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Workforce Management Web for Supervisors Help

Managing Shared Transport

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Contents

Managing Shared Transport

Use the procedures in this topic to create, delete, copy, and add participants to shared transport, and approve/decline join requests.

Creating Shared Transport

Link to video

To create shared transport:

1. In the **Objects** pane, select the site for the shared transport.

2. In the **Shared Transport** pane, click **New**.

3. When the **Properties** tab opens, enter the shared transport **Name**, **Status**, **Maximum Size**, and **Comments**.

4. If the mode of transport is a bus, check **This is the bus**.

5. Click **Save**.

6. You can now add participants to the shared transport.

## Deleting Shared Transport

To delete shared transport:

1. In the **Shared Transport** pane, select the shared transport you want to delete.

2. Click **Delete**.
   When the Confirmation dialog opens click Yes to proceed or No to cancel the action. (Note that this action cannot be undone.)

## Adding Participants

Link to video

To add participants to shared transport:

1. In the **Shared Transport** pane, select a shared transport and click the **Participants** tab.

2. Click **Add Agents** .

3. From the **Available Agents** list, select one or more agents.
   You cannot exceed the maximum size that you set in the Properties pane.

4. Click **Apply** .

Copying Shared Transport

Link to video

To copy shared transport:

1. In the **Shared Transport** pane, select the shared transport you want to copy.

2. Click **Copy** .

3. When the **Copy Shared Transport** pane opens, change the name for the new shared transport.

4. If desired, check the **Copy to the same Site** check box.
   Otherwise, associate a different site by expanding the Enterprise list to select a different Site.

5. Click **Apply** , and then **Save** .

   You can also choose to Close the Copy Shared Transport pane without applying your selections.

Managing Join Requests

Link to video

To approve or decline shared transport Join requests:

1. Click a shared transport that you know has pending Join requests.

2. Click the **Join Requests** tab.

3. From the **Join Requests** list, select a request with a pending status .

4. Click either **Approve** or **Decline** .
   The pending column shows a check mark (✓) or an X, depending on your choice.

5. Click **Save** .