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Workforce Management Web for Supervisors Help

Calendar Reports

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Calendar Reports

Calendar reports list time off, days off, shifts, rotating patterns, availabilities, working hours, exceptions, and preferences. (For a complete list of all WFM reports, see the [Reports List](#).)

The Calendar reports are:

- [Time-Off Report](#)
- [Time-Off Balance Report](#)
- [Calendar Items Report](#)
- [Time-Off Management Report](#)

To create a report, click that report's link (above) and follow the steps.

Report Security Restrictions

You can view and print reports only for those sites for which you have security access.

Date Restrictions

For reports whose wizard includes a **Date Range** screen:

- If you select weekly or monthly granularity, the **Start Date** and **End Date** selectors may be constrained to particular days (to the week's start and end days, or to the selected month's first and last days).
- If you enter dates that do not match these constraints and click **Next**, an error message alerts you to change your selection.
- If you select intra-day granularity, the **End Date** selector is disabled.