# How to Create Teams in the Attendance Manager

Having your company's teams in the Attendance Manager makes it easy to monitor team members' statuses and generate reports specific to each group. This article shows how you can set up and verify your organization's teams in the Attendance Manager.

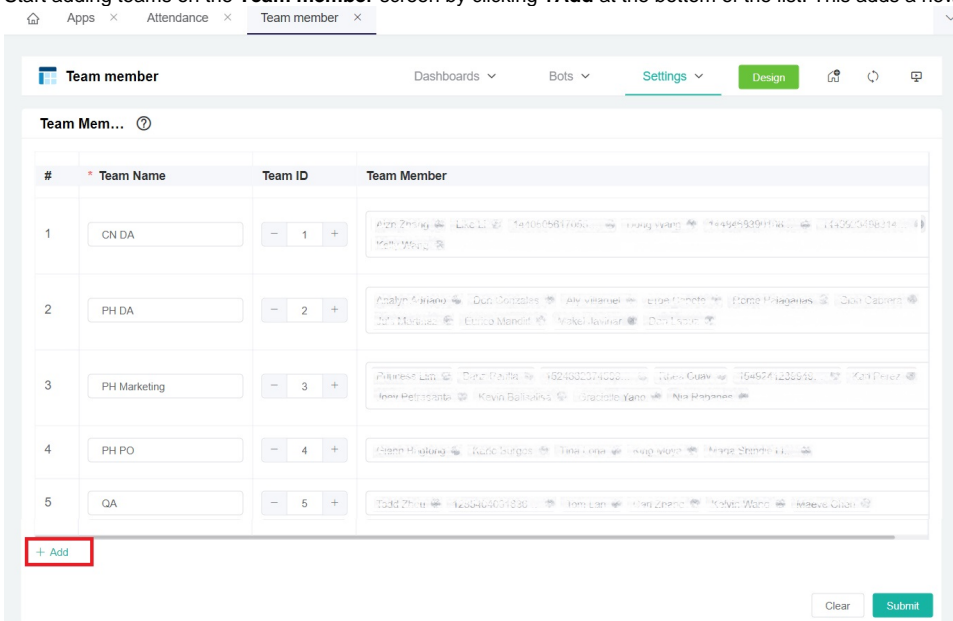To create groupings in the Attendance Manager App:

1. Open the Attendance Manager. Go to **Apps** on the MSPbots menu and click **Attendance**.
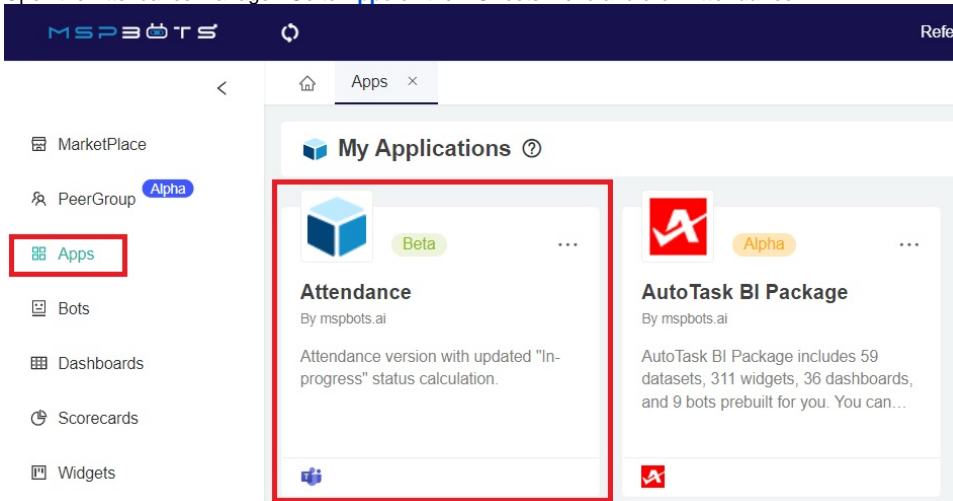
2. On the Attendance screen, click **Settings** > **Team member**. This opens the Team Members tab.
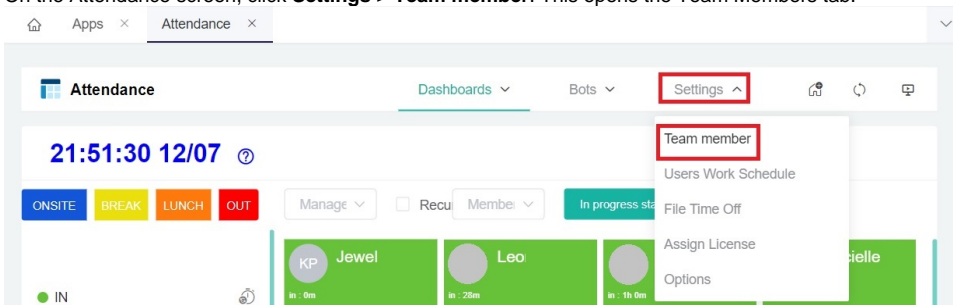
3. Start adding teams on the **Team member** screen by clicking **+Add** at the bottom of the list. This adds a new row to the bottom of the table.

4. On the new row, enter a team name, then indicate a team number, and select or type the name of the team members.

| 6 | New Team Name | – 6 + | John Doe |

+ Add

Clear   Submit

5. Add more names to the team until complete. Click **Submit**.
6. Verify the addition of your new team by checking the following reports:
   a. **Attendance Summary** - Click **Dashboards** and select **Attendance Summary**. Your new team should now appear on the **Team** dropdo wn list.

   b. **Attendance Record** - Click **Dashboards** and select **Attendance Record**. Your new team should now appear on the **Team** dropdown list.

Similarly, the names of its members should now appear on **Member** dropdown list.