



Attendance Tracking in SAR-Hub

SAR-Hub supports the tracking of attendance by the agency as well as allowing individuals to track their own personal activity.

There are several reporting options for the Agency:

- Detail of who attended which events
- Annual summary of which events a member attended, with calculations of the percent attended, the percent of hours attended, and the percent of points earned, both total and by type.

For each member, the Member Attendance History and Summary are available both via the Member List or viewable on the member's profile page.

In addition, the member can view an Activity Report from their profile page which will display events attended at each of the agencies they are a member of and any personal activity they have entered.

See Appendix A for samples of and how to access the above reports.

Basics

See the [SAR-Hub Basics](#) document for help on logging in, navigating to the Agency and Member detail pages, as well the common editing wizards found on many pages. This and other documents are available on the <https://www.sar-hub.com/about> page.

Settings that apply to attendance tracking:

Membership Year Start Month

On the Agency Detail page, click "Edit" under the Agency fields.

Membership Year Start Month: January
Created: 2 weeks, 4 days ago by Patty Lindsay
Updated: 1 day, 1 hour ago by wvmarg1 Laptop
[Edit](#)

Change the month to the start month for the membership year for your agency. This setting is used to determine the year for the summary fields.

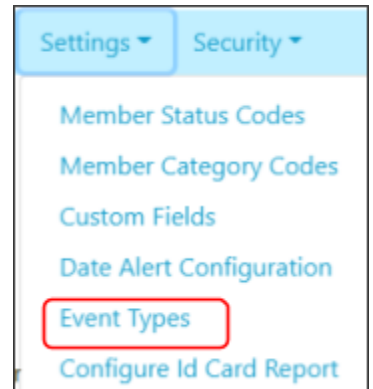
Membership year start month*

January

The starting month for the agency's membership year.

Event Types

From the Agency Detail dropdown menu, click “Event Types” under Settings.



The default event types are listed at the top. If you would like additional or different types of events, you can add them here.

Create an Event

Agency: Sample Agency
Event Types

The default Event Types are:

- Incident
- Meeting
- Public Relations
- Training
- Other

Add others as needed for your agency. You can not remove a Type that is in use.

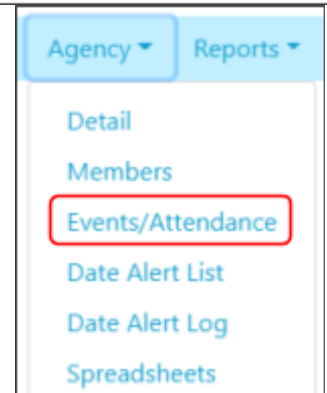
Event Types

Seq no*	Name*	
<input type="text" value="10"/>	<input type="text"/>	Remove

Sort order for codes Enter the code text.

[Add another](#)

From the Agency Detail dropdown menu, click “Events/Attendance” under “Agency”.



Click “Add” to add a new event.

Enter the name, type, date, hours, points, location and note as desired. The note can be used to describe the training topics.

Agency: Sample Agency
Events

[Select All](#)

+ Add	Type	Name
<input type="checkbox"/>	Training	October 2020 Field training

Add Attendees

Once the event is created, click “Bulk Add” in the left menu.

Attendees

- [? Help](#)
- [← Event List](#)
- [🏠 SAMPLE](#)

- + Bulk Add**
- [✎ Bulk Edit](#)
- [🗑 Bulk Delete](#)

Select the attendees, and change hours, points and enter miles as desired.

Agency: Sample Agency

Event: Sample Event (Hours: 4.00 Points: 2)

Select Members to add as Attendees

Select All

	Last Name	First Name	Hours	Points	Miles
<input checked="" type="checkbox"/>	Admin	Minnie	<input type="text" value="4.00"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
<input type="checkbox"/>	Doe	Jane	<input type="text" value="4.00"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Johnson	Bob	<input type="text" value="2.75"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
<input type="checkbox"/>	Smith	John	<input type="text" value="4.00"/>	<input type="text" value="2"/>	<input type="text" value="0"/>

You can add, edit and delete attendees using the standard SAR-Hub Editing Widgets (see Appendix B).

