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Workforce Management Web for Supervisors Help

NFW: Select Activity

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Use the Select Activity screen in the New Forecast Wizard (NFW) to finish defining your new forecast.

1. Expand the **applicable sites** or **business units**.
2. Select the single-**site** or **multi-site activities** that you want to be included in this forecast. These are activities previously defined in the WFM Web.
You can expand business units to display their sites and **multi-site activities**, and you can expand sites to display their activities. You can select any number of activities.

By default, all activities are selected when this screen opens. Clear the check boxes for any activities that you do not want to include in this forecast scenario.

If you selected a value from the **General Parameters** screen's **Based on** drop-down list, the activities that were in the source scenario are selected in the **Activities** list. You can select any additional activities, or clear selected ones, to customize this forecast scenario.

Tip

You can add activities to a forecast after it has been created.

3. Click **Finish** to generate the new forecast.