

# How to Create and Assign Work Schedule Templates to Members

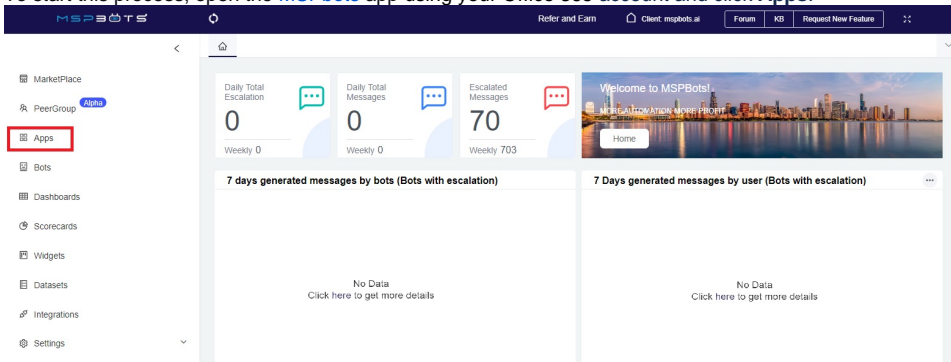
The Attendance Manager's work schedule templates allow administrators to create and assign work schedules to members individually or in a batch. When administrators need to set multiple work schedules, these templates are quite helpful.

This article is a guide on how to:

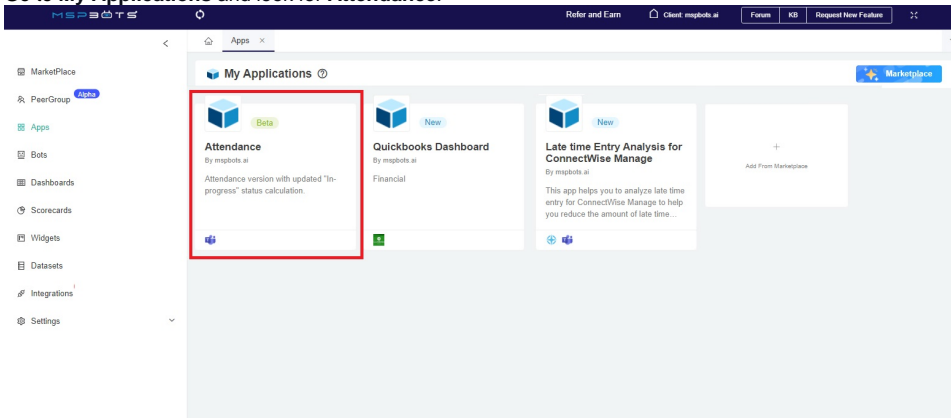
- [Create a work template in the Attendance Manager](#)
- [Assign a work template to a member](#)
- [Assign a work template to a batch](#)
  - [Related Topics](#)

## Create a work template in the Attendance Manager

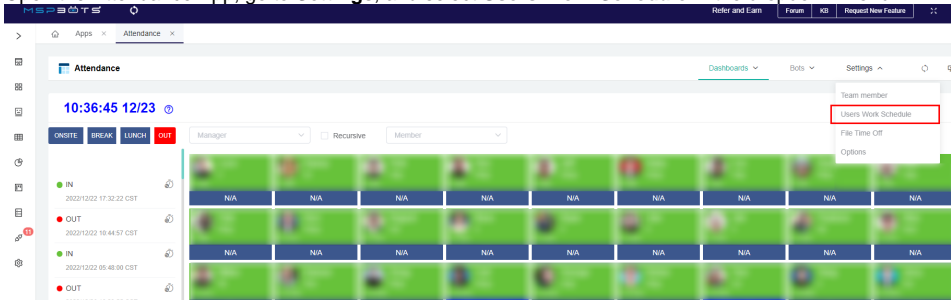
1. To start this process, open the [MSPbots](#) app using your Office 365 account and click **Apps**.



