

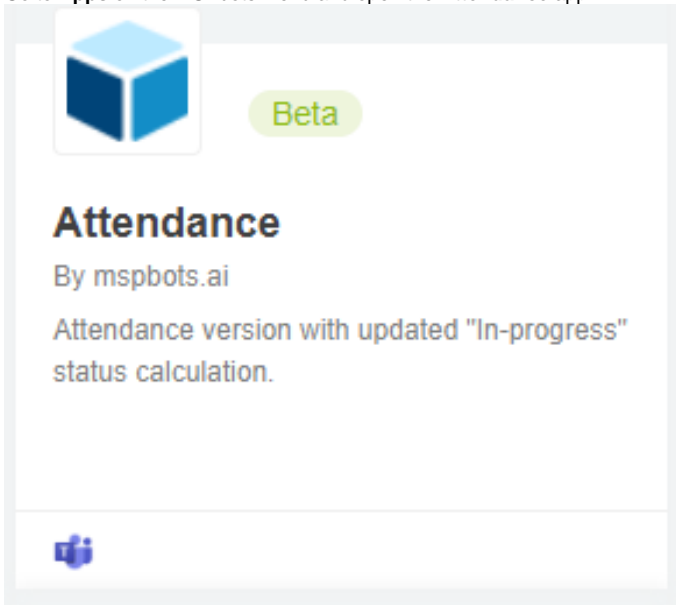
How to Approve a Request for Time Adjustment in the Attendance Manager App

Requests to adjust employees' time entries in the Attendance app need to be approved by managers. This article shows how managers can approve and reject requests to modify time entries.

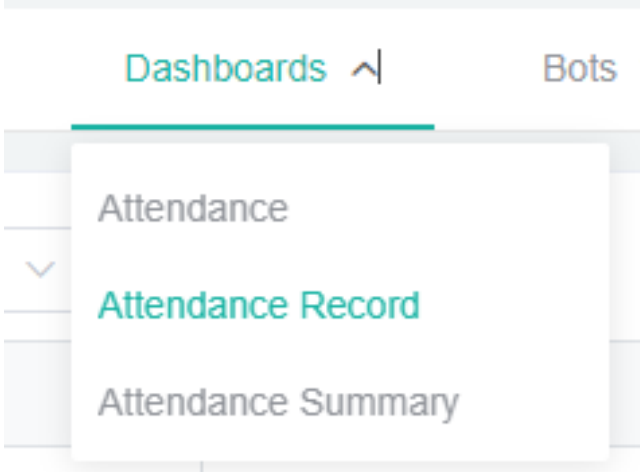
Managers can approve or reject adjustment requests by employees assigned to them only. This is based on your Active Directory (AAD) setup.

How to approve or reject an Attendance Time Entry change request

1. Log in MSPbots app.
2. Go to **Apps** on the MSPbots menu and open the **Attendance** app.




3. Hover over **Dashboards** on the right side of the screen and select **Attendance Record** from the drop-down list.



- On the Attendance Record list, select your team from the **Team** filter to show only team members with pending approval requests.

| Start Date | End Date | Team | Member |
|--|------------|--------|--------------|
| <div> <div>Excel Export</div> <div>PDF Export</div> <div>CSV Export</div> </div> | | | |
| Team | Member | Action | Approve Time |
| QA | Carl Zhang | in | |
| QA | Carl Zhang | out | |
| DEV | Kevin Wang | in | |
| DEV | Kevin Wang | in | |
| DEV | Kevin Wang | in | |
| DEV | Kevin Wang | in | |

- Next, click the  button to open Approve Adjusted Time window.