Member Activity Logging

SAR-Hub members have the ability to log their SAR training and response activity, which can then be combined with any attendance activity entered by their agencies.

Click on “My Profile” in the left menu bar.

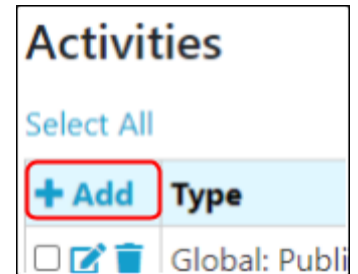


Click on “Activities” in the left menu bar.



Click “Add” to add an activity.

Enter the event type, name, date, location, note, hours and miles as desired.



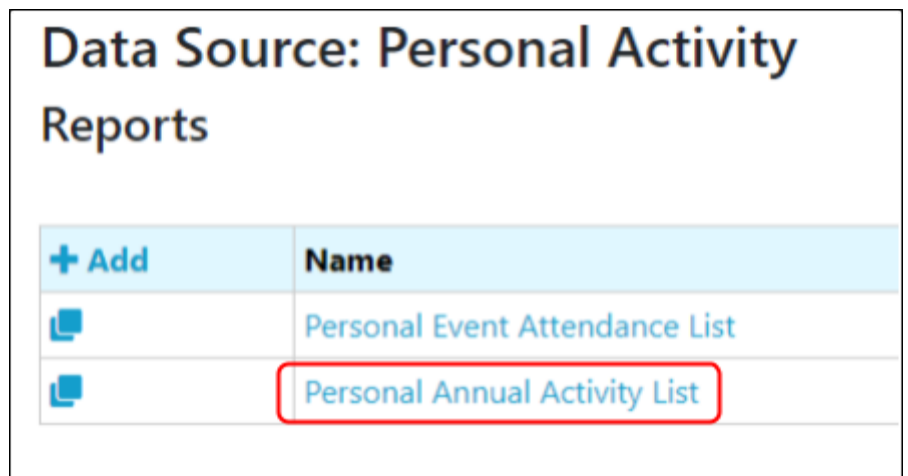
Member Activity Report

To create a spreadsheet of your agency attendance and person activity, click on “Activity Report” from the “My Profile” page.

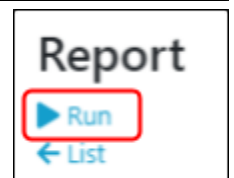


Two reports are available by default, a list of your agency event attendance and a list of your combined agency event attendance and any personal activity you have logged. You can customize these reports, see the document and video on the SAR-Hub report module for help with customizing and running reports, available on the About page:

<https://www.sar-hub.com/about>



To run the report, click on the report name. Then click on “Run” in the left bar.



Change the date range as desired, and click “Run”.

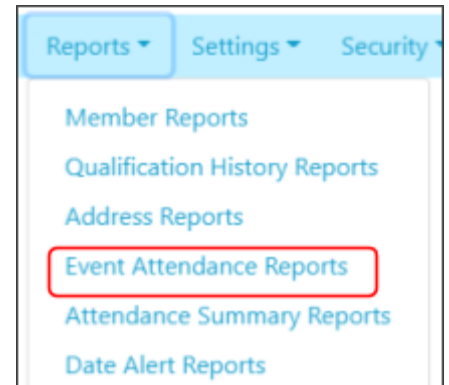
The report will be downloaded as a CSV file. It can then be opened in Excel or other spreadsheet programs such as Google Sheets.



Appendix A - Sample Attendance Reports

See the document and video on the SAR-Hub report module for help with customizing and running reports, available on the About page:
<https://www.sar-hub.com/about>

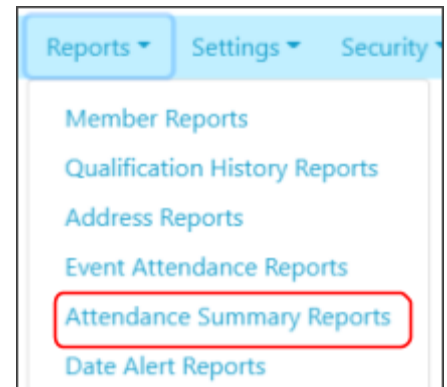
Detail of who attended which events, customizable report.
Available from: Agency Detail page, "Event Attendance Reports"



