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# Workforce Management Web for Supervisors Help

Staffing Split Wizard

# Staffing Split Wizard

Use the **Staffing Split Wizard** to split staffing from a multi-site activity **Staffing forecast** scenario.

## Multi-site Activities

A multi-site activity (virtual activity set) has one or more associated activities (existing activities). After building calculated and required staffing for a multi-site activity, you can then use this wizard to split the result between associated activities.

### Tip

The **Staffing Split Wizard** is available only within a **Forecast Scenario**. You must add a multi-site activity to the forecast scenario for them to be available for splitting in **Staffing Split Wizard**.

To use the Staffing Split Wizard:

1. In a currently-open forecast scenario, select a multi-site activity with already-built staffing values.
2. Click the **Split** button on the **Forecast Scenario Staffing View** toolbar.  
**The first of the Staffing Split Wizard's three screens, Select Multi-site Activities, opens.**
3. Select the check boxes next to the multi-site activities that have staffing values you want to be split between associated activities.  
**You can select several multi-site activities within the same business unit.**
4. Select **Use AHT Forecast** if you want WFM Web to consider average handling time forecasts when performing the split and then, click **Next**.  
**The wizard's second screen, Select Activities within Multi-site Activity, opens.**
5. At the bottom of the pane, enable (enter a check mark) in the **Split Required Also** check box, if you want required staffing to also be split.
6. Select the local (target) activities into which you want to split the multi-site activities and then, click **Next**.  
**The wizard's third screen, Specify budgeting data, opens. The top half of the screen displays a table with a row for each site in the forecast. Each site row contains these columns**
  - **Site**
  - **Activity**
  - **Hours** (corresponds to the **Paid Hrs/Day** text box below the table)
  - **Wage** (corresponds to the **Hourly Wage** text box below the table)
7. To change an individual value, click a number inside an **Hours** or **Wage** cell of the table, and type a

new value.

8. To change all values in a column of the table at once, click inside the corresponding text box below the table, and then click **Set All**.  
**You can change one, some, or all fields. See the [Staffing Build Wizard](#) topic for definitions.**
9. Click **Finish**.  
**WFM Web displays a Progress dialog while it splits the activities.**
10. Optionally, click **Cancel** in this dialog if you want to cancel the split.  
**After splitting the activities, WFM Web returns to the Staffing View.**