

The Attendance Manager Bots

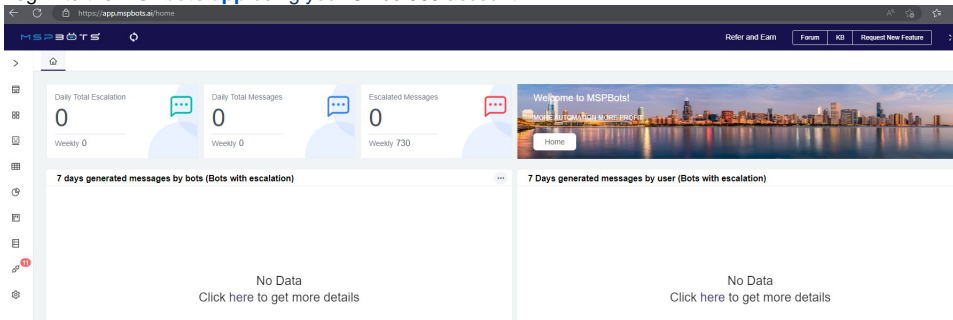
The Attendance Bots use robotic process automation (RPA) to send notifications that remind workers to log their clock in, clock out, and break periods. This article gives an overview of the different bots for Attendance Manager.

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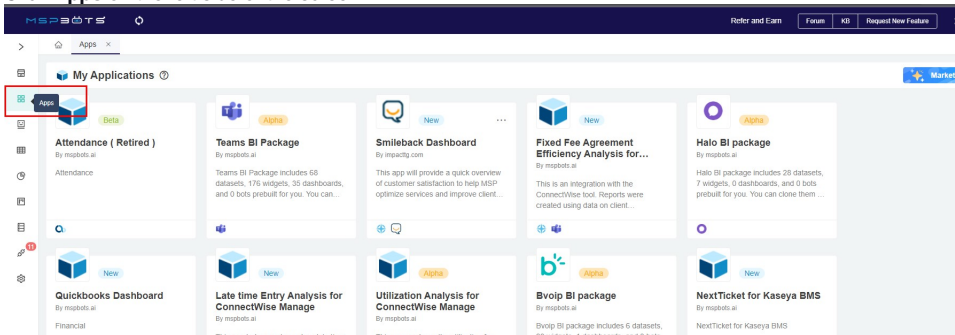
Please ensure you have [set up MS Teams for Attendance Manager notifications](#).

How to access the Attendance Bots

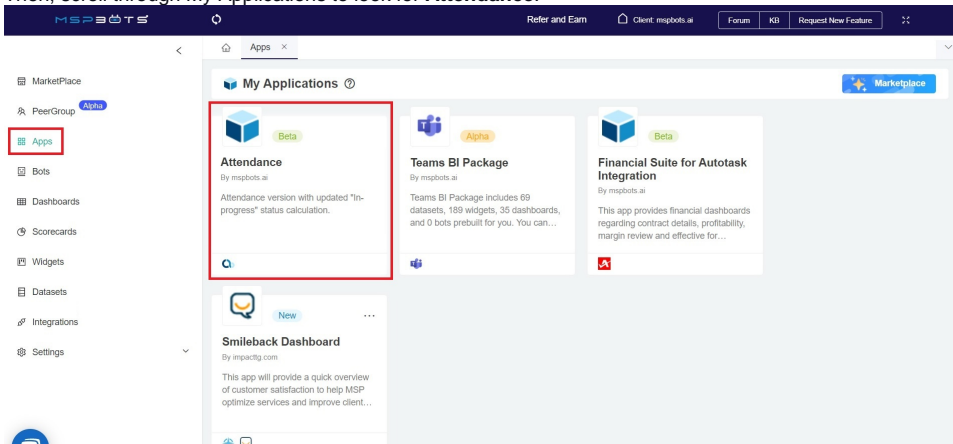
1. Log in to the [MSPbots app](#) using your Office 365 account.



