Workforce Management Web for Supervisors Help

IMW: Select Shift

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To fill in the **Select Shift** page in the **Insert Multiple Wizard** (IMW):

1. Select the **shift** that you want to insert.
2. If the selected shift ends on the day after it begins, select **Next Day** next to the **End Time** text box.
3. Select the **Automatically Insert Meals and Breaks** check box to enable that function.
4. Click **Next** to open the **Select Activity Set** page.