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# Workforce Management Supervisor Help

Scenarios

12/17/2025

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## Contents

- 1 Scenarios
  - 1.1 Working in the Scenarios view
  - 1.2 Creating scenarios
  - 1.3 Opening and closing scenarios
  - 1.4 Creating scenarios based on existing forecasts
  - 1.5 Viewing and editing scenario properties
  - 1.6 Deleting scenarios
  - 1.7 Publishing and extracting forecast data

# Scenarios

## Tip

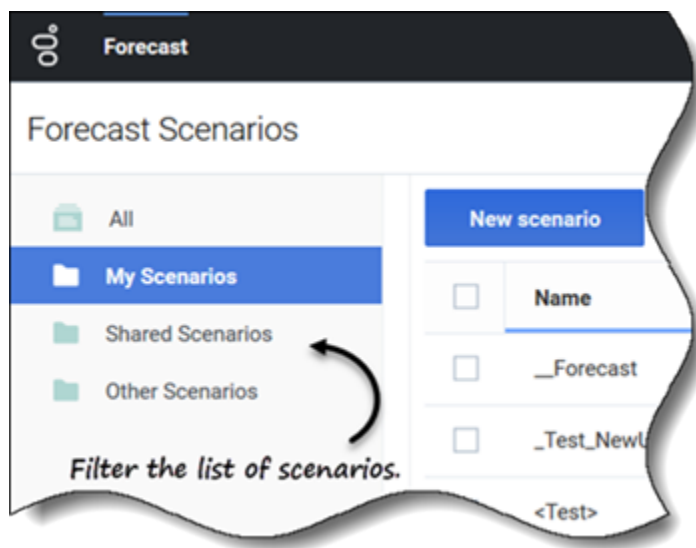
This page describes Scenarios in the new Workforce Management (WFM) Forecast interface (introduced in 8.5.2). If you are using the classic Supervisors interface and have landed on this page by accident, see the [Workforce Management Web for Supervisors Help \(Classic\)](#), which describes the [classic Forecast module](#), including scenarios.

In WFM, a *forecast scenario* is a prediction of activity workloads for one or more sites. You might create many scenarios before defining the optimal one that will be used as the Master Forecast.

Open this view by selecting **Forecast > Scenarios** in the navigation bar. In the **Scenarios** view you can:

- View a list of forecast scenarios, including the owner's name, start and end dates, comments, and shared status.
- [Filter](#) the list of scenarios.
- Use the [Actions menu and toolbar](#) to complete other tasks.

## Working in the Scenarios view



The **Scenarios** view displays scenarios in a table format that you can filter by selecting:

- **All**—Displays all scenarios.
- **My Scenarios**—Displays only the scenarios you have created. This view opens by default when you select the **Scenarios** view.
- **Shared Scenarios**—Displays only the shared scenarios created by other users.
- **Other Scenarios**—Displays only the unshared scenarios created by other users. This folder is only accessible to users that have the appropriate privileges.

If there are no scenarios in any one of these views, you'll see this message in the middle of the scenarios pane: *There are no forecast scenarios to display*. If there are no scenarios in the **My Scenarios** view, you'll see this message: *You do not have any forecast scenarios* together with the **New scenario** button. Click this button to create a scenario, if desired.

### Restrictions: Viewing and deleting forecast scenarios

Some restrictions apply when viewing or deleting forecast scenarios:

- Users must have access to at least one activity or multi-site activity in the forecast scenario to see it.
- Users must have access to all activities and multi-site activities in the forecast scenario to delete it.

Contact center administrators determine the level of access to multi-site activities in Forecast Scenarios, as described above. If you cannot access activities or multi-site activities in scenarios, contact your administrator for assistance. They can find information in the [Workforce Management Configuration Options Reference](#).

### Finding scenarios quickly

To quickly find a scenario in the table, click the up/down arrow in the **Name** column to toggle the list in ascending or descending order, or enter the name into the **Search** field.