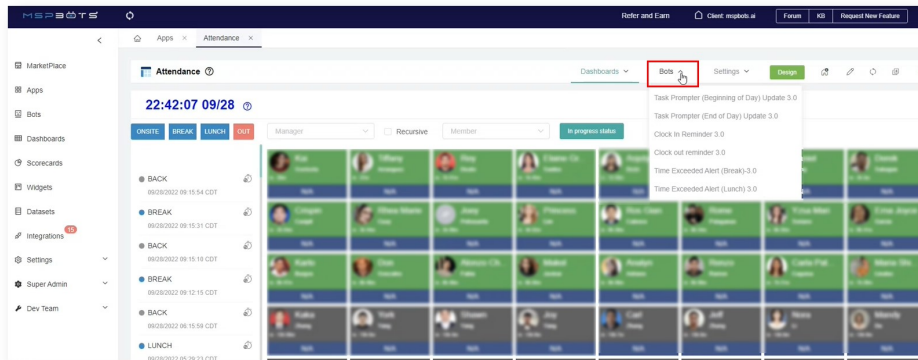
2. Click **Apps** on the left side of the screen.



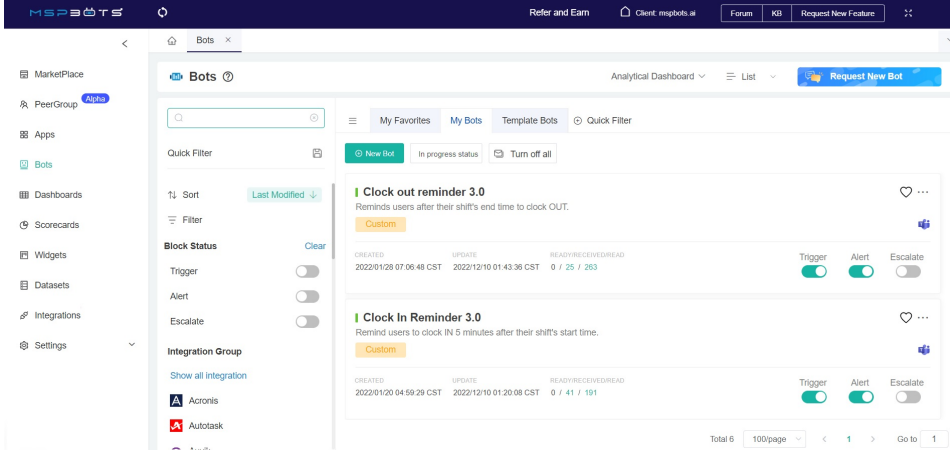
3. Then, scroll through My Applications to look for **Attendance**.



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



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




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

Widget Teams / Punch card information 

meet following criteria:

AND OR    

begin_time_late	>=	5	
begin_time_late	<	10	
to_clock_in_flag	Equals	False	

I want the bot to run base on this schedule:

☒ Starting at 02/14/22 00:03:12 America/Chicago

Repeat every 5 Minute

☐ Repeat every 1 minutes


from hour to 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.

To username 

Sans Serif  Normal   

Hi, {first_name} ! 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!

Sample Real-time Notification

Realtime Bots Message Report For Teams

Drag a column header here to group its column			
PDF Export CSV Export		Columns	
message	status	create_date	
Hi, Aizn ! 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	2022-08-30 08:36 CDT
Sent to [redacted] on [08/30 09:36 EDT]. Generated by Clock In Reminder 3.0 . View your Real-Time report .			

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

Widget Teams / Punch card information

meet following criteria:

AND OR +

end_time_last

>=

5

×

end_time_last

<

10

×

to_clock_out_flag

Equals

False

×

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

minutes

from hour

to

on day of week

Select

Sample Message Settings

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Hi, {first_name} ! 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.

Take care!

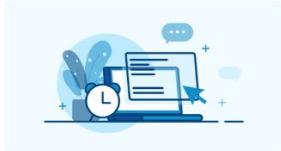
Realtime Bots Message Report For Teams

Realtime Data message Report For Aizin						
Drag a column header here to group its column						
PDF Export		CSV Export		Columns		
message	status	create_date	sent_time	send_type	receiver	
Hi, Aizin I 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.	Ready	2022-08-29 21:06 CDT			user	
Take care!						

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



Trigger Script:

Define the bot and the conditions for when it will execute.

