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Workforce Management Web for Agents Help (Classic)

[Entering Comments](#)

Entering Comments

You can make comments when you make a preference or time-off request. Your supervisor might choose to consider these comments when deciding whether to grant or deny preferences and time-off requests.

To enter comments:

1. While creating, or editing a time off request, click **Comment....**
2. Enter your comment.
3. Click **OK** or **Cancel** to close the dialog box without saving the comment.
The dialog box closes.