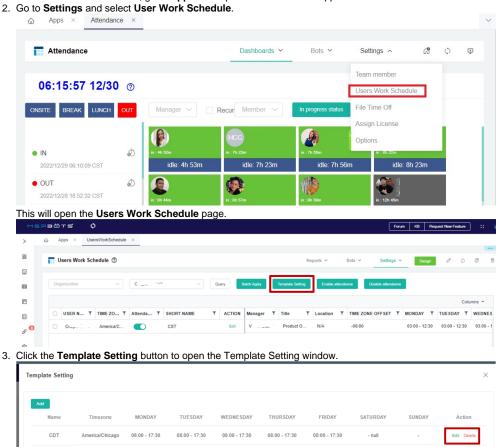
How to Edit and Delete a Work Schedule Template in Attendance Manager

This page has information on how to:

- A. To edit an existing work schedule template
- B. To delete an existing work schedule template Related Topics

A. To edit an existing work schedule template

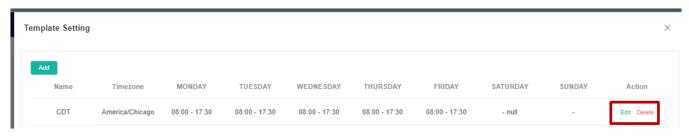
1. On the MSPbots dashboard, go to Apps then open the Attendance app.



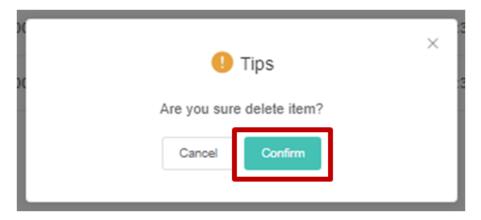
- 4. Click Edit and update the contents of the work schedule template.
- 5. Click the **Confirm** button to save all changes.

B. To delete an existing work schedule template

1. Go to the **Template Setting** window by performing steps 1 to 2 in the procedure above.



2. Select the template for deletion and click the Delete button.



3. Click the **Confirm** button to confirm the deletion of the selected template. Otherwise, click the **Cancel** button to stop the deletion.

Related Topics

• How to Create and Assign Work Schedule Templates to Members