



This PDF is generated from authoritative online content, and is provided for convenience only. This PDF cannot be used for legal purposes. For authoritative understanding of what is and is not supported, always use the online content. To copy code samples, always use the online content.

Workforce Management Web for Supervisors Help

[Update Schedule Options](#)

12/17/2025

Update Schedule Options

Use this functionality to update the selected schedule with time-off calendar items which have the status **Granted**, **Not Scheduled**, **Recalled**, or **Scheduled**.

1. Create a **Granted Time Off** item in the calendar. (Use the [Add Calendar Item Wizard](#).) Its status will be **Granted, Not Scheduled**
OR
Select a **Time Off** item that has **Recalled, Scheduled** status.
2. Click the **Update Schedule** icon () in the toolbar, or the **Update Schedule** button at the bottom right of the WFM window, or select **Update Schedule** from the **Actions** menu.
3. Correct any errors. If there are no errors, then the **Update Schedule Options** dialog box appears, offering three check boxes which are all selected by default:
 - Insert only if there are no errors or warnings
 - Show warnings
 - Auto commit inserted items
4. Clear any check boxes that you do not wish WFM to obey, and click **OK**.
The selected **Time Off** item is published to the Master Schedule.

Important

WFM displays a warning under these circumstances:

- When you insert a full-day **Time Off**—either from the Calendar or directly into the Master Schedule—on a day in the Master Schedule that is already a **Day Off**.
- When you insert a full-day or part-day **Time Off**—either from the Calendar or directly into the Master Schedule—on a day in the Master Schedule that already has an **Exception**.