The Attendance Manager Bots

The Attendance Bots use robotic process automation (RPA) to send notifications that remind workers to log their clock in, clock out, and break periods. This article gives an overview of the different bots for Attendance Manager.

- How to access the Attendance Bots
- Types of Attendance Bots
 - Clock In Reminder 3.0
 - Clock Out Reminder 3.0
 - Task Prompter (Beginning of Day) 3.0
 - Task Prompter (End of Day) 3.0
 - Time Exceeded Alert (Break) 3.0
 - Time Exceeded Alert (Lunch) 3.0
 - Tech Stats Reviewer Bot
- How to activate the bots
- How to create a bot

Please ensure you have set up MS Teams for Attendance Manager notifications.

How to access the Attendance Bots



4. Click the dropdown menu for Bots at the upper right part to see the list of Attendance Manger bots.

мерафте		0						Refer and Earn	Client mspbots ai	Forum KB	Request New Feature
<		Apps × Attendar	nce ×								
MarketPlace		TAttendance @					Das	hboards ~ Bots	کر Settings ۲	Design 🕫	0000
I Apps								Task F	rompter (Beginning of Day)	Update 3.0	
Bots		22:42:07 09/20	3 @					Task F	rompter (End of Day) Upda	rte 3.0	
I Dashboards		ONSITE BREAK LUNCH	OUT	Manager	Recursive Recursiv	Member	In progres	s status Clock	In Reminder 3.0		
9 Scorecards				0	0 🚞	0 ::	A	Clock Time B	out reminder 3.0 Exceeded Alert (Break)-3.0	-	4) <u>=</u>
9 Widgets		BACK 09/28/2022 09:15:54 CDT	Ð					Time E	Exceeded Alert (Lunch) 3.0		
Datasets		BREAK	Ð	0	Contraction in	0	28 mm	the last		A	Constanting
Integrations		09/28/2022 09:15:31 CDT									
Settinos	,	BACK 09/20/2022 09:15:10 CDT	Ð	60 ()				60 C		10 (A)	
Super Admin		BREAK	۲		<u>•</u>	R		<u>0</u> =		W =	<u> </u>
Dev Team		09/28/2022 09:12:15 CDT	<i></i>			-	-	-			
		09/28/2022 05:15:59 CDT	æ		<u>n</u>	W			9		0
		LUNCH	٢	-							

Alternatively, you can access the Attendance bots by going to **Bots** on the MSPbots side menu, then clicking **My Bots** on the Bots tab.

<	G Bots ×		\sim
MarketPlace	🐵 Bots 🕐	Analytical Dashboard 🗸 📄 List 🗸 🔛 Request New Bot	
A PeerGroup	Q 0	= Mv Favorites Mv Bots Template Bots (> Quick Filter	
器 Apps			
🗵 Bots	Quick Filter	New Bot In progress status Turn off all	
I Dashboards	1 Sort Last Modified ↓	Clock out reminder 3.0	
Scorecards	= Filter	Custom	46
Widgets	Block Status Clear	CREATED UPDATE READVIRECEIVED.READ Trigger Alert Escala	ate
E Datasata	Trigger	2022/01/28 07:06:48 CST 2022/12/10 01:43:36 CST 0 / 25 / 283	Þ.
E Datasets	Alert		
^d Integrations	Escalate	I Clock In Reminder 3.0	
Settings ~	Integration Group	Custom	4
	Show all integration	CREATED UPDATE READVIRECEIVEDREAD Trigger Alert Escala	ate
	A Acronis	2022/01/20 04/59/29 CST 2022/12/10 01/20/08 CST 0 / 41 / 191	
	💉 Autotask	Total 8 100/name V (1) Colt	
	 A	total o totipage - (1 / Gott	

Types of Attendance Bots

Clock In Reminder 3.0

The Clock In Reminder bot reminds users to clock IN at the start of their shift. This bot sends a notification if it has been 5 minutes since the work schedule started and the user has not clocked IN.