The screenshot shows the 'Forecast Scenarios' interface. On the left, a sidebar contains a list of scenario categories: 'All', 'My Scenarios', 'Shared Scenarios', and 'Other Scenarios'. The 'All' category is highlighted with a red box and an arrow pointing to it with the text 'Filter scenarios by type.' The main area displays a table of scenarios. The table has columns for 'Name', 'Share Status', and 'Actions'. The 'Name' column header has a red box around it with an arrow pointing to it and the text 'Toggle up/down arrow to sort column in ascending/descending order.' The 'Share Status' column shows 'Not shared' for all scenarios. The 'Actions' column has a red box around it with an arrow pointing to it and the text 'Click the "Actions" icon to open drop-down list and show/hide columns.' A search bar is located at the top right of the table area with the text 'Use Search to find scenarios quickly.' A 'Show columns' dropdown menu is open on the right side of the table, showing a list of columns: 'Owner', 'Start Date', 'End date', 'Modified', 'Comments', and 'Share status'. The 'Modified' checkbox is unchecked, while the others are checked.

Forecast Scenarios

Filter scenarios by type.

Toggle up/down arrow to sort column in ascending/descending order.


Click the "Actions" icon to open drop-down list and show/hide columns.

Use Search to find scenarios quickly.

| Name      | Share Status | Actions |
|-----------|--------------|---------|
| 1         | Not shared   |         |
| 1-1-1-1-1 | Not shared   |         |
| 1-2-3-4-5 | Not shared   |         |
| 11        | Not shared   |         |

Show columns

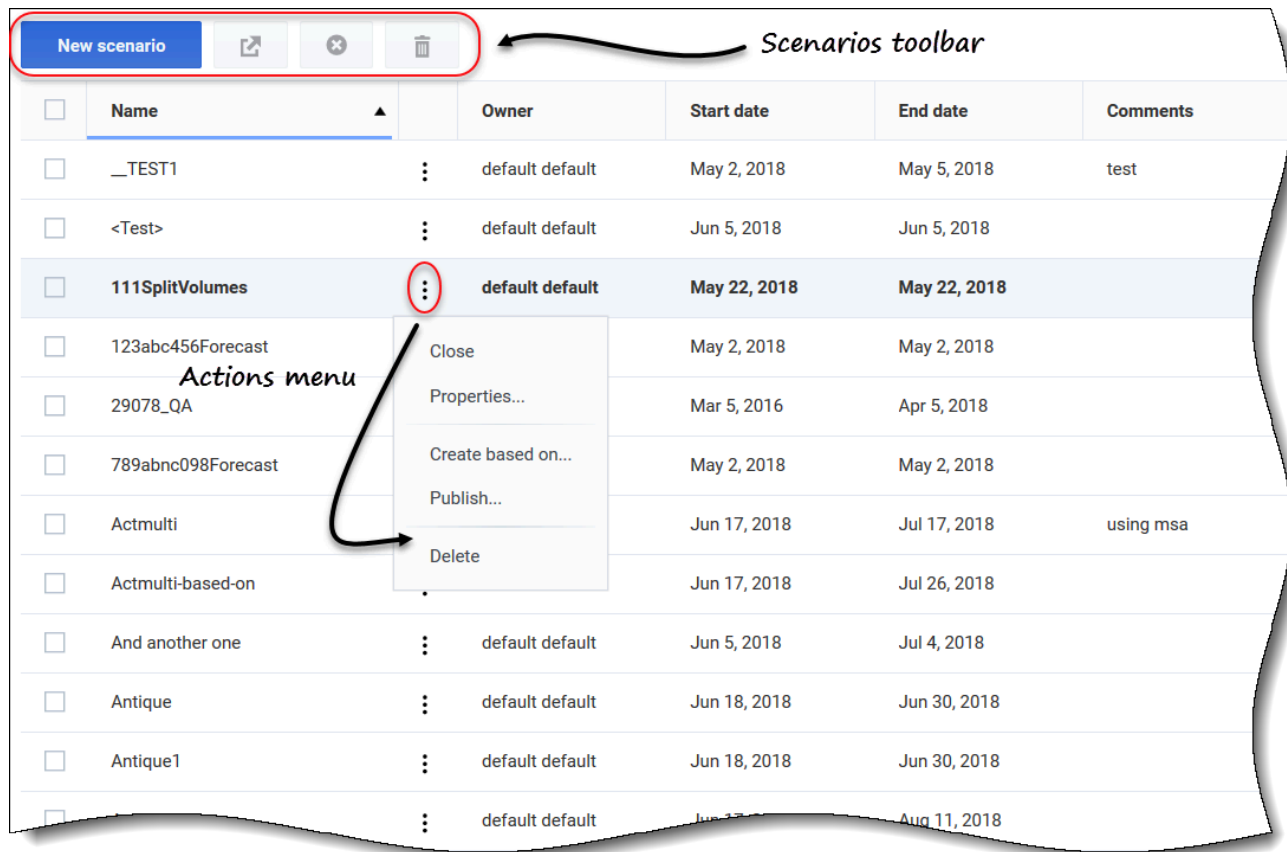
- ☒ Owner
- ☒ Start Date
- ☒ End date
- ☐ Modified
- ☒ Comments
- ☒ Share status

