



This PDF is generated from authoritative online content, and is provided for convenience only. This PDF cannot be used for legal purposes. For authoritative understanding of what is and is not supported, always use the online content. To copy code samples, always use the online content.

Workforce Management Supervisor Help

[Review Batch Requests Dialog](#)

12/19/2025

Review Batch Requests Dialog

The **Review Batch Requests** dialog opens when a supervisor edits (prefers, grants, declines, deletes, or publishes) time-off requests that fall within a bidding period (see [Time-Off Bidding](#) in the [Workforce Management Web for Supervisors Help \(Classic\)](#) for more information). WFM batches all agent time-off requests within that period and marks them as one request. If a supervisor selects only one or two items in the batch, the dialog opens with a message, such as, *You are about to Grant selected items that are part of a batch request(s), including Time Offs below. Selected action can be applied only to all listed items at once. Do you want to proceed?*

The dialog lists all of the selected time-off items, including the dates, the name of the agent (who is requesting the time off), the start/end times, and the name of the time-off item. The supervisor can select **Proceed** or **Cancel**.

Tip

You can change the way WFM processes time-off batch requests. See the WFM Server Application configuration option **[Calendar Service] BatchRequest** in the [Workforce Management Options Reference](#).