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Workforce Management Web for Supervisors Help

Date Selectors

Date Selectors

Many WFM Web modules and views have common date-selection controls to modify the date(s) displayed in them. The following sections cover:

- Selecting a **start date**.
- Jumping to other dates by opening the **monthly calendar**.
- How WFM Web automatically selects the **first workday in weekly views**.

Selecting the Start Date

Where available, the date-selection controls appear at the right edge of the toolbar. These controls function as follows:

<	Click this button to move the start date back one interval (day, week, or schedule planning period—depending on the context).
Date:	Type a date into this date box to directly edit the start date. (The sequence of month, day, and year digits depends on your operating system's regional settings.) You can also use the up or down arrow to modify the displayed date.
...	Click this button to open the monthly calendar .
- [End Date]	For views that display more than one day's information, the end date appears (but cannot be edited) here.
>	Click this button to move the start date forward one interval (day, week, or schedule planning period—depending on the context).

Selecting the Month

The calendar shows one calendar month. You can use the calendar's controls to:

Select a new start date:	Click a date. (The calendar closes, adjusting the current module or view to your selected start date.)
Jump forward or backward one year:	Click the small up or down arrow to the right of the year text box.
Jump to a specific year:	In the year text box, select and retype the digits that you want to replace. (Green digits remain

	editable; press Enter to lock the new year, which turns the digits black.)
Jump forward or backward one month:	Click the small up or down arrow to the right of the month name.
Jump to a specific month:	Click the month name, and then click a different month in the drop-down list that appears.

Colors in the calendar have the following meanings:

Dark gray square:	Currently-selected start date.
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Weekly Views: Automatic Start Day Selection

In weekly views, if you enter a date other than the first weekday, the view automatically adjusts to start with the first weekday.

If the WeekStartDay setting has been specified (in the Business Units > [Properties](#) tab), the first weekday is the one specified in WeekStartDay. Otherwise, the first weekday is the one specified in your operating system's regional settings.