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Workforce Management Web for Supervisors Help

Calculate Distribution Wizard

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Calculate Distribution Wizard

Before using the Distribution wizard, read the [Overlays Primer](#) to understand how WFM calculates an overlay's distribution and the overlay's impact on the forecast.

Use this wizard to calculate the distribution of an Overlay.

1. Open the **Forecast** module and select **Overlays** in the modules area.
2. Select an **Overlay** in the objects area.
Prerequisite: The Overlay property [Always Use Entered Distribution](#) must be selected.
3. Click **Calculate Distribution** () or select **Calculate Distribution** from the **Action** menu.
The **Calculate Distribution Wizard** opens, and displays the following pages:

Select Activities Page

1. Select one or more **Activities**.
2. Select or enter a **Start date** and an **End date** in the **Use Historical Data** area.
3. Optional: check **Use Overlap Templates** to enable the **Load Overlap Templates** page (see [below](#)).
4. Click **Next**.

Load Overlap Templates Page

Select the overlap templates to use when calculating distribution. This page uses the same controls as [Load Forecast Overlap Templates](#) in the **Volumes Build Wizard**.

Select Events Page

This page uses the same controls as the [Select Events page](#) in the **Volumes Build Wizard**, with some differences. The grid at the top displays a list of events in the overlay ... but only events which fall within the specified historical data date range. The grid has these columns:

Event—The event's name.

Start Date-Time—The event's start date and time.

Enabled—Select this check box if the event should be considered for calculations.

Below the list are other controls:

1. Select the events (configured for the overlay) to be used when calculating distribution.

Important

The controls for specifying impact that appear on the [Select Events page](#) in the **Volumes Build Wizard** are not displayed if the selected event belongs to an overlay that has one of these options specified on the [Properties tab](#): **Always Use Entered Distribution**, **Always Calculate Disregarding Impacts and Distribution**.

2. Click the **Distribution** button to display the **Distribution** dialog, which contains the same controls and presents the same data that appear on the [Distribution tab](#).

The **Distribution** button is displayed if the selected event belongs to an overlay that has one of the **Always Use Entered Distribution** option specified on the [Properties tab](#).

3. Make your selections from the **Distribution** tab controls.
4. Click **Finish**.