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Workforce Management Web for Supervisors Help

[Schedule Build Wizard](#)


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Schedule Build Wizard

Use the Schedule Build Wizard to build a schedule for a selected site, based on a **selected forecast scenario**. The build process includes all activities and agents defined for this site in the scenario.

Using the Schedule Build Wizard

To use the wizard:

1. Select an existing schedule scenario or use the **New Schedule Scenario Wizard** to create a new scenario.
2. Open one of the following Schedule Scenario views:
 - **Scenario Intra-Day view**
 - **Scenario Agent-Extended view**
 - **Scenario Coverage view**
 - **Scenario Weekly view**
 - **Scenario Profiles/Bidding view**
 - **Scenario Summary view**
 - **State Group Totals view**
3. In the **Actions** toolbar, click **Build Schedule** , or select **Build Schedule** from the **Actions** menu. The **Select Sites** screen opens.
4. Select the site(s) and build options that you want, and then click **Next**. The **Schedule Build Parameters** screen opens.
5. Select the specific parameters to apply for Team Synchronicity, Shared Transport Constraints, Preference Fulfillment Options, Optimizing Profiles, and Assigning Profiles to Teams.
6. Click **Finish**. The **Building Schedule...** dialog appears, showing the progress of schedule building.