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# Workforce Management Web for Supervisors Help

DMW: Select Time Offs

## DMW: Select Time Offs

To fill in the **Select Time Offs** screen in the **Delete Multiple Wizard** (DMW):

1. Select one or more time-off types from the **Select Time Offs** list. (If more time-off types are hidden above or below the displayed list items, a vertical scroll bar appears to the right to help you reveal them.)
  - To select individual time-off types, hold down the **Ctrl** key while you select. To de-select, continue holding **Ctrl** and click the item(s) you wish to de-select.
  - For a range of time-off types, select the first time-off type, hold down the **Shift** key, select the last time-off type in the range. To revise the range, continue holding **Shift** and click the last time-off type to be included in the range.

The list shows all of the time-off types that have been configured for the selected site in the **Policies** module of WFM Web. The list's columns show each time-off type's full name, its short name, whether it is paid, whether it counts toward the configured time-off limits, and all sites to which Time Off is assigned.

### Tip

The check boxes simply indicate the time-off type's configured properties. You cannot select or clear them here.

- If you selected to delete marked time, click **Next**. Otherwise, click **Finish** to delete the selected time-off items, and all other selected items, and close the wizard. This returns you to the **Agent-Extended**, **Intra-Day**, or **Weekly** view.
  - If you want to review or change your entries in a previous screen, click **Previous**.
  - Or, if you want to close the wizard without saving your selection, click **Cancel**.