How to Assign and Remove a License for Attendance Manager
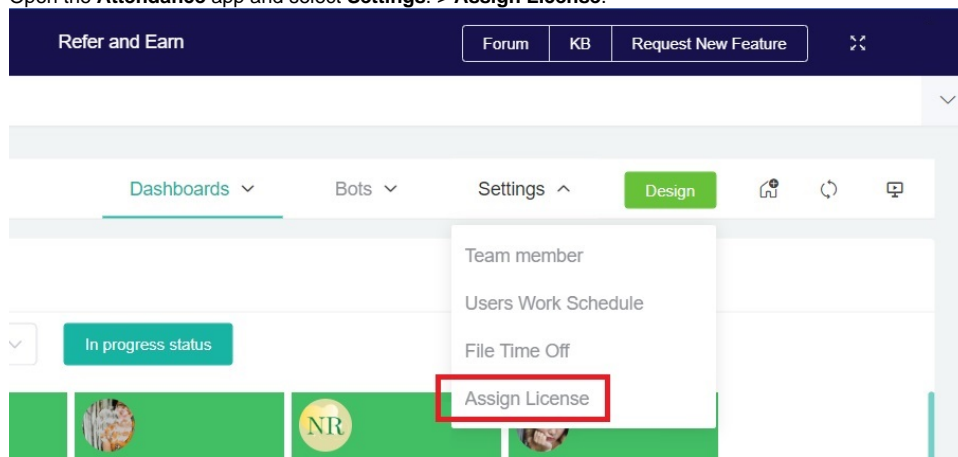
Company members must be assigned licenses to access and use the Attendance Manager. This article is a step-by-step guide on how to:

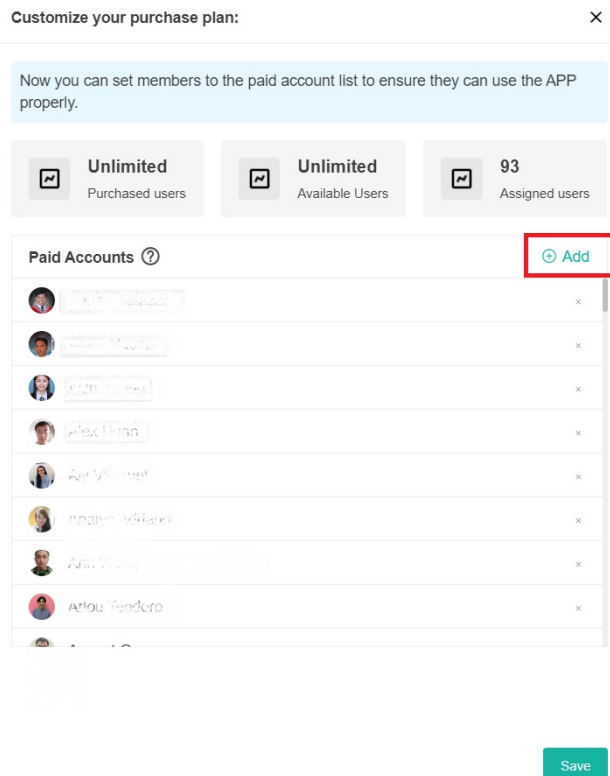- Assign a license
- Remove a license
  - Related Topics

*Users must have admin rights to perform these steps.*

Assign a license

1. Log in to the MSPbots app and go to **Apps**.
2. Open the **Attendance** app and select **Settings**. > **Assign License**.

3. Click the **+ Add** button.

4. Assign a license by clicking the name of the member you want to give access to the Attendance app. This will put a checkmark beside the name and will add the member to the **Paid Accounts** lists.
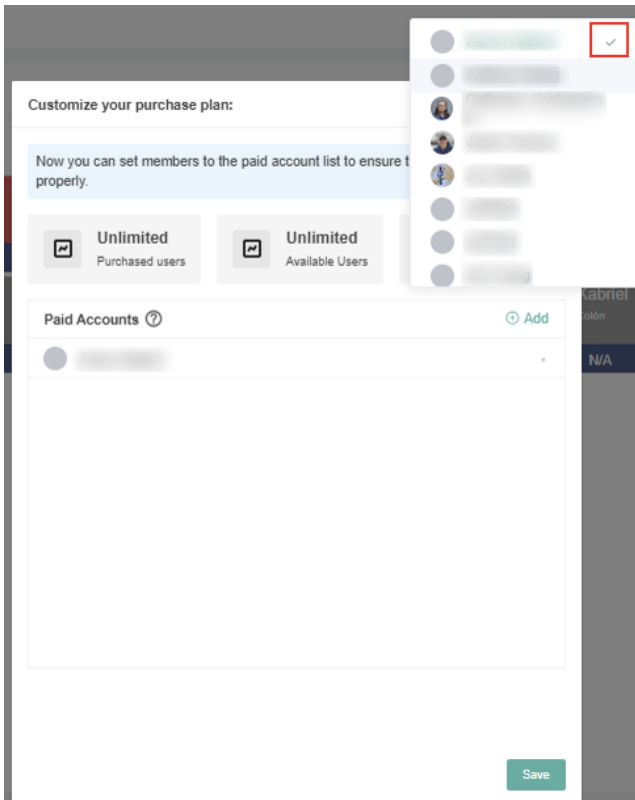
Note: You can only add the maximum number of users allowed in your package, File a request through *support@mspbots.ai*, or update your plan if you need more user access.

5. Click **Save**.

Remove a license

1. To remove a member's license, follow Steps 1 to 3 above.
2. In Step 4, click on the member's name to remove the checkmark.
3. Click **Save.**

Related Topics

- How to Assign and Remove a Bot License
- How to Assign and Remove a License for NextTicket Manager