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# Workforce Management Web for Supervisors Help

Calendar

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# Calendar

The **Calendar** module contains two sub-modules:

- Select **Calendar items** to:
  - Add availability, days off, exceptions, shifts, time off, and working hours.
  - Edit agent exceptions, preferences, and time off.
  - Review rotating patterns.
  - Change the time zone to view Calendar items' times in the selected by user time zone.
- Select **Time-Off Limits** to set time-off limits.