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# Workforce Management Web for Supervisors Help

IMW: Select State Type

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

1. Select the **state type** that you want to insert.  
**If you selected agents from more than one site at the Select Agents page, then only these types are available Day Off, Exception, Time Off, Marked Time, and Work Set.**
2. Click **Finish** or **Next** (to proceed to the next page).  
**The button that is enabled depends on the state that you have selected**
  - **Finish button**—Enabled if you select Day Off. Click it to insert a day off on the selected dates for the selected agents and close the wizard.
  - **Next button**—Enabled if you select any other state. Click it to open the appropriate wizard page for selecting **breaks**, **meals**, **exceptions**, **time off**, **shift**, **marked time** or **work set**.
3. To review or change your entries on the **Select Dates** page, click **Previous**.  
Or click **Cancel** to close the wizard without saving your selection.