Default Trigger Settings

I want	the bot to trigger	when				
Widg	et v Teams	Punch c	ard information		~ C	
meet f	ollowing critieria:					— A
AND	OR 🕀	ą				Q , Ш
	begin_time_late	~	>=	~	5	\otimes
	begin_time_late	~	<	~	10	\otimes
	to_clock_in_flag	~	Equals	~	False	\otimes

I want the bot to run base on this schedule:

 Starting at 	02/14/2	2	O 00:03:12 O	America/Chie	cago
Repeat every	5	∧ Minut	e v		
 Repeat every 		minutes			
from hour		to	on day of week	Select	

Microsoft Teams Chat

Add and edit the content you want to send, and select the teams chat to receive the content.

userna	me 📀	•														
	в	I	U	9	<u>A</u>	A	Hı	H₂	X ₂	\mathbf{X}^2	I	≣	Œ	E		œ
Sans Se	erif	\$	Norm	nal	\$	≡	Ð	$\underline{T}_{\mathbf{x}}$								
Hi, {fi [Actu	irst_n al_in_	ame} ! _time] '	It's be to upda	en <mark>5</mark> m ate you	ninute: ur time	s since entry	e your You (shift's can als	start so use	time. e the <u>i</u>	lf you <mark>n/out</mark>	forgot board	to clo	ock in, j	just type <mark>in at</mark>	

Sample Real-time Notification

Realtime Bots Message Report For Teams			
Drag a column header here to group its column			
DF Export CSV Export			Columns
message	status	:	create_date :
Hi, Aizn I It's been 5 minutes since your shift's start time. If you forgot to clock in, just type in at [Actual_In_time] to update your time entry. You can also use the in/out board			
Have a productive day!	Ready	1	2022-08-30 08:36 CDT
Sent to [] on [08/30 09:36 EDT] Generated by <u>Clock in Reminder 3.0</u> View your <u>Real-Time report.</u>			

Clock Out Reminder 3.0

The Clock Out Reminder bot reminds users to clock OUT at the end of their shifts. This bot sends a notification if it has been 5 minutes since the work schedule ended and the user has not clocked OUT.

Default Trigger Settings

I want the bot to trigger when

|--|

meet following critieria:

AND	OR (+)	Ş				q, ₪
	end_time_last	~	>=	~	5	\otimes
	end_time_last	~	<	~	10	\otimes
	to_clock_out_flag	~	Equals	~	False	\otimes

I want the bot to run base on this schedule:

 Starting at 	02/14/22		© 10:01:00	America/Chicago
Repeat every	5 ^	Minute	~	
 Repeat every 	1 ^ m	inutes		
from hour	to	0	on day of week	Select ~

Sample Message Settings

Microsoft Teams Chat

Add and edit the content you want to send, and select the teams chat to receive the content.

	۰T	в	I	<u>U</u>	S	<u>A</u>	A	Hı	H2	X_2	\mathbf{X}^2	ΙΞ	≣	⋸	E	T
San	s Se	rif	ŧ	Norm	nal	÷	=	Ð	$\underline{T}_{\mathbf{x}}$							
San	s Se	nt	•	Norm	iai	•	-	v	A							
					-	ninuto	s since	vour	shift's	end t	ime. N	Make :	sure to	tvpe	out when	vou're
н	i, { fi	rst n	me}	It's be	en 5 n	initute:	3 31100	, jour	0							yourc
H de	i, {fi one v	<mark>rst_n</mark> vorkin	me} g.	It's be	en 5 n	minute:	5 Shiree	, your						, c) p c		youre
H de	i, (fi one v	rst_n vorkin	g.	l It's be	en 5 n	minute	5 51100	, your						, i) þe		yourc
H de If	i, (fi one v vou f	rst_n vorkin iorgot	g. to clo	l It's be	en 5 n on tim	e, just	type o	out at	[Actu	al Ou	t tim	el to u	update	e vour	time entry.	You can

Sample Real-time Notification

Realtime Bots Message Report For Teams										
Drag a column header here to group its co	olum	in								
PDF Export 🔤 CSV Export									C	olumns 🔻
message	:	status	:	create_date :	se	ent_time	:	send_type	:	receiver
Hi, Aizn 1 It's been 5 minutes since your shift's end time. Make sure to type out when you're done working.										
If you forgot to clock out on time, just type out at [Actual_Out_time] to update your time entry. You can also use the in/out board	d.	Ready		2022-08-29 21:06 CDT				user		
Take care!										
Sent to on [08/29 19:06 PDT] Generated by Clock out reminder 3.0 View your Real-Time report.										

