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Workforce Management Supervisor Help

[Add or Edit Comments](#)

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Add or Edit Comments

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

- Enter your comments or additional information, if you have any, into the **Memo** text box, and then click **Finish**.

Tip

To learn more about memos in Calendar items, see [Exception Memos](#) in the *Workforce Management Administrator's Guide*.

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