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Workforce Management Web for Supervisors Help

[Business Unit Sites](#)




Business Unit Sites

The **Business Units Sites** pane enables you to select the sites you want to be included in the business unit. To open it, select a BU and in the right-side pane, click **Sites**.

Sites Pane Controls



 Save Now	Click to save the properties after you have entered them or made changes.
 Add Site to Business Unit	Click to add a site to a business unit. When clicked, opens a list of available sites from which to choose.
 Help	Click to open a Help topic for the Sites pane.

Available Sites Pane Controls

 Apply	Click to apply this site to the selected business unit.
 Close	Click to close the Available Sites pane.
 Help	Click to open a Help topic for the Available Sites pane.

Adding Sites to Business Units

To add a site to your business unit:

1. Select a business unit.
2. In the **Sites** pane, select **Add Sites to Business Unit**  .
The **Available Sites** pane opens.
3. Select a site and click **Apply**  .
The site appears in the **Sites** pane and is assigned to the selected business unit.

Tip

If you select a site that cannot be applied for any reason, the **Review Validation Messages** pane opens with an error description.

Sorting Sites in Lists

To sort the sites in a list, click the header of the column by which you want to sort the sites.