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

Log in to the MSPbots app and go to Apps.
 Open the Attendance app and select Setting

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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.

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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 LicenseHow to Assign and Remove a License for NextTicket Manager