

View Historical Attendance

- Hover over the **sidebar** menu, then click **Event Scheduling**.

The screenshot displays the Signify HR software dashboard. The top navigation bar includes a search bar and a calendar view for the year 2027. The left sidebar menu is expanded, with the 'Event Scheduling' option highlighted in a light blue box. The main content area features several widgets: 'Kudos' with 'RECEIVED' and 'GIVEN' tabs, 'My Colleagues' with a central profile and surrounding team members, 'My Performance Status' with a 'No contract for user' message, 'Our Company Values' with the text 'I IMPROVE', and 'HR Processes' with a checklist icon. The URL at the bottom of the browser window is <https://live.signifyhr.co.za/spa/eventScheduling/index/calendarView>.

- Navigate to the **List View** tab.
- Expand the event you would like to view the attendance history for.

Event Scheduling

CALENDAR VIEW **LIST VIEW** SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 29/05/2026

Course: Select from the list...

Event count

COURSE	EVENTS
Junior Development Program	1
Microsoft Office Suite Advanced	1
Microsoft Office Suite Intermediate	1
Senior Development Program	2

+ EVENT

- Click the **history icon** to view the event's **attendance history**.

Event Scheduling

CALENDAR VIEW **LIST VIEW** SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 08/05/2026

Course: Select from the list...

Event count

ATTENDEES	FIRST DAY LAST DAY	SESSIONS	STATUS	VENUE AND ROOM	ATTENDANCE RECORDS	OVERALL STATUS
Senior Development Program C...	Mon, 4 May 2026 Wed, 6 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	5/5	5/0
Senior Development Program C...	Wed, 6 May 2026 Fri, 8 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	0/5	0/5

+ EVENT

- The pop-up window displays the **attendance history** for the event, with the following features:
 - Use the **sliders** at the top of the window to filter the attendance history by dates.
 - Click on the **pencil icon** to edit the attendance for a specific session.
 - Attendees who attended the event are marked with a **green tick icon**.
 - Attendees who were absent with an excuse are marked with a **yellow tick icon**.
 - Attendees who were absent without an excuse are marked with a **red tick icon**.
 - Click **+SESSION** to navigate to the event configuration screen, where you can add another session.
 - Click **+ATTENDEE** to navigate to the attendee list, where you can add more attendees.

Event Scheduling

ATTENDANCE REGISTER HISTORY

Showing Attendance Register for:

Mon, 4 May 2026 → Wed, 6 May 2026
(3 days)

Showing 5 items of 5

ATTENDEE	04/05/2026 08:00 - 16:00	05/05/2026 08:00 - 16:00	06/05/2026 08:00 - 16:00
Raymond Ressler	✓	✓ 3	✓
Abraham Hamman	✓	✗ 4	✓
Kyle Gosling	✓	✗ 5	✓
Annelise Pennbrook	✓	✓	✓
Mmathabang Mahlangu	✓	✓	✓

CLOSE + SESSION + PERSON



Revision #2

Created 2026-05-07 13:34:27 UTC by Chanan Stenden

Updated 2026-05-07 14:59:18 UTC by Chanan Stenden