I want the bot to trigger when

Widget

Teams / Task Prompter End



meets the following criteria:

AND

OR



Start	In	{next/10/minutes/uni	⊗
current_action	Not Equals	in	⊗
begin_time	Is Not Empty	Value	⊗

I want the bot to run based on this schedule:

☒ Starting at

Repeat every

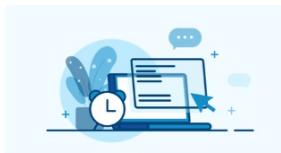
☐ Repeat every minutes

from hour to on day of week

Next

Sample Message Settings

Trigger



Trigger Script:

Define the bot and the conditions for when it will execute.

I want the bot to trigger when

Widget

Teams / Task Prompter End



meets the following criteria:

AND

OR



Start	In	{next/10/minutes/uni	⊗
current_action	Not Equals	in	⊗
begin_time	Is Not Empty	Value	⊗

I want the bot to run based on this schedule:

☒ Starting at

Repeat every

☐ Repeat every minutes

from hour to on day of week

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! Sent to [redacted] on [09/02 06:51 CDT] Generated by Task Prompter (Beginning of Day) Update 3.0 Bot View your Real-Time report .	Ready	2022-09-02 06:51 CDT	

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 to trigger when

Widget

Teams / Task Prompter End of Day Update

meet following criteria:

AND OR +

End

In

{next/15/minutes/u}

current_action

Not Equals

out

I want the bot to run base on this schedule:

Starting at

01/01/21

00:03:00

America/Chicago

Repeat every

15

Minute

Repeat every

1

minutes

from hour

to

on day of week

Select

Advanced Scheduler

Setting →

Sample Message Settings

☒

To Username

Hi, {first_name} !

Your shift is until {End} . 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/out board.

Take care!

Setting →

Realtime Bots Message Report For Teams

PDF Export

CSV Export

Columns

message	status	create_date	sent_time	send_type
Hi, Aizn !				
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/out board .	Ready	2022-08-29 20:46 CDT		user
Take care!				

Send to

on 08/29 18:46 PDT

Generated by **Task Promoter (End of Day) Update 3.0** View your **Real-Time report**.

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

I want the bot to trigger when

Widget Teams / Bot - CW Time Exceeded Alert (Break...

meet following criteria:

AND OR + 🗨 🔍 🗑

duration	=	0	×
Break_duration	>=	30	×
Break_duration	<	35	×
duration_second	Is Empty	Select	×

I want the bot to run base on this schedule:

☒ Starting at 06/03/21 00:00:30 America/Chicago

Repeat every 5 Minute

☐ Repeat every 1 minutes

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 email

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Sans Serif 🔗 Normal 🔗 🔗 🔗 🔗

Hi, {first_name}. 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.

Thanks!

Sample Realtime Notification

Realtime Bots Message Report For Teams

Drag a column header here to group its column			
PDF Export CSV Export		Columns ▾	
message	status	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 .			
Thanks!		Ready	2022-09-02 07:11 CDT
Sent to [King Moya] on [09/02 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

I want the bot to trigger when

Widget ▾

Teams / Bot - ConnectWise Manage Time Exc... ▾

meet following criteria:

AND OR +

duration ▾

= ▾

0

duration_second ▾

Is Empty ▾

Select

lunch_duration ▾

>= ▾

60

lunch_duration ▾

< ▾

65

I want the bot to run base on this schedule:

☒ Starting at

12/31/20

00:00:33

America/Chicago

Repeat every

5

Minute ▾

☐ Repeat every

1

minutes

Sample Message Settings

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To email

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Hi {username},

You've been on lunch break for over {lunch_duration} minutes.

Please type **back** when you return to update your status. You can also do this at the [in/out board](#).

Thanks!

Realtime Bots Message Report For Teams

Drag a column header here to group its column

PDF Export

CSV Export

message	:	status	:	create_date	:	sent_time	:	send_type	:	receiver	:
Hi Patricia	:		:		:		:		:		:
You've been on lunch break for over 63 minutes.											
Please type back when you return to update your status. You can also do this at the in/out board .	:	Ready	:	2022-09-02 07:41 CDT	:		:	user	:		:
Thanks!											

Send to

on [09/02 07:41 CDT] Generated by [Time Exceeded Alert \(Lunch\)_Update 3.0](#) View your [Real-Time report](#)

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.

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 [Cameron@company.com] on [08/10 10:30 MST].

Please [let us know](#) if you think there's a mistake.

Read [Activating a Bot on the MSPbots App](#) for steps to activate bots.

Read [How to Create a Bot](#) for the guided steps.