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Workforce Management Web for Supervisors Help

Calendar

Calendar

The **Calendar** module contains two sub-modules:

- Select **Calendar items** to:
 - Add availability, days off, exceptions, shifts, time off, and working hours.
 - Edit agent exceptions, preferences, and time off.
 - Review rotating patterns.
 - Change the time zone to view Calendar items' times in the selected by user time zone.
- Select **Time-Off Limits** to set time-off limits.