



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 Agents Help (Classic)

Editing Time-Off Requests

# Editing Time-Off Requests

Use the Time Off calendar to edit existing time-off requests, but first, watch the video.

## Link to video

To edit time-off requests:

1. Select the check box next to each date for which you want to edit a time-off request.
2. Click **Edit**.  
**The Editing Time-Off Items dialog box appears with the Time-Off Limits grid at the top. The dialog displays the time-off requests for the days you selected. By default, all are selected.**
3. Clear the check boxes for time-off requests that you do not want to edit.
4. Change the time-off settings for the requests you want to edit.
5. Click **Submit**.  
**To discard your changes, click Cancel.**

### Tip

You cannot clear (or select) the check box for a time-off type that you can no longer use. (These time-off types appear below the "—Others—" legend in the drop-down list box in the **Time Off window**.)

If WFM successfully processes your requests, the Time Off window reappears and displays your new time-off settings.

You might see a message containing a list of errors. If so, simply click **Back** and correct the errors.

### Tip

You can **recall a time-off request**.