# Add Person History

Unknown macro: 'multiexcerpt-include-macro'

**KeepnTrack** records history whenever a person signs in to or out of a Kiosk. Depending on security settings, administrators or other users with the appropriate security level can edit and create history records manually. This is useful when a person performs an activity when there is no kiosk available, or when they forget to sign in or out.

With the right Security Group permissions, an Administrator can manually create a history record in **People > Actions menu > Add Person History**, or a user can add one to their account in **Person Status > History**.

Learn more about History.

## Add Person History

Once added, this record can not be removed, and fields in red can not be modified. Classification, Facility, and Activity Type are required.

| | |
|---|---|
| Name: | Atkinson, Molly |
| Classification | Student |
| Facility | Jefferson Elementary School |
| Activity Type | |
| Destination | |
| Transaction Date | 01/30/2019  1am |
| Duration (Minutes) | 0  =  0h  0m |
| Job # | |
| Notes | |

Clear                    Cancel    Add

**Name**

The user's last and first names.

**Classification**

Choose the user's classification: *Student*, *Staff*, *Vendor*, *Volunteer*, or *Visitor*.

**Facility**

Choose which facility the user belongs to.

**Activity Type**

Choose the activity type.

**Destination**

Choose the destination.

**Transaction Date**

Enter the start date and time for the activity this history is being created for.

**Duration (Minutes)**

Enter the duration of the activity. Any single activity is limited to 24 hours, or 1440 minutes.

To avoid data entry errors, minutes are used whenever activity data is entered manually.

## Job Number

Enter the job number.

## Notes

Enter any pertinent notes.