



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.

# Genesys Engage cloud Workforce Management 8.5.1 Guide

Scenario Intra-Day: Publish Schedule Wizard


12/16/2025

# Scenario Intra-Day: Publish Schedule Wizard

## 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](#).

Use the **Publish Schedule Wizard** to publish a date range from the selected scenario to the **Master Schedule**, or to extract a date range from the **Master Schedule** to the selected scenario.

At any scenario view, click **Publish** . The wizard activates and presents these screens:

## Select Action screen

1. Select the radio button that corresponds to the action you wish to take:
  - [Publish to the Master Schedule](#)
  - [Extract from the Master Schedule](#)
2. Click **Next**.

## Publish to the Master Schedule from Scenario screen

This screen appears only if you selected **Publish** to the **Master Schedule** at the previous screen.

1. Make the following selections:
  - a. In the **Dates** area, use the spin boxes or pop-up calendars to specify **Start** and **End dates** for the selected scenario.  
This date range is the publishing *source*.
  - b. Select the **Publish To Date Range** check box to activate that area, then use the spin boxes or pop-up calendars to specify **Start** and **End dates** for the **Master Schedule**.  
This date range is the publishing *destination*.

- c. In the **Agents** area, select agents from an object tree individually, or in groups by selecting teams, sites, BUs, or Enterprise.
  - d. Select the **Insert Granted Exception**, **Time Off** and **Day Off Calendar** items check box to specify that this action is performed during publication.
2. Click **Finish** (or **Previous** to return to the **Select Action** screen).

## Extract from the Master Schedule to Scenario screen

This screen appears only if you selected **Extract** from the **Master Schedule** at the previous screen.

1. Make the following selections:
  - a. In the **Dates** area, use the spin boxes or pop-up calendars to specify **Start** and **End dates** for the selected scenario. This date range is the publishing *source*.
  - b. In the **Agents** area, select agents from an object tree individually, or in groups by selecting teams, sites, BUs, or Enterprise.
2. Click **Finish** (or **Previous** to return to the **Select Action** screen).