



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

[Set Time-Off Limits Wizard Overview](#)

# Set Time-Off Limits Wizard Overview

## 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 set time-off limits by using WFM's best estimates of availability, possible days off, and other relevant information, start the **Set Time-Off Limits Wizard**.

1. Select Set Limits from the Action menu.  
OR  
Click the **Set Limits** icon () in the toolbar.
2. The **Set Time-Off Limits Wizard** starts and displays its first page, **Choose Dates**.

There are potentially two more screens in the wizard:

- [Specify Weekly Pattern of Possible Days Off](#)
- [Specify Date Range Values of Possible Days Off](#)

## Important

You can finish the wizard from any page, unless you select the **Estimate possible days off** check box on the **Choose Dates** page.

3. At each page, select **Next** (or **Finish**) after completing your data entry.  
After you click **Finish**, WFM calculates the new limits and modifies the **Time-Off Limits** table, according to your choices.