GENESYS

Workforce Management Web for Agents Help (Classic)

Adding and Editing Day Off Preferences

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Adding and Editing Day Off Preferences

Use the Preferences Overview pane to add your Day Off preferences:

1. Click **Add Day Off**.

2. In the **Date** drop-down menu, select a date.

3. In the **Comments** field, enter any applicable comments.

4. Click **OK** to submit the entry, or **Cancel** to discard it and close the window.

Editing Day Off Preferences

Use the Preferences Overview pane to edit Day Off preferences. See Editing and Deleting Preferences.