Workforce Management Web for Agents Help (Classic)

Viewing Personal Proposals Available to Me

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Viewing Personal Proposals Available to Me

Use the Personal Proposals window to examine, and respond to, trading proposals that another agent has sent specifically to you. The window includes standard date selectors and a table of proposals and/or responses, whose general controls are described in Trading Windows' Common Features.

About the Proposals and Responses Table

The table is sorted by Agent Name. It shows only proposals whose status is **Open** they have not expired, are not in review, and have not been accepted, confirmed, declined, or cancelled.

The table provides the following details:

- In the first (Re) column, an asterisk (*) indicates that you have already responded to the trading proposal on this row.
- In the Agent Name column, you can click to display an originating agent's Schedule Details pop-up.

How to Accept or Decline a Proposal

In the Action column:

- Click **accept** if you want to trade schedules.
- Click **decline** if you do not want to trade.

The Trading Comments window opens, in which you can add a comment and submit your response.