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Workforce Management Web for Supervisors Help

MSW: Select Meeting

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To fill in the **Please Select A Meeting From The List** screen in the **Meeting Scheduler Wizard** (MSW):

1. Choose one of the following two radio buttons:
 - **Create new meeting**—You will configure the meeting by making choices on this screen and two others: **participants** and **parameters**.
 - **Use existing meeting**—You will configure the meeting by making choices on this screen and two others: **participants** and **date range**.
2. Select or clear the **Auto-commit Changes** check box , to control the auto-commit feature.
When enabled, the auto-commit feature applies the meeting that you are scheduling to the Master Schedule, immediately after you click Finish. When auto-commit is disabled, your meeting will have the status Pending after you click Finish, and must be committed /approved before it is incorporated into the Master Schedule.
If you do not have the Approve Changes security permission for the Master Schedule, the Auto-commit Changes check box is disabled.
3. Click **Next** to proceed to the next screen in the wizard.