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Workforce Management Web for Supervisors Help

[Policies Reports](#)

Policies Reports

Policies reports summarize the properties of agents, contracts, shifts, and rotating patterns. (For a complete list of all WFM reports, see the [Reports List](#).)

The Policies reports are:

- [Agent Properties Report](#).
- [Contract Properties Report](#).
- [Shift Properties Report](#).
- [Rotating Pattern Properties 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.