GENESYS

Workforce Management Web for Supervisors Help

Add or Edit Comments

5/9/2025

Add or Edit Comments

If you selected **Day Off** in the **Choose Calendar Items** screen, the **Comments** screen appears when you click **Next**.

- Type your comments, if you have any, into the **Comments** text box, and then click **Finish**.

The **Calendar** reappears, displaying the new or edited day off.