



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 Supervisors Help

Calendar

5/7/2025

# Calendar

The **Calendar** module contains two sub-modules:

- Select **Calendar items** to:
  - Add availability, days off, exceptions, shifts, time off, and working hours.
  - Edit agent exceptions, preferences, and time off.
  - Review rotating patterns.
  - Change the time zone to view Calendar items' times in the selected by user time zone.
- Select **Time-Off Limits** to set time-off limits.