Choose the columns you want to display in the table by clicking **Actions** . The **Show columns** drop-down list opens containing the following columns: **Owner**, **Start date**, **End date**, **Modified**, **Comments**, and **Share status**.

By default, all of the columns are preselected, except **Modified**. Deselect columns to hide them; select columns to display them. If no columns are selected, only the **Name** column is displayed in the table.

To sort the scenarios in ascending and descending order, click the arrow in the **Name** (see graphic), **Owner**, **Start date**, **Modified**, or **Share status** column header.

## Using the Actions menu and toolbar



Use the toolbar buttons and the settings in the **Actions** menu to:

- **Create** scenarios.
- **Open**, **close**, and **delete** scenarios in the list.
- View the scenarios' **properties** and add comments.
- **Create scenarios, based on** existing scenarios.
- **Publish** scenarios to Master Forecasts.
- **Extract** data from Master Forecasts to put into scenarios.

## Creating scenarios

Use the **New Scenario** wizard to create a new forecast scenario. Defining a forecast scenario involves naming the forecast scenario, defining a date range, adding comments (optional), and selecting the activities the forecast will cover. You can also create the scenario **based on an existing**

**forecast** or build the scenario numbers later.

New Scenario

Step 1 of 2

Set properties for new scenario

Forecast name

MGH\_scenario

☒ Shared

Start date

Tue, Jun 19, 2018

End date

Wed, Jun 27, 2018

This is a test scenario.

Next >

New Scenario

Step 2 of 2

Select activities

BU\_MG

Site1\_MG

111

Site2\_MG

222

New Multi-Site Activity (1530793282597)

BU\_Monday

MG\_Site1

Act1

MG\_Site2

Act2

MSA\_1

BU1 - Sunday

Site2 - None

#free activity

Cancel

< Back

Create

Workforce Management Supervisor Help

8



To create scenarios:

1. In the toolbar, click **New scenario**.  
**The New Scenario wizard dialog opens at step 1 of 2.**
2. Enter the **Forecast name** (limited to 127 characters).
3. Enter the **Start date**, and **End date**.  
**You can enter start and end dates or click the Calendar icon within these fields to select the date from the calendar. The scenario's date range can be up to ten years.**
4. If you want others to be able to see this scenario, select **Shared**.
5. In the text box, enter any helpful or relevant information about this scenario.
6. Click **Next**.
7. In the **Select activities** dialog, select one or more activities or multi-site activities.  
**You can also add activities to the forecast after it has been created.**
8. Click **Create**.
9. When the success dialog opens, click **OK**.

Click **Cancel** at any time to cancel the action and close the wizard. To delete a scenario, see [Deleting scenarios](#).

### Next steps:

- Build interaction volume and/or AHT into the scenario. For details, see [Building volumes data](#).
- Build staffing into the scenario. For details, see [Building staffing data](#).
- Publish the scenario to the Master Forecast. For details, see [Publishing the forecast scenario](#).

## Opening and closing scenarios

Forecast Scenarios

All

My Scenarios

Shared Scenarios

Other Scenarios

New scenario

Open

Close

Delete

| Name                          | Owner           | Status |
|-------------------------------|-----------------|--------|
| Automated286223               | default default |        |
| <b>Build Volumes Forecast</b> | default default |        |
| Forecast                      |                 | 14     |
| Forecast 1                    |                 | 14 M   |
| Forecast 11                   |                 | 14 M   |
| Forecast 111                  |                 | 14     |
| Forecast1                     |                 |        |
| Fore                          |                 |        |

Click "Open" or "Close" in the toolbar or in the Actions menu.

Forecast

Build Volumes Forecast

Volumes

Volumes

Staffing

Activities

- BU1 - Sunday
- BU2 - Saturday
- BU3 - empty sites
- BU4 - empty
- BU5

Primary statistic



Interaction volumes

Granul


The name of the scenario you have opened.