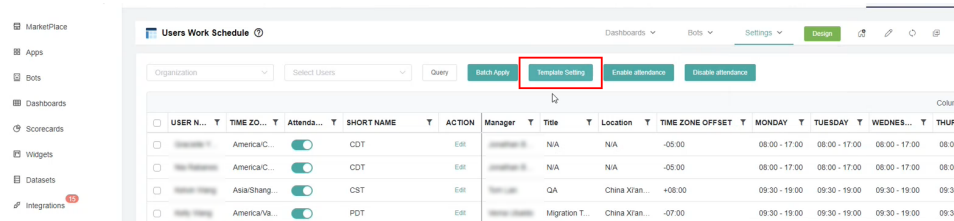
2. Go to **My Applications** and look for **Attendance**.



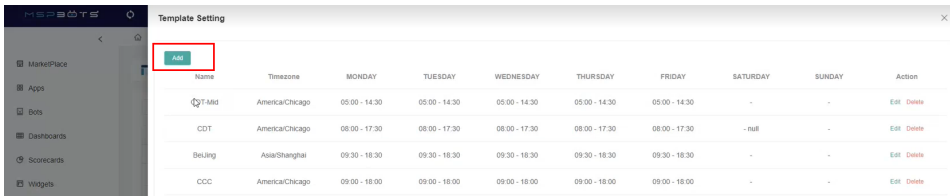
3. Open the Attendance App, go to **Settings**, and select **Users Work Schedule** in the dropdown menu.



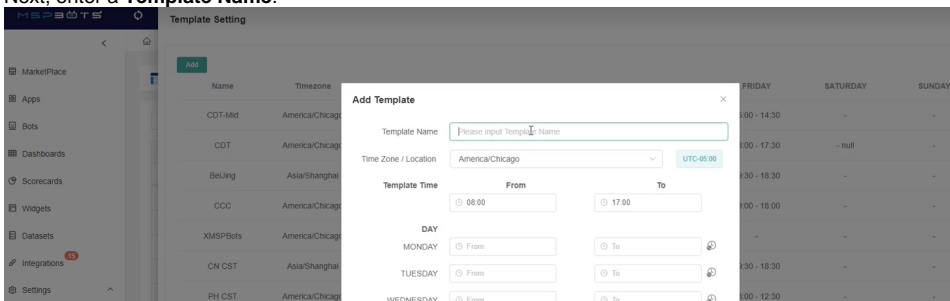
4. Click **Template Setting** on the Users Work Schedule screen.



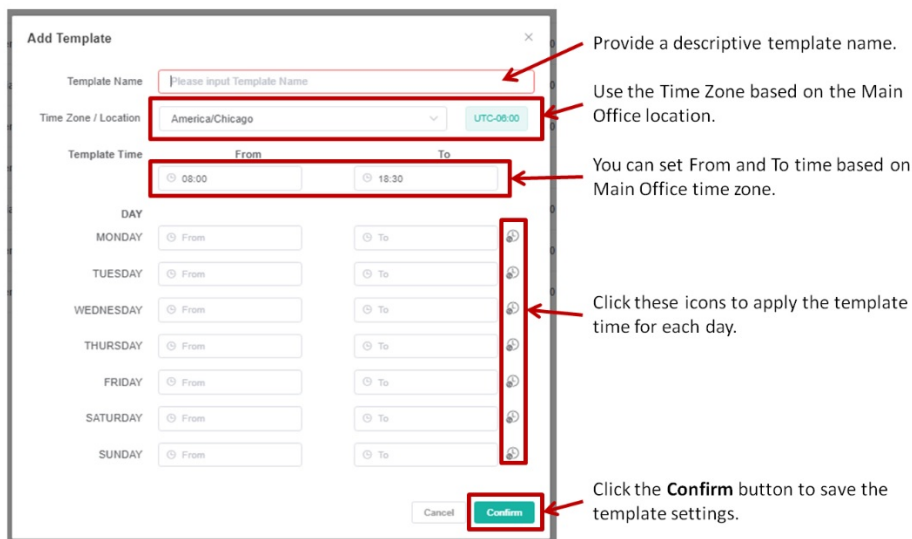
5. When the Template Setting screen opens, click the **Add** button.



6. Next, enter a **Template Name**.



7. Assign a corresponding Time Zone for the schedule and select the Template Time for each day of the week. Create the settings based on the image below.