| | | | | |
|-------------------|------------|-------|----------------------|---------|
| Attendance Record | Dashboards | Bots | Settings | Design |
| Start Date | End Date | Team | kelvin wang | |
| QA | kelvin | back | 2023/12/15 17:49 CST | 0:01 |
| QA | kelvin | break | 2023/12/15 17:49 CST | 00 |
| QA | kelvin | back | 2023/12/15 17:49 CST | 00 |
| QA | kelvin | lunch | 2023/12/15 17:49 CST | 00 |
| QA | kelvin | in | 2023/12/15 17:48 CST | 0:01 |
| QA | kelvin | out | 2023/12/15 17:44 CST | 0:04 |
| QA | kelvin | in | 2023/12/15 17:43 CST | 0:01 |
| QA | kelvin | out | 2023/12/12 17:00 CST | 72:43 |
| QA | kelvin | back | 2023/12/12 17:00 CST | 2:35 |
| QA | kelvin | break | 2023/12/12 14:24 CST | |
| QA | kelvin | in | 2023/12/12 10:10 CST | 4:14 |
| QA | kelvin | out | 2023/11/22 17:00 CST | 473:10 |
| QA | kelvin | in | 2023/11/22 12:25 CST | 4:34 |
| QA | kelvin | out | 2023/09/08 17:00 CST | 1795:25 |
| QA | kelvin | in | 2023/09/08 11:01 CST | 5:58 |
| QA | kelvin | out | 2023/09/01 18:06 CST | 160:55 |
| QA | kelvin | in | 2023/09/01 18:06 CST | 00 |

- Next, check the details of the request and click **Approve** if the request is approved. Otherwise, click **Reject**.

Approve Adjusted Time

Action

OUT

Original Time

17:00:01

2023/12/12 CST

Adjusted Time

19:30:00

2023/12/12 CST

kw kelvin

submit application - 2023/12/12 17:00:01 CST

State your reason for filing an application to adjust your check-in time.

Reject

Approve

- Once approved, the Status column will show an **Approved** status and the correct time entry will now be shown on the Attendance Record. Also, the record will now show the correct action type and time stamp.

Attendance Record will now show the correct action type and time stamp.

Attendance Record

Dashboards

Bots

Settings

Design

2022-06-29

2022-06-30

Team

Glenn Buglong

Excel Export

PDF Export

CSV Export

Columns

| Member | Action | Time Stamp | Approve Time | Duration (Hr:Min) | Status | Comments | Approval |
|--|------------------|----------------------|----------------------|-------------------|----------|--|----------|
| <div><div></div><div>Glenn Buglong</div></div> | <div>out</div> | 06/30/2022 14:05 CDT | | 13:54 | | | |
| <div><div></div><div>Glenn Buglong</div></div> | <div>back</div> | 06/30/2022 14:05 CDT | 06/29/2022 07:50 CDT | 0:00 | Approved | Forgot to login back after a bathroom break. | |
| <div><div></div><div>Glenn Buglong</div></div> | <div>break</div> | 06/30/2022 07:37 CDT | | 6:28 | | | |
| <div><div></div><div>Glenn Buglong</div></div> | <div>back</div> | 06/30/2022 06:30 CDT | | 1:06 | | | |

If the request is rejected, the Status column will show a **Declined** status.

Attendance Record

Dashboards Bots Settings Design

2022-07-01 - 2022-07-10 Team Glenn Bugtong

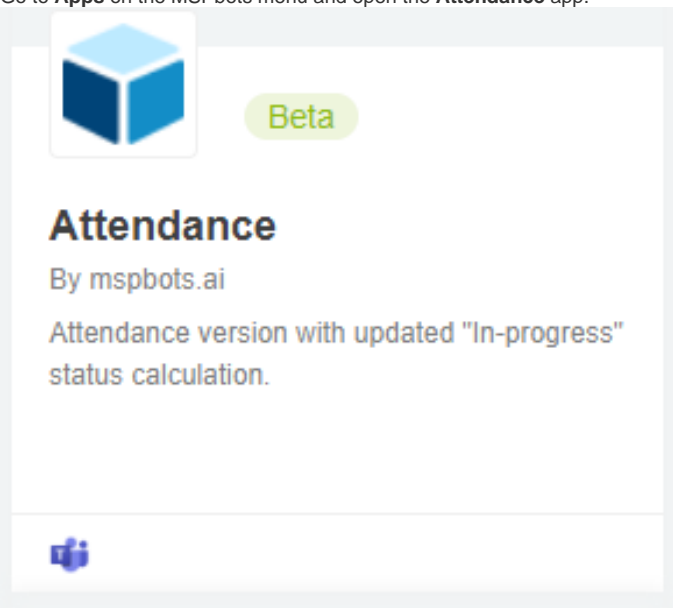
Excel Export PDF Export CSV Export Columns

