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Workforce Management Web for Supervisors Help

IMW: Select Marked Time

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

1. Select the **marked time** that you want to insert.
2. Adjust the **Start time** and **End time**, as necessary.
3. Select **Next Day** next to the **Start Time** and **End Time** text boxes if the marked time starts on the day after the agent's shifts begin.
— or —
4. Select **Next Day** next to the **End Time** text box if the marked time begins on the same day as the agent's shifts begin, but ends on the day after.
5. Click **Finish**.