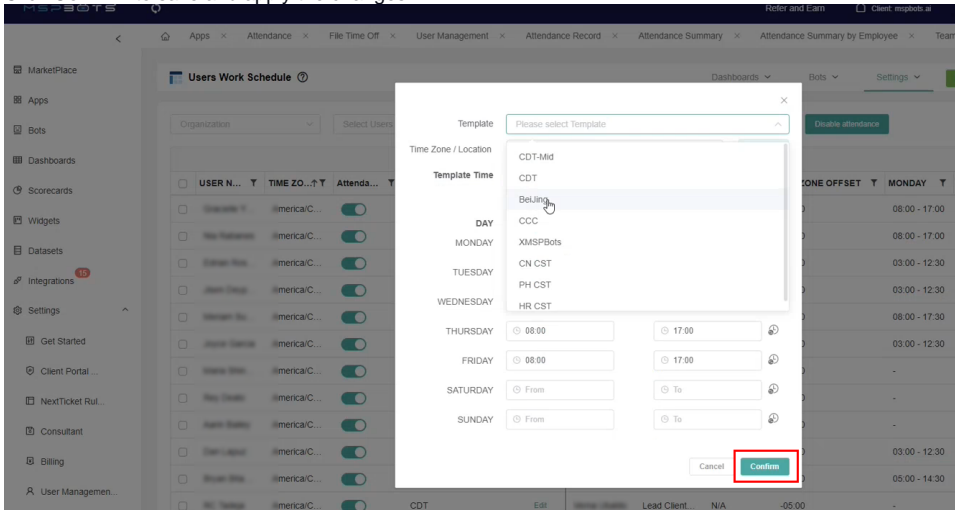
8. Click **Confirm** to save the new settings. The created template should now appear in the Template Setting screen.

Template Setting									
Add									
Name	Timezone	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	Action
CDT-Mid	America/Chicago	05:00 - 14:30	05:00 - 14:30	05:00 - 14:30	05:00 - 14:30	05:00 - 14:30	-	-	<a href="#">Edit</a> <a href="#">Delete</a>
CDT	America/Chicago	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30	- null	-	<a href="#">Edit</a> <a href="#">Delete</a>
BeLing	Asia/Shanghai	09:30 - 18:30	09:30 - 18:30	09:30 - 18:30	09:30 - 18:30	09:30 - 18:30	-	-	<a href="#">Edit</a> <a href="#">Delete</a>
CCC	America/Chicago	09:00 - 18:00	09:00 - 18:00	09:00 - 18:00	09:00 - 18:00	09:00 - 18:00	-	-	<a href="#">Edit</a> <a href="#">Delete</a>
XMSPBots	America/Chicago	-	-	-	-	-	-	-	<a href="#">Edit</a> <a href="#">Delete</a>
CN CST	Asia/Shanghai	09:30 - 18:30	09:30 - 18:30	09:30 - 18:30	09:30 - 18:30	09:30 - 18:30	-	-	<a href="#">Edit</a> <a href="#">Delete</a>
PH CST	America/Chicago	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30	03:00 - 12:30	-	-	<a href="#">Edit</a> <a href="#">Delete</a>
HR CST	America/Chicago	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30	08:00 - 17:30	-	-	<a href="#">Edit</a> <a href="#">Delete</a>

1. Do steps 1 to 3 of the [create a work template](#) procedure.
2. Apply a template to a user by clicking **Edit** on the right side of the member or employee's name.

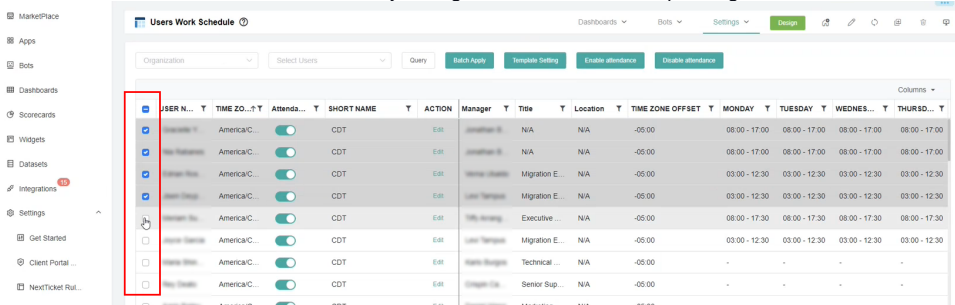
- 3. Next, select a schedule from the **Template** dropdown menu or assign a specific time.**

