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Workforce Management Web for Supervisors Help

Trading Comments Dialog

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Trading Comments Dialog

Use the **Trading Comments** dialog box to confirm your acceptance or rejection of a proposed schedule trade, and to add a comment about your decision:

1. Type your comment into the **Comments** text box.
A comment is required when you decline a trade, but it is optional when you accept a trade.
2. Do one of the following:
 - Click **OK** to attach your comment and confirm the trade's acceptance or rejection.
 - Click **Cancel** to discard your comment and take no action on the proposed trade.

Clicking either button closes the window and returns you to the [List of Trades](#) view.