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Event Type	First Name	Last Name	Member Status	Member Category	Member Id	Member Count	Agency Count	Agency Points	Member Points	Member Hours	Agency Hours	Count Ratio	Points Ratio	Hours Ratio	Member Miles
2	Incident	Minnie	Admin	Active	Ground	101	1	2	10	10	10	10	50	100.00	100.00	0
3	Meeting	Minnie	Admin	Active	Ground	101	1	1	1	1	2	2	100	100.00	100.00	0
4	Training	Minnie	Admin	Active	Ground	101	2	2	6	6	14	14	100	100.00	100.00	0
5	Total	Minnie	Admin	Active	Ground	101	4	5	17	17	26	26	80	100.00	100.00	0
6	Incident	Jane	Doe	Active	Canine Ha	102	2	2	10	10	10	10	100	100.00	100.00	0
7	Meeting	Jane	Doe	Active	Canine Ha	102	0	1	1	0	0	2	0	0.00	0.00	0
8	Training	Jane	Doe	Active	Canine Ha	102	1	2	6	4	6	14	50	66.67	42.86	0
9	Total	Jane	Doe	Active	Canine Ha	102	3	5	17	14	16	26	60	82.35	61.54	0
10	Incident	Bob	Johnson	Prospecth	Trainee		2	2	10	10	10	10	100	100.00	100.00	0
11	Meeting	Bob	Johnson	Prospecth	Trainee		1	1	1	1	2	2	100	100.00	100.00	0
12	Training	Bob	Johnson	Prospecth	Trainee		0	2	6	0	0	14	0	0.00	0.00	0
13	Total	Bob	Johnson	Prospecth	Trainee		3	5	17	11	12	26	60	64.71	46.15	0
14	Incident	John	Smith	Inactive	Canine Ha	103	2	2	10	10	10	10	100	100.00	100.00	0
15	Meeting	John	Smith	Inactive	Canine Ha	103	1	1	1	1	2	2	100	100.00	100.00	0
16	Training	John	Smith	Inactive	Canine Ha	103	2	2	6	6	14	14	100	100.00	100.00	0
17	Total	John	Smith	Inactive	Canine Ha	103	5	5	17	17	26	26	100	100.00	100.00	0

Annual summary of which events a member attended, with calculations of the percent attended, the percent of hours attended, and the percent of points earned, both total and by type. Customizable report.

Available from: Agency Detail page, "Attendance Summary Reports"



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Event Type	Event Name	Event Date	Event Location	First Name	Last Name	Member Status	Member Category	Member Id	Member Points	Event Points	Member Hours	Event Hours	Member Miles
2	Training	October 2020 Field training	10/18/2020	Chestnut Ridge Park	John	Smith	Inactive	Canine Handler	103	2	2	6	6	0
3	Training	October 2020 Field training	10/18/2020	Chestnut Ridge Park	Minnie	Admin	Active	Ground	101	2	2	6	6	0
4	Incident	October 2020 Monthly Meeting	10/19/2020	Online	John	Smith	Inactive	Canine Handler	103	0	0	0	0	0
5	Incident	October 2020 Monthly Meeting	10/19/2020	Online	Jane	Doe	Active	Canine Handler	102	0	0	0	0	0
6	Incident	October 2020 Monthly Meeting	10/19/2020	Online	Bob	Johnson	Prospective	Trainee		0	0	0	0	0
7	Meeting	November 2020 Monthly Meeting	11/16/2020	Online	John	Smith	Inactive	Canine Handler	103	1	1	2	2	0
8	Meeting	November 2020 Monthly Meeting	11/16/2020	Online	Minnie	Admin	Active	Ground	101	1	1	2	2	0
9	Meeting	November 2020 Monthly Meeting	11/16/2020	Online	Bob	Johnson	Prospective	Trainee		1	1	2	2	0
10	Training	November 2020 Field Training	11/21/2020	Coopers Rock State Forest	John	Smith	Inactive	Canine Handler	103	4	4	8	8	0
11	Training	November 2020 Field Training	11/21/2020	Coopers Rock State Forest	Minnie	Admin	Active	Ground	101	4	4	8	8	0
12	Training	November 2020 Field Training	11/21/2020	Coopers Rock State Forest	Jane	Doe	Active	Canine Handler	102	4	4	6	6	0
13	Incident	Search	12/1/2020	Nowhere, WV	John	Smith	Inactive	Canine Handler	103	10	10	10	10	0
14	Incident	Search	12/1/2020	Nowhere, WV	Minnie	Admin	Active	Ground	101	10	10	10	10	0
15	Incident	Search	12/1/2020	Nowhere, WV	Jane	Doe	Active	Canine Handler	102	10	10	10	10	0
16	Incident	Search	12/1/2020	Nowhere, WV	Bob	Johnson	Prospective	Trainee		10	10	10	10	0
17	Incident	Test	1/1/2021		John	Smith	Inactive	Canine Handler	103	10	10	10	10	0
18	Incident	Test	1/1/2021		Jane	Doe	Active	Canine Handler	102	10	10	10	10	0

