



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)

[Entering Comments](#)

Entering Comments

You can enter comments when you make a preference or time-off request. Your supervisor might choose to consider these comments when deciding whether to grant or deny preferences and time-off requests.

To enter comments:

1. While creating, or editing a time-off request, click **Comment....**
2. Enter your comment.
3. Click **OK** to save the comment.
To close the dialog without saving the comment, click Cancel.

Watch the video [Using the Time Off Calendar](#).