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Genesys Engage cloud Workforce Management 8.5.1 Guide

MSW: Select Meeting

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Important

This content may not be the latest Genesys Engage cloud content. To find the latest content, go to [Workforce Management in Genesys Engage cloud](#).

To fill in the **Please Select A Meeting From The List** screen in the **Meeting Scheduler Wizard** (MSW):

1. Choose one of the following two radio buttons:
 - **Create new meeting**—You will configure the meeting by making choices on this screen and two others: **participants** and **parameters**.
 - **Use existing meeting**—You will configure the meeting by making choices on this screen and two others: **participants** and **date range**.

2. Select or clear the **Auto-commit Changes** check box , to control the auto-commit feature.

When enabled, the auto-commit feature applies the meeting that you are scheduling to the **Master Schedule**, immediately after you click **Finish**. When auto-commit is disabled, your meeting will have the status **Pending** after you click **Finish**, and must be committed /approved before it is incorporated into the **Master Schedule**.

If you do not have the **Approve Changes** security permission for the **Master Schedule**, the **Auto-commit Changes** check box is disabled.

3. Click **Next** to proceed to the next screen in the wizard.