

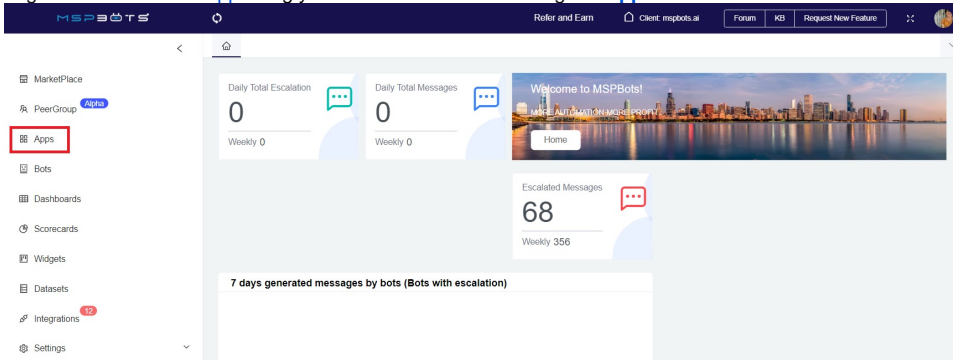
# How to Enable and Disable Access to Attendance Manager

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.

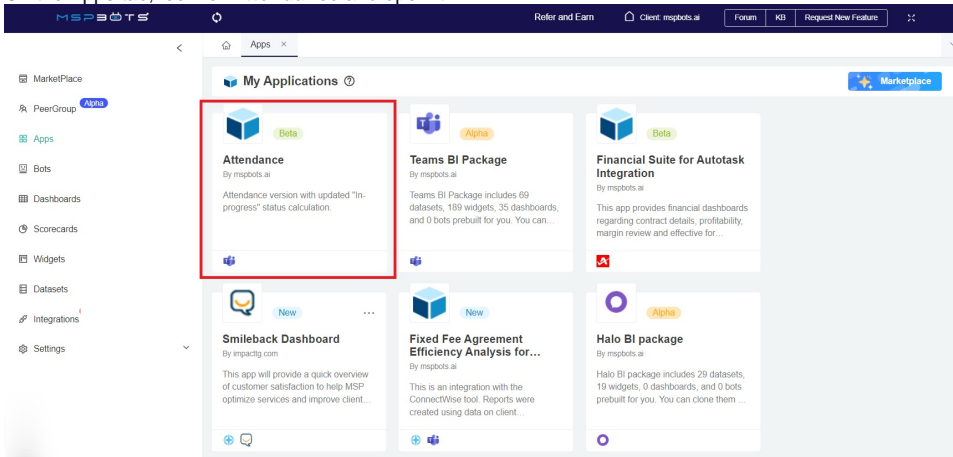
*Only an admin can perform this process. Disabled accounts will no longer have access to Attendance Manager.*

## To enable or disable an account

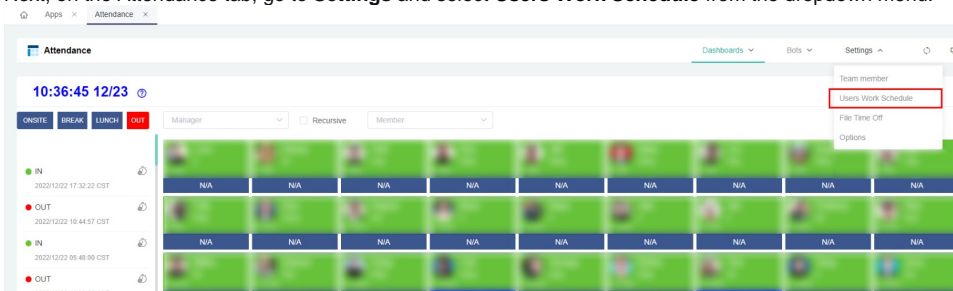
1. Log in to the [MSPbots app](#) using your Office 365 account and go to [Apps](#).



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.

The screenshot shows the 'Users Work Schedule' interface. At the top, there are tabs for 'Apps', 'Attendance', and 'Users Work Schedule'. Below the tabs, there are buttons for 'Batch Apply', 'Template Setting', 'Enable attendance', and 'Disable attendance'. The main table has columns: USER N..., TIME ZO..., Attenda..., SHORT NAME, ACTION, Manager, Title, Location, TIME ZONE OFFSET, MONDAY, TUESDAY, WEDNESDAY, and THURSDAY. The first row, for 'John Doe', has a checked checkbox and a toggle switch that is turned on. The other rows have unchecked checkboxes and toggle switches that are turned off.

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

This screenshot shows the 'Users Work Schedule' interface with the 'Enable attendance' button highlighted in a red box. The toggle switch for 'John Doe' is also highlighted in a red box and is now turned on. The other rows remain unchanged.

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

This screenshot shows the 'Users Work Schedule' interface with the 'Disable attendance' button highlighted in a red box. The toggle switch for 'John Doe' is also highlighted in a red box and is now turned off. The other rows remain unchanged.