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# Workforce Management Web for Supervisors Help

Calendar Reports

# Calendar Reports

Calendar reports list time off, days off, shifts, rotating patterns, availabilities, working hours, exceptions, and preferences. (For a complete list of all WFM reports, see the [Reports List](#).)

The Calendar reports are:

- [Time-Off Report](#)
- [Time-Off Balance Report](#)
- [Calendar Items Report](#)
- [Time-Off Management Report](#)

To create a report, click that report's link (above) and follow the steps.

## Report Security Restrictions

You can view and print reports only for those sites for which you have security access.

## Date Restrictions

For reports whose wizard includes a **Date Range** screen:

- If you select weekly or monthly granularity, the **Start Date** and **End Date** selectors may be constrained to particular days (to the week's start and end days, or to the selected month's first and last days).
- If you enter dates that do not match these constraints and click **Next**, an error message alerts you to change your selection.
- If you select intra-day granularity, the **End Date** selector is disabled.