

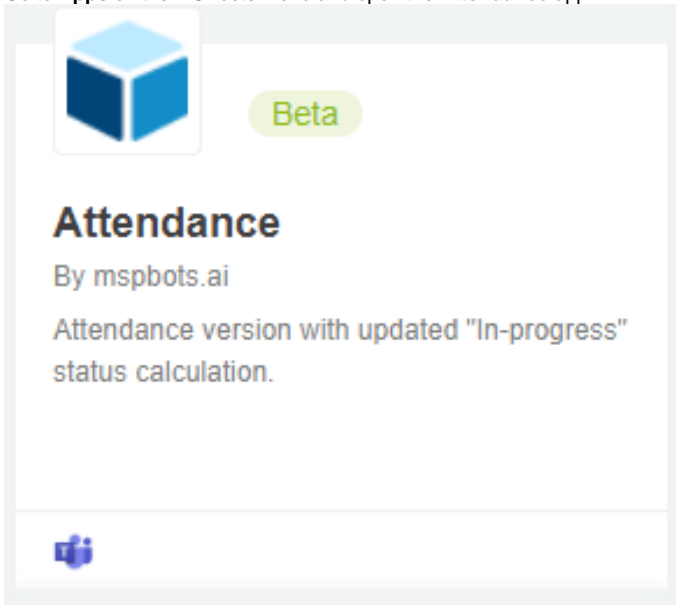
How to Approve a Request for Time Adjustment in the Attendance Manager App

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.

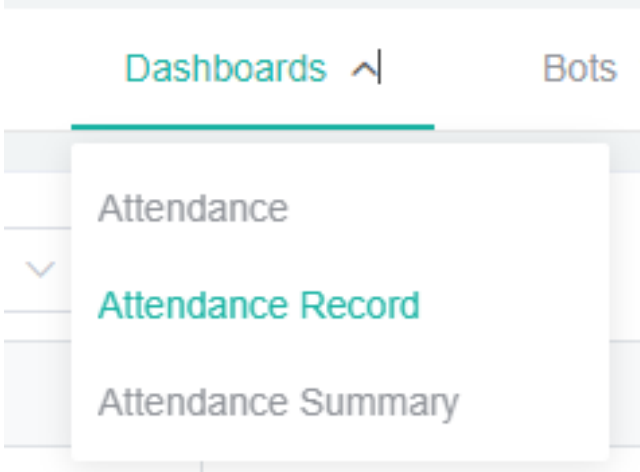
Managers can approve or reject adjustment requests by employees assigned to them only. This is based on your Active Directory (AAD) setup.

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

Dashboard

Bois

Settings

Design

Start Date

End Date


Team

kelvin wang

Excel Export

PDF Export

CSV Export

Team	Member	Action	Time Stamp	Duration (Hr:Min)	Status	Comments	Approval
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	2023/12/12 19:30 CST	72:43	Pending approve	
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			

Total 36

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Go to 1

- 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

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
Glenn Buglong	out	06/30/2022 14:05 CDT		13:54			
Glenn Buglong	back	06/30/2022 14:05 CDT	06/29/2022 07:50 CDT	0:00	Approved	Forgot to login back after a bathroom break.	
Glenn Buglong	break	06/30/2022 07:37 CDT		6:28			
	back	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

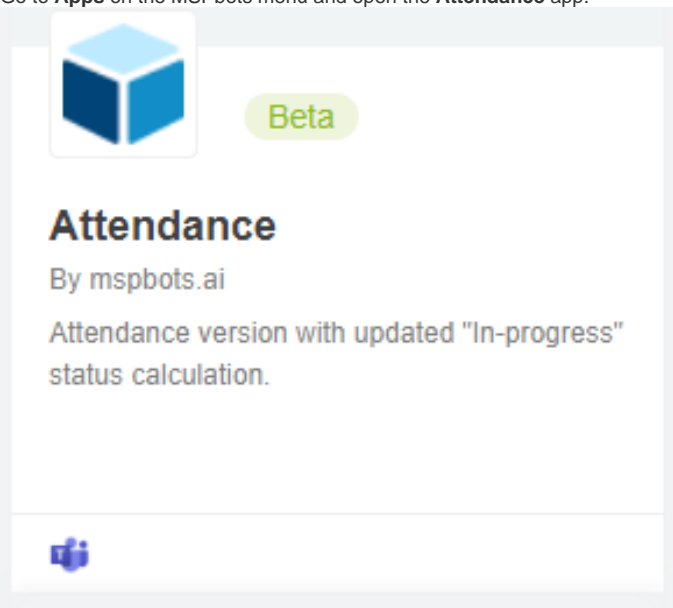
☒ Excel Export ☐ PDF Export ☐ CSV Export Columns

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			

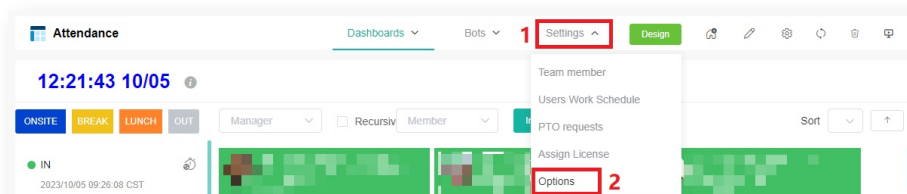
Total 24 20/page < 1 2 > Go to 1

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}

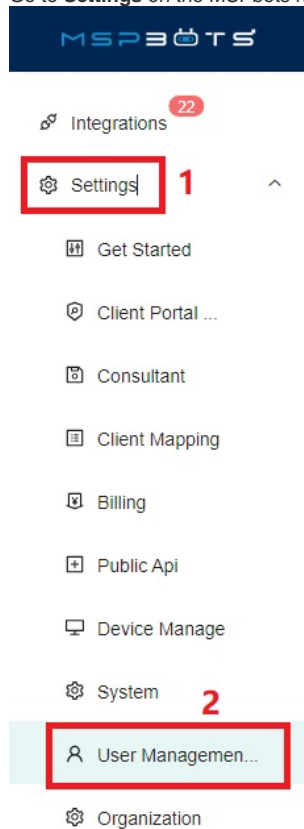
Exceptions

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](#)