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# Workforce Management Web for Supervisors Help

NOW: Properties Page

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The **New Overlay Wizard** (NOW) opens and displays these pages, in order: **Properties** (this page), **Usage**, **Impact**, and **Impacted Activities**. Be sure to [watch the video](#).

1. Select the appropriate settings on this page, remembering that some selections may deselect others.
2. Click **Next**.

The settings on this page are:

Setting	Description
<b>Name</b> <i>field</i>	You can edit the selected <b>Overlay's</b> name in this field.
<b>This Overlay shall:</b> <i>radio buttons</i>	<ul style="list-style-type: none"> <li>• <b>Impact Forecast Values and Totals</b>—Specify that this overlay can impact the forecast by changing forecast's values and totals. This option is the default.</li> <li>• <b>Redistribute Forecast Without Changing Total</b>—Specify that this overlay must preserve a forecast's total for specific period even while changing the distribution of values inside that period.</li> </ul>
<b>Spread Over:</b> <i>field</i>	<p>Displays the length of time that the selected <b>Overlay</b> will occupy.</p> <p>Edit this field and select one of the two radio buttons <b>Days</b> or <b>Hours</b> to choose the units. The value must be greater than 0 (zero) and the default is 1.</p>
<b>This Overlay is Applicable To:</b> <i>radio buttons</i>	Select one of the two radio buttons <b>IV</b> or <b>AHT</b> to choose whether the overlay applies to <b>Interaction Volume</b> (IV) or <b>Average Handling Time</b> (AHT).