

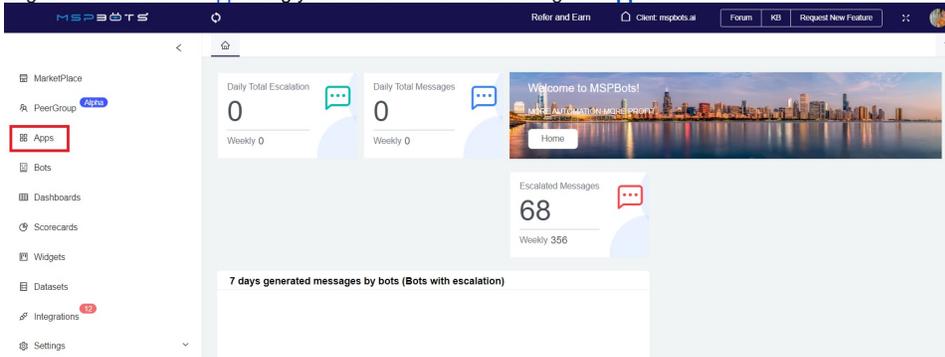
# How to Enable and Disable Access to Attendance Manager

This guide shows how to switch a user's account status in Attendance Manager from Enabled to Disabled. This procedure is for clients that want to give Attendance Manager access to new users or to delete user accounts for staff members who have left their organization.

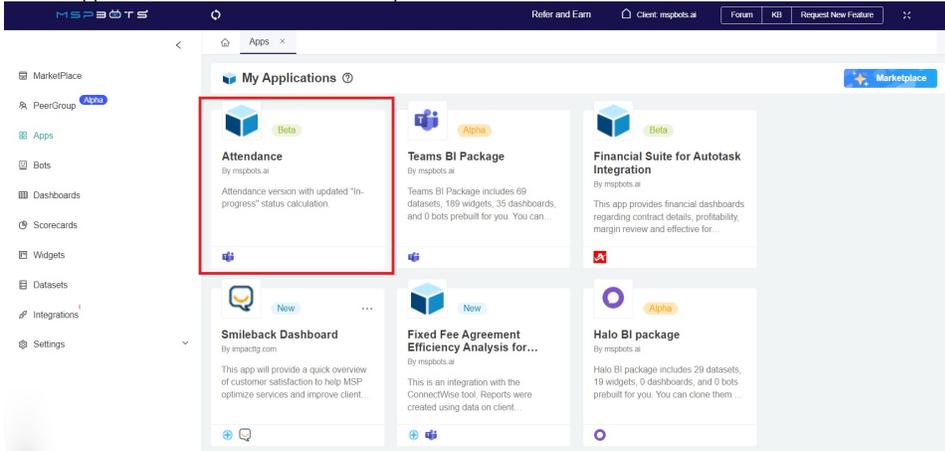
Only an admin can perform this process. Disabled accounts will no longer have access to Attendance Manager.

## To enable or disable an account

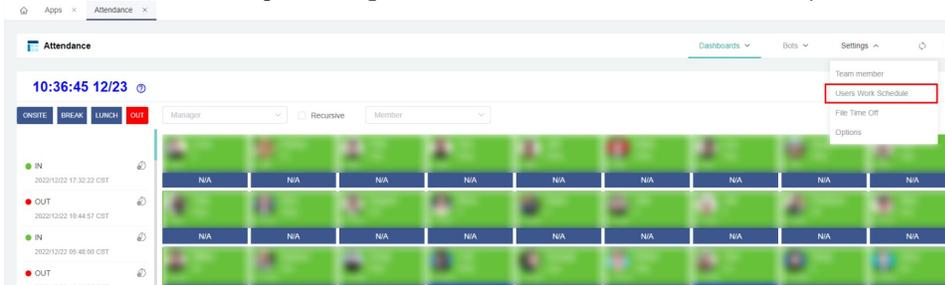
1. Log in to the [MSPbots app](#) using your Office 365 account and go to [Apps](#).



2. On the Apps tab, look for **Attendance** and open it.



3. Next, on the Attendance tab, go to **Settings** and select **Users Work Schedule** from the dropdown menu.



4. On the Users Work schedule tab, tick the checkbox beside the user's name.

USER N...	TIME ZO...	Attenda...	SHORT NAME	ACTION	Manager	Title	Location	TIME ZONE OFFSET	MONDAY	TUESDAY	WEDNES...	THURSD...
<input checked="" type="checkbox"/> John Doe	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		N/A	N/A	-05:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		N/A	N/A	-05:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Migration E...	N/A	-05:00	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Migration E...	N/A	-05:00	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Executive ...	N/A	-05:00	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Migration E...	N/A	-05:00	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Technical ...	N/A	-05:00	-	-	-	-
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Senior Sup...	N/A	-05:00	-	-	-	-
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Marketing ...	N/A	-05:00	-	-	-	-

To enable a user, click **Enable attendance** or turn on the toggle switch under the Attendance column.

USER N...	TIME ZO...	Attenda...	SHORT NAME	ACTION	Manager	Title	Location	TIME ZONE OFFSET	MONDAY	TUESDAY	WEDNES...	THURSD...
<input checked="" type="checkbox"/> John Doe	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		N/A	N/A	-05:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		N/A	N/A	-05:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Migration E...	N/A	-05:00	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Migration E...	N/A	-05:00	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Executive ...	N/A	-05:00	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Migration E...	N/A	-05:00	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Technical ...	N/A	-05:00	-	-	-	-
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Senior Sup...	N/A	-05:00	-	-	-	-
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Marketing ...	N/A	-05:00	-	-	-	-

To disable a user, click **Disable attendance** or turn off the toggle switch under the Attendance column.

USER N...	TIME ZO...	Attenda...	SHORT NAME	ACTION	Manager	Title	Location	TIME ZONE OFFSET	MONDAY	TUESDAY	WEDNES...	THURSD...
<input type="checkbox"/> John Doe	America/C...	<input type="checkbox"/>	CDT	Edit		N/A	N/A	-05:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		N/A	N/A	-05:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Migration E...	N/A	-05:00	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Migration E...	N/A	-05:00	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30
<input type="checkbox"/>	America/C...	<input checked="" type="checkbox"/>	CDT	Edit		Executive ...	N/A	-05:00	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30