| Member | Action | Time Stamp | Approve Time | Duration (Hr:Min) | Status | Comments | Approval |
|---------------|--------|----------------------|----------------------|-------------------|---------|------------------------------|----------|
| Glenn Bugtong | out | 07/08/2022 14:06 CDT | | 61:55 | | | |
| Glenn Bugtong | back | 07/08/2022 06:44 CDT | 07/08/2022 06:40 CDT | 7:21 | Decline | Request to change back time. | |
| Glenn Bugtong | break | 07/08/2022 05:47 CDT | 07/08/2022 05:40 CDT | 0:56 | Decline | Request to change Break Time | |
| Glenn Bugtong | in | 07/08/2022 04:01 CDT | | 1:45 | | | |

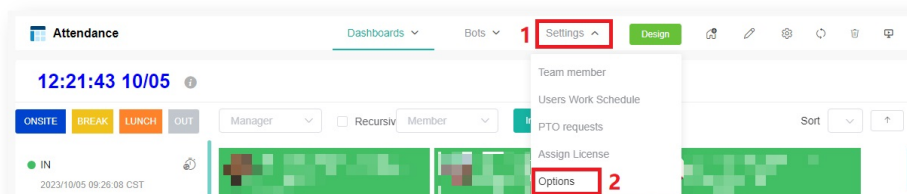
Total 24 20/page 1 2 Go to 1

How to View the Approver for Your Application or Request

1. Log in [MSPbots](#) app.
2. Go to **Apps** on the MSPbots menu and open the **Attendance** app.



3. Click on **Settings**, then select **Options**.



4. Click Approval Flow.
 - If the **Approvers** field shows who your approvers are, these individuals approve your application and requests.
 - If the **Approvers** field is empty, the person listed under the **Exceptions** option acts as your approver.

- If the **Approvers** field contains the **{Your Manager}** token, your direct manager serves as your approver. Follow the steps below to determine who your manager is.

Options

✕

Basic

Approval Flow

All/One

One Must Approve

Approvers

{Your Manager}

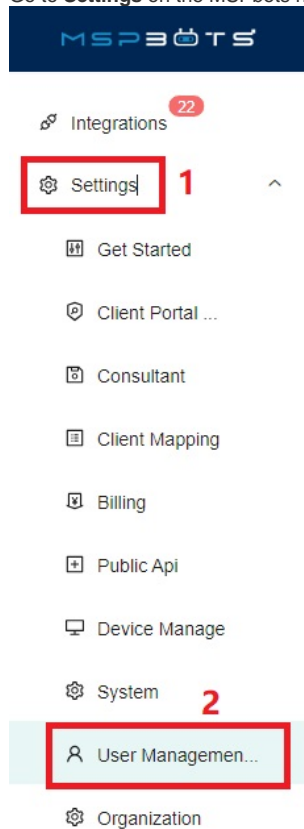
Exceptions

zm@mspbots.onmicrosoft.com

Cancel

Save

- a. Go to **Settings** on the MSPbots navigation bar, and click on **User Management**.



- b. To locate your name, the person listed under **Manager** is designated as your approver. If your Manager is **Set Manager**, clicking on **Set Manager** will redirect you to an article that explains how to contact the appropriate personnel to set your Manager.

UserManagement

Disable Set Role Enable Delete Free User: Billable Users: Account Status Enable New User

PDF Export CSV Export Search Columns

| User Name | Action | First Name | Last Name | Message Switch | Role | Manager | Status | Department |
|-------------------------------------|--------|------------|-----------|-------------------------------------|---|-------------|---------|--------------------------|
| John.Smith@mispbots.onmicrosoft.com | | John | Smith | <input checked="" type="checkbox"/> | Admin,Peer group,N-able Benchmarking,User | Sara Jennie | Enabled | mispbots.onmicrosoft.com |
| user1@mispbots.onmicrosoft.com | | user1 | user1 | <input checked="" type="checkbox"/> | Dashboard Only | Set Manager | Enabled | |

Related Topics

Related Topic

- [How to Request for Time Adjustment in the Attendance App](#)