Task Prompter (Beginning of Day) 3.0

The Task Prompter (Beginning of Day) bot sends users a clock-in reminder 5 minutes before the start of their shifts. You can modify the time for sending the notification by editing the bot's trigger criteria.

Default Trigger Settings

Trigger

— — .	I want the bot to trigger when	
	meets the following critieria:	—
Trigger Script:	AND OR \oplus $\textcircled{2}$	q , W
Define the bot and the conditions for	Start V In V {next/10/minutes/uni	\otimes
when it will excedute.	current_action \vee Not Equals \vee in \vee	\otimes
	begin_time v Is Not Empty v Value	\otimes
	I want the bot to run based on this schedule: Starting at 05/10/21 © 00:03:00 America/Chiu	cago
	Repeat every 10 Minute V	
	C Repeat every 1 ninutes	

Sample Message Settings

Trigger							>					
	I want the Widget	I want the bot to trigger when Widget Q Teams / Task Prompter End										
Trigger Script:	meets the	following cr	itieria:				q, ₪					
Define the bot and the conditions for	Sta	art	~]	In	~]	{next/10/minutes/uni	\otimes					
when it will execute.	I CU	rrent_action	~	Not Equals	×	in v	\otimes					
	be	gin_time	~	Is Not Empty	~	Value	\otimes					
	I want the	bot to run ba	ased on t	his schedule:								
	 Starti 	ng at 📋	05/10/21		© 00:	03:00 America/Chio	ago					
	Repe	at every	10	Minute	~							
	Repe	eat every 1	×	minutes								
	from	hour	to		on day of	week Select	~					

Next

Sample Real-time Notification

Realtime Bots Message Report For Teams				
Drag a column header here to group its column				
PDF Export CSV Export				
message :	status	:	create_date	:
Hi Richard , Your shift will begin at 2022-09-02 07:00 CDT and it's now 2022-09-02 06:51 CDT . Please type in when you start working. You can also do this at the in/out board Please prepare to tackle your tasks for today. Have a productive day!	Ready		2022-09-02 06:51	CDT
East to silve 100/07 00/51 C/070 . Descented by Table Benerolar (Revisedon of Park) Hodden 3.6 Red Meximum Revi				

Task Prompter (End of Day) 3.0

The Task Prompter (End of Day) bot sends users a clock-out reminder 5 minutes before the end of their shifts. You can modify the time for sending the notification by editing the bot's trigger criteria.

-

Default trigger settings

I want the bot t	o trigger when				
Widget \lor	Teams / Task Pro	mpter End of Day	Update	∨ ď	
AND OR	critieria: (+)				०, Ш
End	~	In	~	{next/15/minutes/u	\otimes
current_a	action \checkmark	Not Equals	~	out	\otimes

I want the bot to run base on this schedule:

 Starting at 	iii 01/01/21	© 00:03:00	America/Chicago	
Repeat every	15 ^ Minu	ite 🗸		
O Repeat every	1 ninutes			
from hour	to 🕓	on day of week	Select	\sim
Advanced Sch	eduler		Set	ting →

Sample Message Settings

Microsoft Teams Chat



Add and edit the content you want to send, and select the teams chat to receive the content.

To Username 🛞	
	E E @
Hi, {first_name} ! Your shift is until {End} . Before you go, please check your pending tasks. When you're done working, just type out. <u>MSPbots</u> will do an EOD check for you a can also do this at the <u>in/out board</u> . Take care!	and clock you out. You
Advanced Scheduler Setting Sample Real-time Notification Realtime Bots Message Report For Teams	g →
Drag a column header here to group its colu	umn
PDF Export SV Export	Columns
message	: status : create_date : sent_time : send_type :
Hi, Alzn ! Your shift is until 2022-08-29 19:00 PDT . Before you go, please check your pending tasks.	
When you're done working, just type out. MSPbots will do an EOD check for you and clock you out. You can also do this at the in/o	Ready 2022-08-29 20:46 CDT user
Take carel	

Sent Ic on [08/29 18:46 PDT] Generated by Task Prompter (End of Day) Update 3.0 View your Real-Time report.

