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Genesys Engage cloud Workforce Management 8.5.1 Guide


[Set Time-Off Limits Wizard Overview](#)

Set Time-Off Limits Wizard Overview

Important

This content may not be the latest Genesys Engage cloud content. To find the latest content, go to [Workforce Management in Genesys Engage cloud](#).

To set time-off limits by using WFM's best estimates of availability, possible days off, and other relevant information, start the **Set Time-Off Limits Wizard**.

1. Select Set Limits from the Action menu.
OR
Click the **Set Limits** icon () in the toolbar.
2. The **Set Time-Off Limits Wizard** starts and displays its first page, **Choose Dates**.

There are potentially two more screens in the wizard:

- **Specify Weekly Pattern of Possible Days Off**
- **Specify Date Range Values of Possible Days Off**

Important

You can finish the wizard from any page, unless you select the **Estimate possible days off** check box on the **Choose Dates** page.

3. At each page, select **Next** (or **Finish**) after completing your data entry.
After you click **Finish**, WFM calculates the new limits and modifies the **Time-Off Limits** table, according to your choices.