



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 Web for Supervisors Help

IMW: Select Marked Time

12/19/2025

## IMW: Select Marked Time

To fill in the **Select Marked Time** page in the **Insert Multiple Wizard** (IMW):

1. Select the **marked time** that you want to insert.
2. Adjust the **Start time** and **End time**, as necessary.
3. Select **Next Day** next to the **Start Time** and **End Time** text boxes if the marked time starts on the day after the agent's shifts begin.  
— or —
4. Select **Next Day** next to the **End Time** text box if the marked time begins on the same day as the agent's shifts begin, but ends on the day after.
5. Click **Finish**.