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# Workforce Management Web for Supervisors Help

Edit Full-Day Time Off Dialog

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# Edit Full-Day Time Off Dialog

Use the **Edit Full-Day Time Off** dialog to edit full-day time-off items on the **Schedule Intra-Day** or **Agent-Extended** view. Use the **Edit Item** dialog for a part-day time off.

## Editing Full-Day Time Off

To edit Full-Day Time Off:

1. In the **Intra-day** or **Agent-Extended** grid, right-click the full-day time off that you want to change.
2. From the shortcut menu that appears, select **Edit Full-Day Time Off**.
3. Edit the parameters of the current time off or replace it with a new one from the time off list in the **Edit Full-Day Time Off** dialog box.  
Only valid time-off items that are assigned to agent are shown in the list.
4. Check **Show All** to show all of the time-off items assigned to the site.
5. If you are replacing the current time off with another one, select it from the list.
6. Optional: Select the **Specify Start/End** check box and enter or select the correct times in the **Start time** and **End time** text boxes.

### Tip

If the time off ends on the day after its beginning, select **Next Day** next to the **End Time** text box.

7. Optional: If the **Full-Day Time Off** is paid, select the **Specify Paid Hours** check box to enter a duration other than the default number of hours in a work day.

### Tip

If you select the **Specify Paid Hours** check box, the **Paid Hours** text box becomes editable. If you enter a start/end time but do *not* enter a value for **Paid Hours**, then **Paid Hours** equals **End time** minus **Start time** (a value known as *Total Hours* or *Duration*).

8. Click **OK** to save your changes or **Cancel** to discard them.  
The view displays, showing the edited time off.