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## Workforce Management Web for Supervisors Help

Add or Edit Comments

4/23/2025

## Add or Edit Comments

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

• Type your comments, if you have any, into the **Comments** text box, and then click **Finish**.

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