What are the chat commands for the Attendance Manager?

Team members can log their attendance on MS Teams instead of using the Attendance Dashboard buttons. This page lists the commands that you can use to log attendance via your team's channel or chat in MS Teams.

⚠️ *You must meet the following requirements before you can use the chat commands:*

- *The MSPbots app is installed in MS Teams. To install, go to Installing the MSPbots App in Teams.*
- *A Team Channel or Chat is set up for the Attendance Manager. To set up, go to Setting Up a Teams Channel or Chat for Attendance Manager.*

These are the chat commands for recording attendance.

Command	Description
IN	The IN command updates your status to IN as you start your workday.
OUT	The OUT command updates your status to OUT as you end your workday.
BREAK	The BREAK command updates your status to BREAK to start your break time.
LUNCH	The LUNCH command updates your status to LUNCH to start your lunchtime.
BACK	The BACK command updates your status to IN after your break/lunch.
STATS	The STATS command gives your current service stats as a technician.
ONSITE	Use the ONSITE command when providing onsite service at the client's location.
WFH	Use the WFH command to log in when working from home.
PTO	Use the PTO command to apply for Personal Time Off via MS Teams.
HELP	Use the HELP command to show all commands in MS Teams.

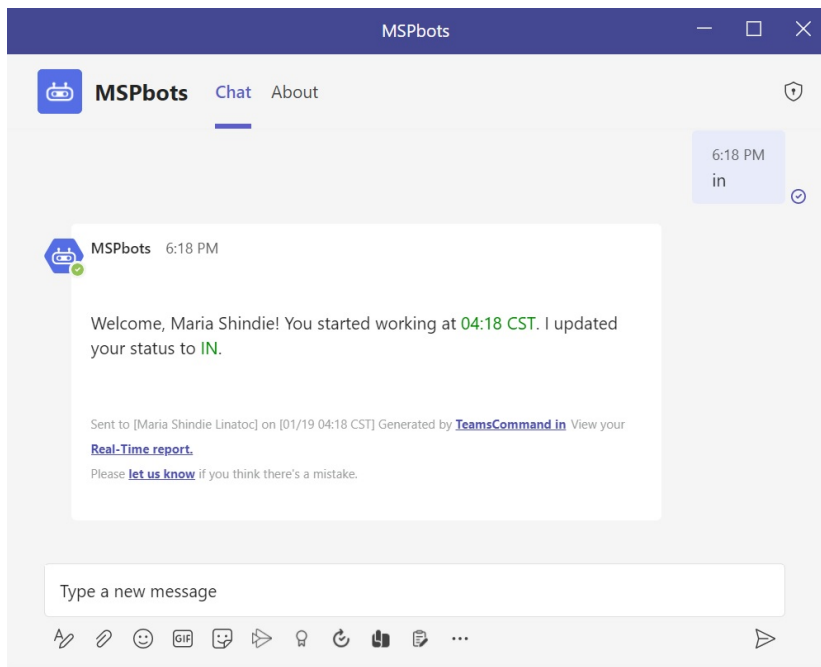## How to use the chat commands

Open MS Teams then go to your team's chat or channel and type the appropriate command.

Example:

Type **IN** to start your workday and press ENTER on your keyboard. Suggestions will appear as you type.
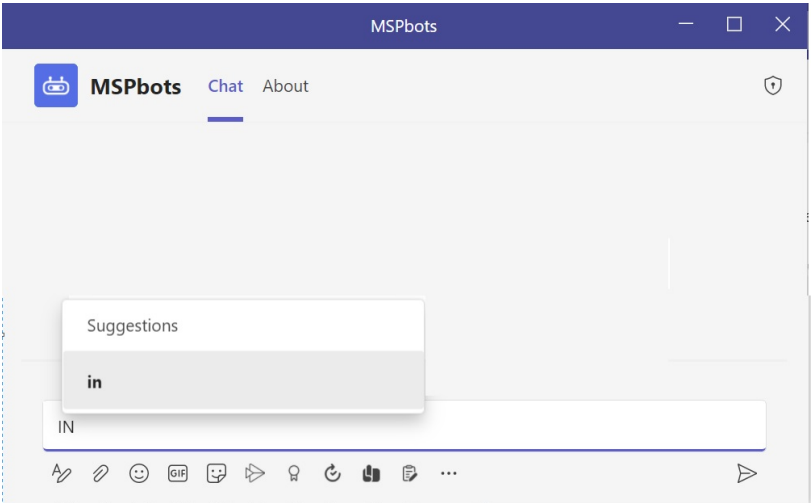
You will receive a message confirming your status is set to IN.

Users with the *admin* role can customize commands in MS Teams by configuring the **Message Command** block. For a guide on how to do this, read the article *How to Customize the Commands Used in Chat.*