input type="checkbox"/>	Test User 14

Import

- Select "Import"

Page: This is a test

Form: attendance

<input checked="" type="checkbox"/>	name
<input checked="" type="checkbox"/>	Test User 1
<input checked="" type="checkbox"/>	Test User 2
<input checked="" type="checkbox"/>	Test User 3
<input checked="" type="checkbox"/>	Test User 4
<input checked="" type="checkbox"/>	Test User 5
<input checked="" type="checkbox"/>	Test User 6
<input checked="" type="checkbox"/>	Test User 7
<input checked="" type="checkbox"/>	Test User 8
<input checked="" type="checkbox"/>	Test User 9
<input checked="" type="checkbox"/>	Test User 10
<input checked="" type="checkbox"/>	Test User 11
<input checked="" type="checkbox"/>	Test User 12
<input checked="" type="checkbox"/>	Test User 13
<input checked="" type="checkbox"/>	Test User 14

[Import](#)

6. Wait for the import (depending on size of user count it may take a few seconds). Reload page. Your users should now be imported.

[Check In](#)

Edit	Name	Affiliation	Attending WGM	Sun Q1	Sun Q4	Mon Q5	Tues Q0	Tues Q1
<a href="#">Edit</a>	Test User 1							
<a href="#">Edit</a>	Test User 2							
<a href="#">Edit</a>	Test User 3							
<a href="#">Edit</a>	Test User 4							
<a href="#">Edit</a>	Test User 5							
<a href="#">Edit</a>	Test User 6							
<a href="#">Edit</a>	Test User 7							
<a href="#">Edit</a>	Test User 8							
<a href="#">Edit</a>	Test User 9							
<a href="#">Edit</a>	Test User 10							
<a href="#">Edit</a>	Test User 11							
<a href="#">Edit</a>	Test User 12							
<a href="#">Edit</a>	Test User 13							

[Export](#) Records: 15 Size: 4.4 KB