For each member, the Member Attendance History and Summary by Agency are available both via the Member List or viewable on the member's profile page.

Attendance History: Sample Agency

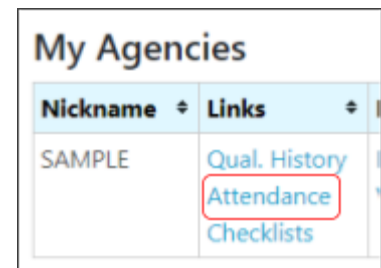
Member Attendance History

Date	Event	Event Type	Location	Hours	Points	Miles
11-21-2020	November 2020 Field Training	Training	Coopers Rock State Forest	8.00	4	0
11-16-2020	November 2020 Monthly Meeting	Meeting	Online	2.00	1	0
10-18-2020	October 2020 Field training	Training	Chestnut Ridge Park	6.00	2	0
12-01-2020	Search	Incident	Nowhere, WV	10.00	10	0

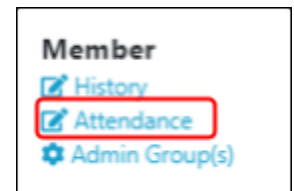
Member Attendance Summary - Current Year

Event Type	Member # Events	Total # Events	Percent Events	Member Hours	Total Hours	Percent Hours	Member Points	Total Points	Percent Points	Member Miles
Incident	1	2	50%	10.00	10.00	100%	10	10	100%	0
Meeting	1	1	100%	2.00	2.00	100%	1	1	100%	0
Training	2	2	100%	14.00	14.00	100%	6	6	100%	0
Total	4	5	80%	26.00	26.00	100%	17	17	100%	0

For the member, available from: My Profile under "Links" and "Attendance".



For the admin, available from Member Detail. Starting from Agency Detail, click on Members, the member name, and then "Attendance" in the left menu.



Member combined activity report. Includes events from all of the member's agencies and any personal activity the member has added. Customizable Report.

Available from: My Profile, Activity Report.



	A	B	C	D	E	F	G	H	I	J	K
1	Type	Agency	Event Type	Event Name	Event Date	Event Location	Event Note	Member Points	Member Hours	Member Miles	
2	Event	SAMPLE	Training	October 2020 Field training	10/18/2020	Chestnut Ridge Park	How to build a shelter, navigation with GPS, knot-tying	2	6	0	
3	Activity	Global	Public Relations	Meeting with Boonie County EMA	11/10/2020	Boonie County EMA		0	4	100	
4	Activity	Global	Other	Online Class -	11/15/2020	Online		0	2	0	
5	Event	SAMPLE	Meeting	November 2020 Monthly Meeting	11/16/2020	Online	Training: Patient assessment	1	2	0	
6	Event	SAMPLE	Training	November 2020 Field Training	11/21/2020	Coopers Rock State Forest	Mock search	4	8	0	
7	Event	SAMPLE	Incident	Search	12/1/2020	Nowhere, WV		10	10	0	
8					6						Count
9								17	32	100	Sum