#### 4. Click **Confirm** to save and apply the changes.

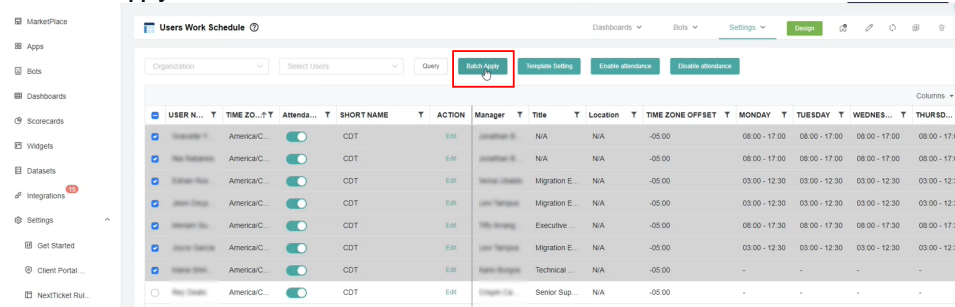


### Assign a work template to a batch

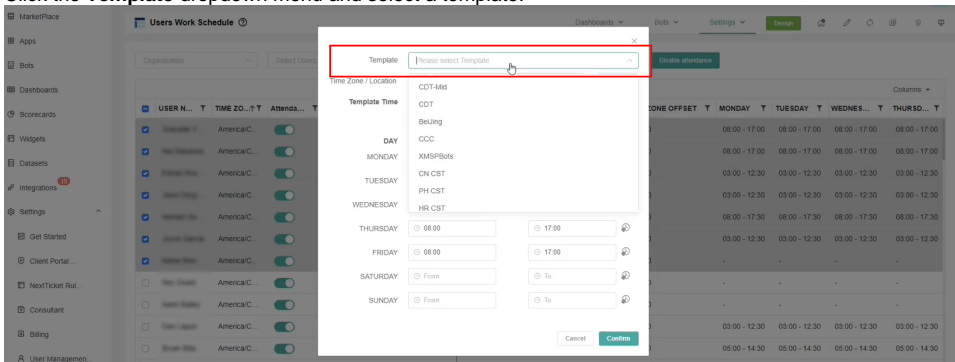
1. Do steps 1 to 3 of the [create a work template](#) procedure.
2. Select the members that need a schedule by ticking the checkboxes corresponding to their name.



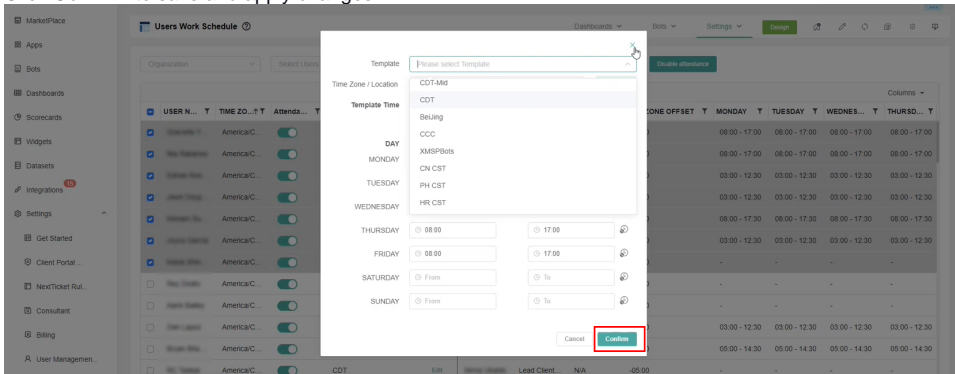
#### 3. Click **Batch Apply**.



#### 4. Click the **Template** dropdown menu and select a template.



5. Click **Confirm** to save and apply changes.



## Related Topics

- [How to Edit and Delete a Work Schedule Template in Attendance Manager](#)