



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.

# Workforce Management Web for Supervisors Help

MSW: Select Meeting

12/16/2025

## MSW: Select Meeting

To fill in the **Please Select A Meeting From The List** screen in the **Meeting Scheduler Wizard** (MSW):

1. Choose one of the following two radio buttons:
  - **Create new meeting**—You will configure the meeting by making choices on this screen and two others: **participants** and **parameters**.
  - **Use existing meeting**—You will configure the meeting by making choices on this screen and two others: **participants** and **date range**.
2. Select or clear the **Auto-commit Changes** check box , to control the auto-commit feature.  
**When enabled, the auto-commit feature applies the meeting that you are scheduling to the Master Schedule, immediately after you click Finish. When auto-commit is disabled, your meeting will have the status Pending after you click Finish, and must be committed /approved before it is incorporated into the Master Schedule.**  
**If you do not have the Approve Changes security permission for the Master Schedule, the Auto-commit Changes check box is disabled.**
3. Click **Next** to proceed to the next screen in the wizard.