Time Exceeded Alert (Break) 3.0

The Time Exceeded Alert (Break) bot reminds users to clock BACK in when they forget to log back in within the maximum time allowed for breaks. You can modify the maximum time by editing the bot's trigger criteria.

Default trigger settings

inger	Teams	/ Bot - CW	Time Exceeded	l Alert (Breal	∨ (ď		
eet following	, critieria						
AND OR	\oplus	æ					Q
duration	1	~	=	~	0		\otimes
Break_	duration	~	>=	~	30		\otimes
Break_	duration	~	<	~	35		\otimes
duration	_second	~	Is Empty	~	Select		\otimes
ple Message Se crosoft Tean d and edit the o	ettings ns Chat content you	want to se	end, and select				•
email 🛞	receive the	e content.					
	τU	S A	A H1 H	2 X ₂ X ²	≡ ≡	EE	
♦ •¶ B Sans Serif	• Norr	nal 🕯	≞ %	<u></u> ×			

Sample Realtime Notification

Realtime Bots Message Report For Teams					
Drag a column header here to group its column					
DF Export 🔤 CSV Export				Columns 👻	
message	: st	atus	:	create_date :	
Hi, King Carlos . You've been on break for over 30 minutes. Please remember to type back when you log back in to update your status. You can also do this at the in/out board					
Thanksl	R	leady		2022-09-02 07:11 CDT	
Sent to [King Moya] on (19102 07:11 CDT]. Generated by Time Exceeded Alert (Break).3.0 View your Real-Time report,					

Time Exceeded Alert (Lunch) 3.0

The Time Exceeded Alert (Lunch) bot reminds users to clock BACK in when they forget to log back in within the maximum time allowed for lunch. You can modify the maximum time by editing the bot's trigger criteria.

Default trigger settings

Widg	get v Teams /	Bot - Cor	nnectWise Manage	e Time Exc.	~ &	
meet f	following critieria:	ą				。 ⑪
	duration		=	~	0	\otimes
	duration_second		Is Empty	~	Select	\otimes
1	lunch_duration	~	>=	~	60	\otimes
	lunch_duration	~	<	~	65	\otimes

I want the bot to run base on this schedule:

 Starting at 	12/31/2	20		© 00:00:33	America/Chicago
Repeat every	5	^ ~	Minute	~	
O Repeat every	1	min	utes		

Sample Message Settings

Microsoft Teams Chat



Add and edit the content you want to send, and select the teams chat to receive the content.

	B I	U	9	<u>A</u>	A	Hı	H2	X_2	X^2	I	≣	₫	E	
Sans Serif	\$	Norm	nal	\$	=	Ð	<u>T</u> *							
Hi {usern	name}.													
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,													
	on on lu	nah hra	alk for	ovor	lunak	dur	tion	minu	tor					

Sample Realtime Notification

 Realtime Bots Message Report For Teams

 Drag a column header here to group its column

 Image PDF Export
 CSV Export
 issage
 issatus
 issatus</t

Tech Stats Reviewer Bot

The Tech Stats Reviewer bot reminds users about overlapping time entries, open in-progress tickets, total technician work hours, and utilization rate. This bot helps minimize overlooked issues, low utilization, and tickets that have been open for an extended time. It also helps the admin to monitor and troubleshoot ticket issues quickly. Only users with an admin account can create and edit this setup.

Sample Message

Hello, Cameron! Here are your quality assurance check results:

- Your non-overlapping utilized work hours are 1.82. Meanwhile, your total work hours are 2.39. Your utilization rate today is 75.93%, vs. your company's standard of 85-100%. Please review your calendar to add the missing time entries.
- You have no overlapping time entries. Good job!
- You have no in-progress tickets. Well done!

Please fix the issues listed above, then type "Stats" again when you're done. Thanks!

-- Sent to [ChromosofChardwoolid] on [08/10 10:30 MST]. Please <u>let us know</u> if you think there's a mistake.

How to activate the bots

Read Activating a Bot on the MSPbots App for steps to activate bots.

How to create a bot

Read How to Create a Bot for the guided steps.