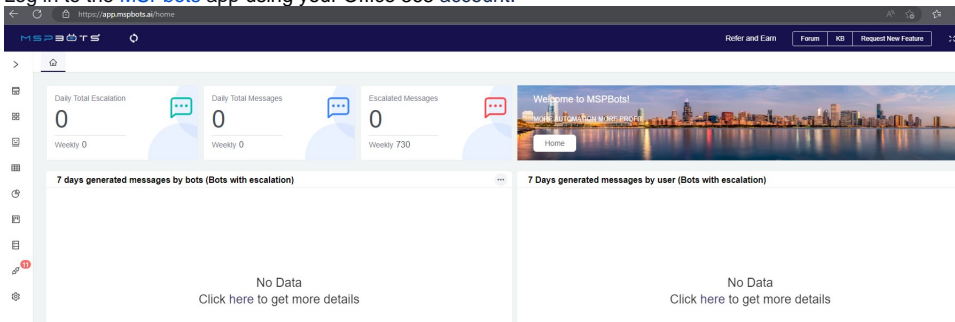


How to Customize the Color of the Attendance Buttons

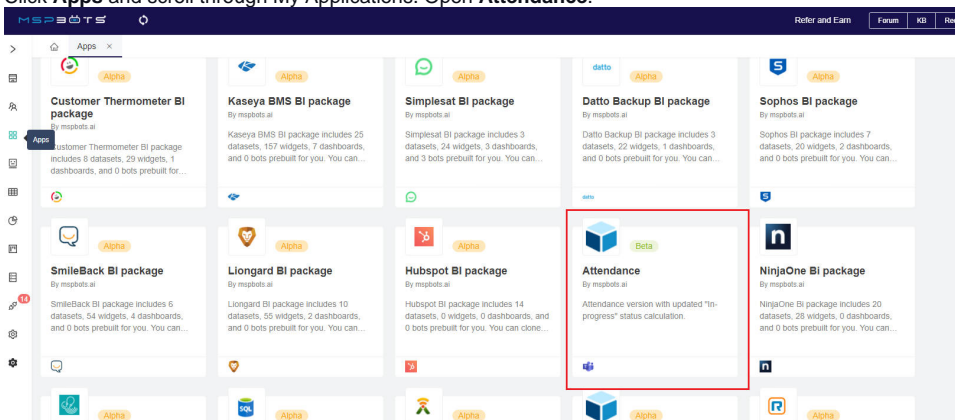
This article shows how you can change the status buttons on the Attendance dashboard of Attendance Manager.

To change the colors of the buttons

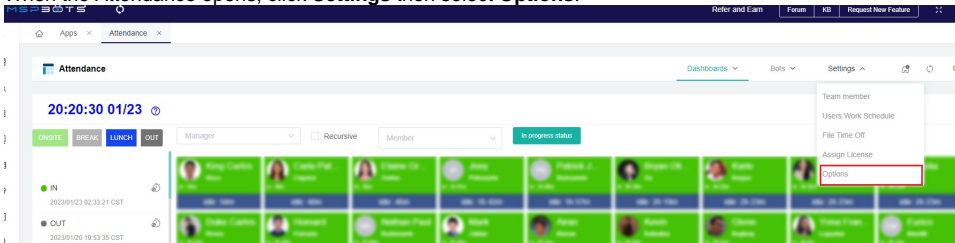
1. Log in to the [MSPbots](https://app.mspbots.ai/home) app using your Office 365 account.



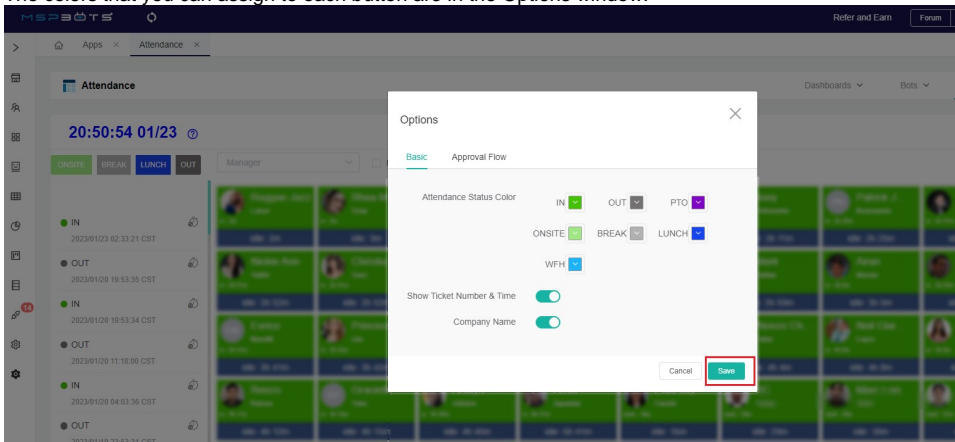
2. Click **Apps** and scroll through My Applications. Open **Attendance**.



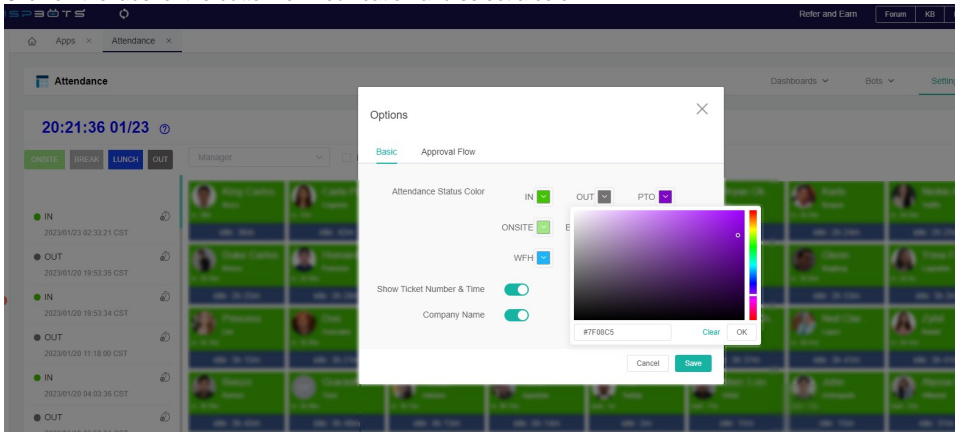
3. When the Attendance opens, click **Settings** then select **Options**.



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.