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# Workforce Management Web for Agents Help (Classic)

Time-Off Limits Grid

# Time-Off Limits Grid

The Time-Off Limits grid opens when you select dates in Time Off calendar and click **New** or **Edit**.

The grid area displays time-off limit information for the dates that were selected in the main Time-Off Planner view. Each day of the agent's schedule appears in a separate row, divided into timesteps. Dates that are not in sequential order are visually separated by empty narrow rows.

## Grid Columns and Controls

**Date** displays the date and weekday for each row.

**Timesteps** displays each timestep as a cell in a grid. Point the cursor at a timestep to display the time-off limits for that timestep in a pop-up window.

**Full view** check box above the grid expands and compresses the display.

- Select this check box (the default setting) to compress the display: each hour in the grid gets a header title.
- Clear this check box to expand the display: each 15-minute timestep gets a header title, and each cell in the grid displays its time-off limit value as an integer rounded downward.

## Grid Characteristics

Each cell in the grid presents a color code for the time-off limit of the timestep that it represents:

- **Red**—The time-off limit for this timestep is 0 or less.
- **Green**—The time-off limit for this timestep is 1 or more

### Important

If you are deleting or recalling time-off items, the grid and the **Full View** check box do not appear.