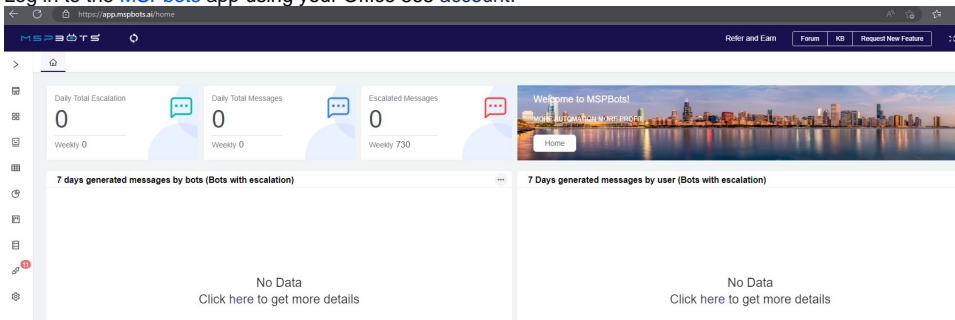


# How to Customize the Color of the Attendance Buttons

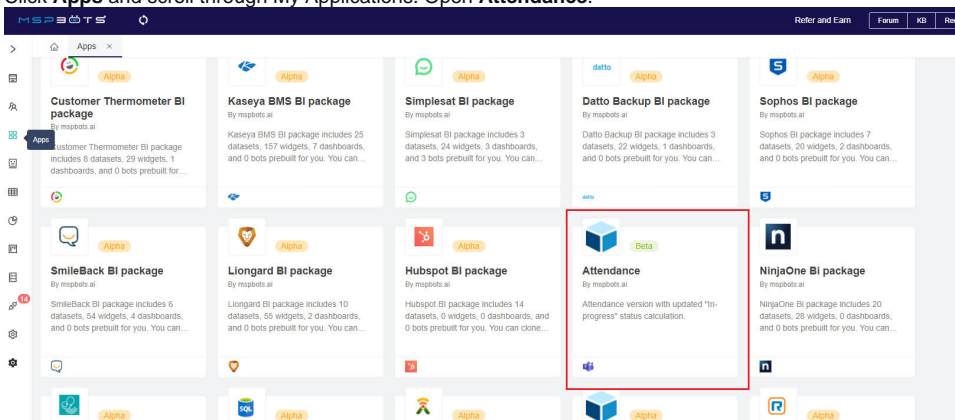
This article shows how you can change the status buttons on the Attendance dashboard of Attendance Manager.

## To change the colors of the buttons

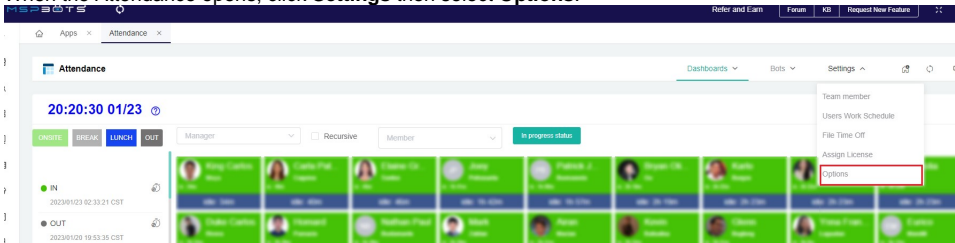
1. Log in to the [MSPbots](https://app.mspbots.ai/home) app using your Office 365 account.



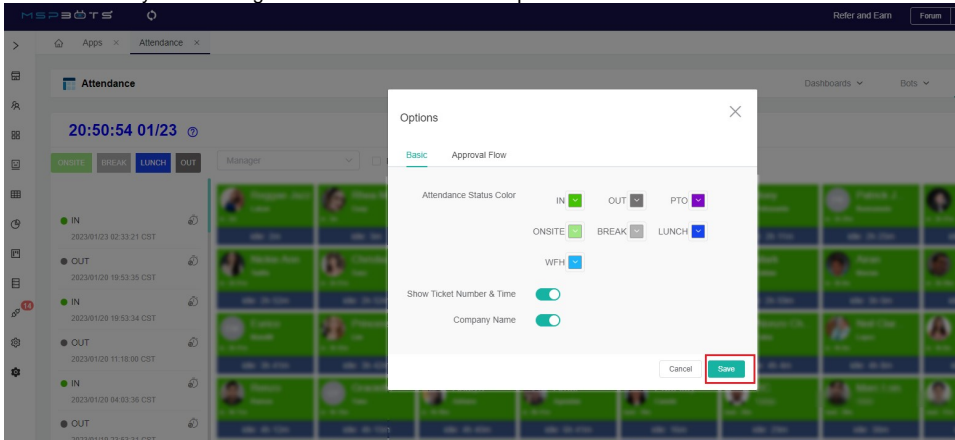
2. Click **Apps** and scroll through My Applications. Open **Attendance**.



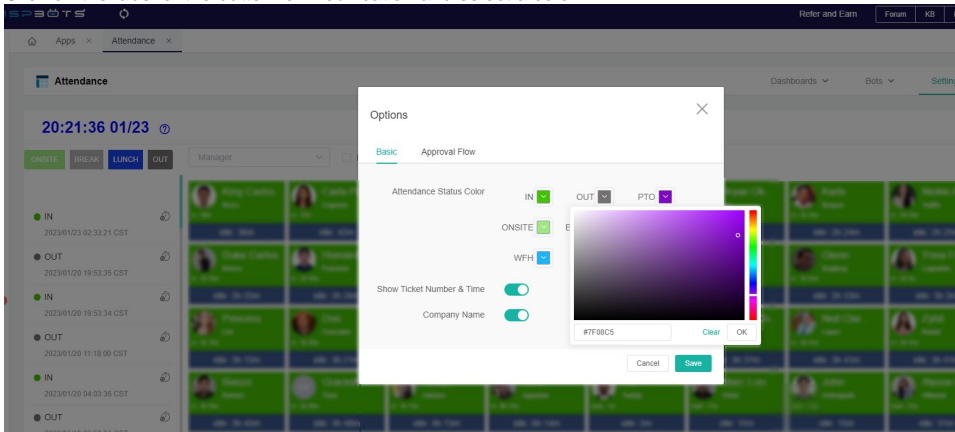
3. When the Attendance opens, click **Settings** then select **Options**.



4. The colors that you can assign to each button are in the Options window.



5. Click on the label of the button for modification and select a color.



6. Do the same for the other buttons then click **Save** when done. The buttons on the Attendance dashboard should now reflect your modifications.