

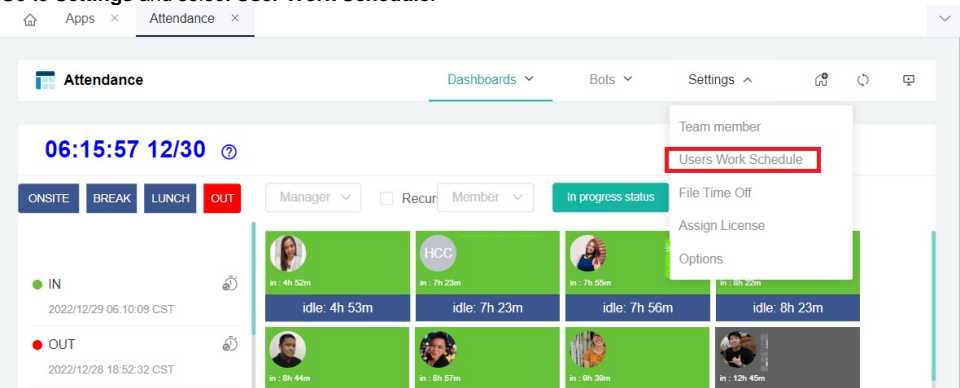
# How to Edit and Delete a Work Schedule Template in Attendance Manager

This page has information on how to:

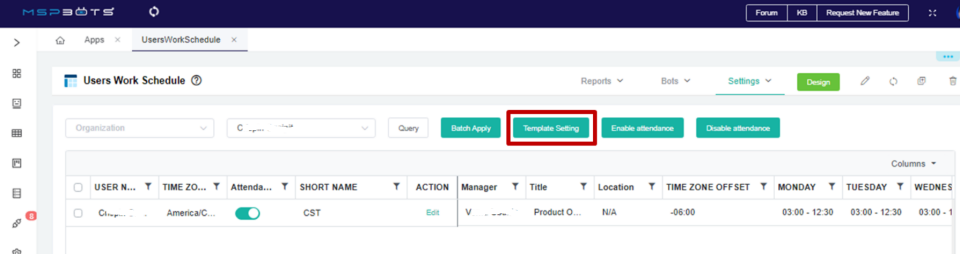
- A. To edit an existing work schedule template
  - B. To delete an existing work schedule template
- Related Topics

## A. To edit an existing work schedule template

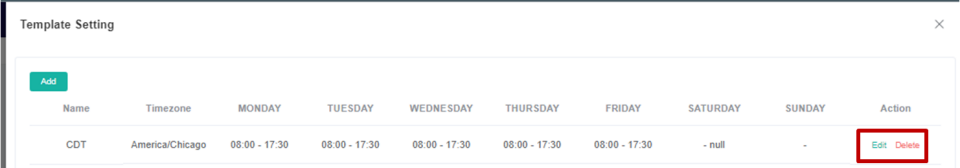
1. On the MSPbots dashboard, go to **Apps** then open the **Attendance** app.
2. Go to **Settings** and select **User Work Schedule**.



This will open the **Users Work Schedule** page.



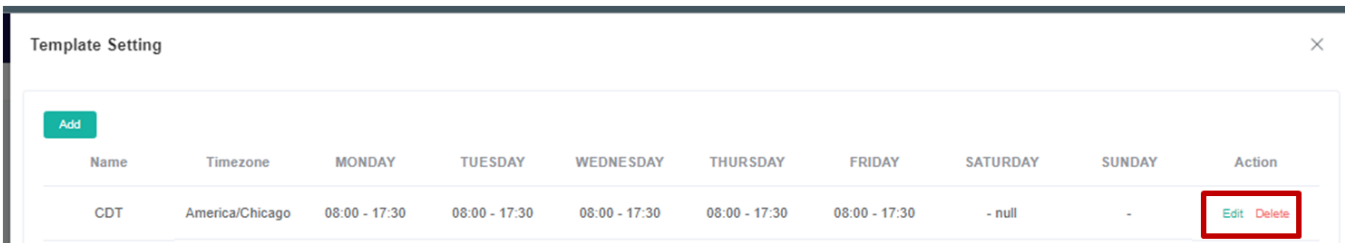
3. Click the **Template Setting** button to open the Template Setting window.



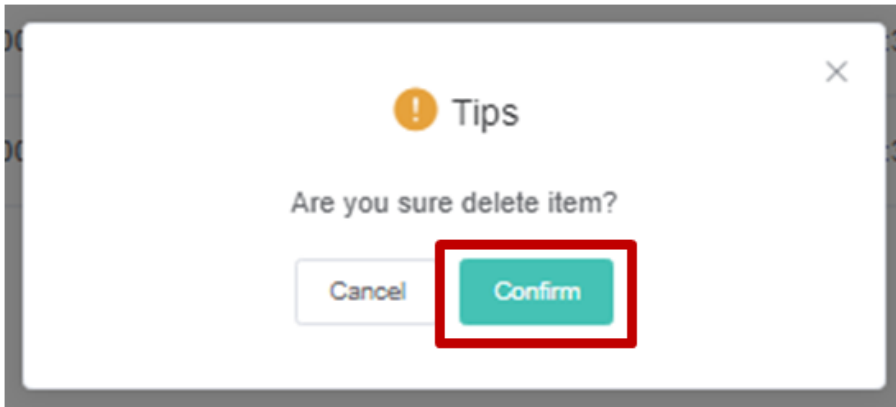
4. Click **Edit** and update the contents of the work schedule template.
5. Click the **Confirm** button to save all changes.

## 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](#)