# Manage Present at current meeting during a Site visit

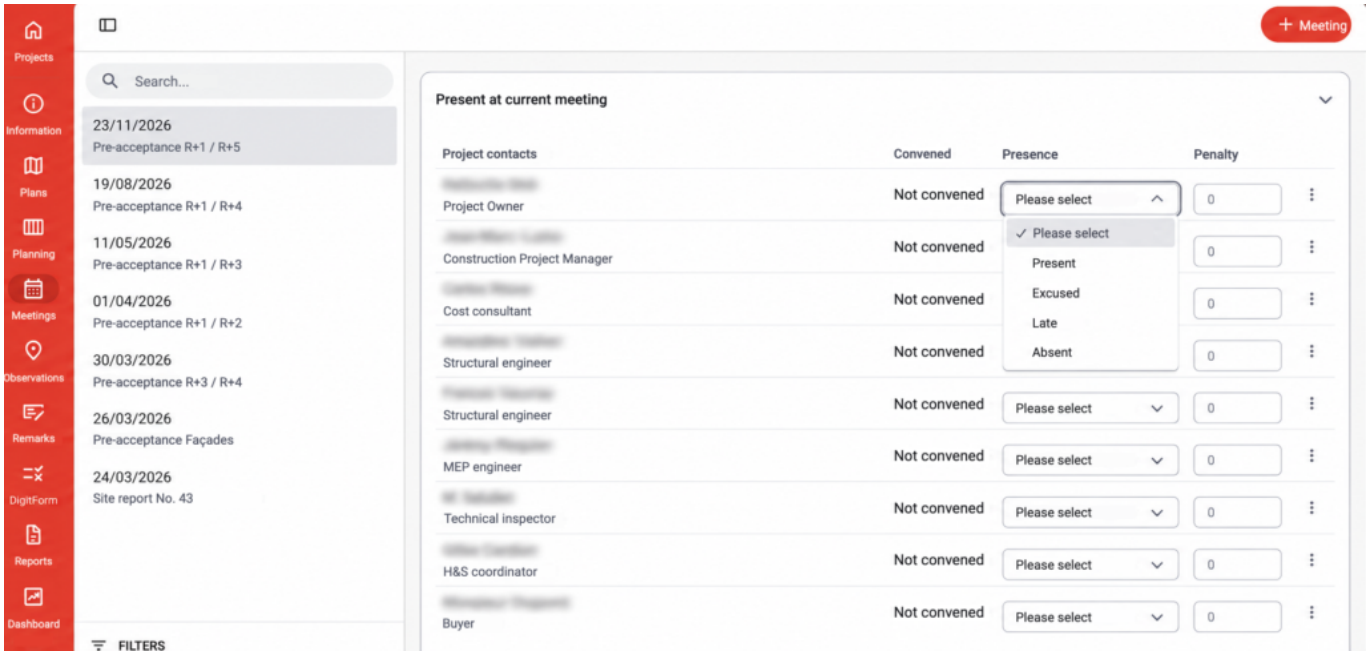
Posted on June 30, 2026 by Smaheine

## Available

- **Archipad Web**
- **Android** *(same steps as the Web version)*
- **iPhone and iPad**

During your Site visits, track **Presence, Absent, Late and Excused** attendees. You can also Add Visitors and record Penalties.

## Record Presence




1. Open your Meeting, then tap **Present at current meeting**.
2. Find the Participants organized into three groups: **project-related personnel**, **Visitors** and **Work packages**.
3. For each Participant, indicate their Status: Present, Absent, Late or Excused.
4. If necessary, record Penalties related to absences or delays.

## Add a Visitor

Tap **Add a Visitor** to Select an existing Contact or create a new one.

Visitors added can be listed among the recipients of the Site visit Report.

## Track Presence and Penalties

- **Counters:** check the number of Presence, Absent, Late or Excused attendees. Long press to Modify a Value.
- **Penalties:** they are carried over from one Meeting to the next. Remember to adjust the amount if they accumulate.