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Workforce Management Web for Supervisors Help

MSW: Select Dates

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MSW: Select Dates

To fill in the **Dates Range** screen in the **Meeting Scheduler Wizard** (MSW):

1. Enter or select a date in each of the two date selectors.
 - Start Date
 - End Date
2. Click **Next** to proceed to the next screen in the wizard or **Finish**, whichever is enabled.

Date Selection and Schedules

- The **End Date** must be later than the start date.
- The **End Date** date selector is enabled only if the **Recurrence Rule** for this meeting is **Weekly** or **Monthly**.
- WFM will insert into the schedule a single instance of the specified meeting for each agent.
- Default values and validation rules shall depend on the meeting's recurrence rule (if one exists):
 - **Daily**—The default start date is the same as the first date of the current view. The default end date is disabled and always equal to the start date. If you are scheduling in a scenario, the dates must be inside the scenario date range.
 - **X-weekly**—The default start date is the same as the first day of the week that is selected in the current view. The end date is the last day of the X-week period from the start date. If you are scheduling in a scenario, the dates will be trimmed to stay inside the scenario date range.
 - **Monthly**—The default start date is the first day of month that is selected in the current view. The end date is the last day of the same month as the start date. If you are scheduling in a scenario, the dates will be trimmed to stay inside the scenario date range.