Click to select views in this scenario.

To open a scenario in the **Scenarios** view:

1. Select the check box for the scenario and click **Open**  in the toolbar, or click **Actions**  and select **Open** in the drop-down menu that appears.  
**The following views appear in the drop-down menu beside the scenario name (top-left corner)**  
**Volumes**, and **Staffing**.
2. Click one of these views to open it.

Open scenarios appear in bold in the **Scenarios** view. Also, the Forecast menu retains a list of the 10 most recently opened scenarios, making it convenient for you to switch between them.

To close a scenario, select the check box for the scenario and click **Close**  in the toolbar, or click **Actions** and select **Close** in the drop-down menu that appears.

To edit the scenario properties, see [Viewing and editing scenario properties](#).

## Creating scenarios based on existing forecasts

Basing a new scenario on an existing forecast is a convenient way to build forecasts with frequently used settings. The wizard takes the dates and activities from the source scenario, and applies them to the new scenario, but you can change these settings, if you wish.

The screenshot shows the 'Create Based On' dialog box, which is titled 'Step 1 of 2'. The dialog is used to create a new scenario based on an existing one. It includes fields for 'Forecast name' (set to 'Forecast'), 'Based on' (with a checked 'Antique' checkbox), 'Start date' (Mon, Jun 18, 2018), 'End date' (Sat, Jun 30, 2018), and a 'Comments' section. There are also checkboxes for 'Shared' and 'Copy data'. Handwritten annotations in black ink provide instructions: 'Select to retain data from original scenario.' points to the 'Copy data' checkbox; 'Rename scenario.' points to the 'Forecast name' field; 'Based on check box is selected, by default.' points to the 'Antique' checkbox; and 'Enter comments about the scenario, if desired.' points to the 'Comments' text area. The 'Copy data' checkbox is also circled in red.

To create a scenario, based on an existing scenario:

1. In the row of the existing scenario, click the **Actions** drop-down menu and select **Create based on...**. **The Created Based On dialog opens with the Based on check box selected.**
2. If you want to retain the properties of the **Based on** scenario, check the **Copy data** check box.
3. Otherwise, set the properties for this scenario, by following steps 2 - 6 in procedure [Creating scenarios](#).
4. Click **Create**.

The start and end dates, and the activities from the source scenario are selected in the **Create Based On** wizard, by default.

To customize the forecast scenario, change the dates, select additional activities, or clear the selected ones. You can also [add activities to a scenario](#) after its been created.

Click **Cancel** or **X** at any time to cancel all actions and close the dialog.

## Viewing and editing scenario properties

**Properties of ALZs**

**Data** | Statuses

Name: ALZs

☒ Shared

Comments: Description

Owner: default default

Start date: Sun, Jun 17, 2018

End date: Tue, Jul 17, 2018

Created: Fri, Jun 8, 2018 9:39 AM

Modified: Thu, Jun 14, 2018 10:30 AM

*Identifies scenario owner and date created and modified.*

**Properties of ALZs**

**Data** | **Statuses**


| BU/Site         | Activity               | Volumes | AHT | Calculated staff... | Required staffing |
|-----------------|------------------------|---------|-----|---------------------|-------------------|
| Site7 - Month   | free activity          |         |     |                     |                   |
| SiteZ - Month   | AS activity            |         |     |                     |                   |
| Site2 - None    | #free activity         |         |     |                     |                   |
| Site3 - 2 weeks | #free activity &       |         |     |                     |                   |
| Site3 - 2 weeks | #free activity & copy  |         |     |                     |                   |
| Site4 - 3 weeks | #free activity **      |         |     |                     |                   |
| Site7 - 6 weeks | a2                     |         |     |                     |                   |
| Site7 - 6 weeks | a3                     |         |     |                     |                   |
| Site7 - 6 weeks | a4                     |         |     |                     |                   |
| BU1 - Sunday    | New Multi-Site Activit |         |     |                     |                   |
| BU1 - Sunday    | Deferred MSA           |         |     |                     |                   |
| BU2 - Wednesday | MSA                    |         |     |                     |                   |

*Click one of two tabs to view details.*

*Statuses of activities and multi-site activities in the scenario.*

Buttons: Cancel, Help, Save

To view the scenario properties:

1. In the **Scenarios** view, find the scenario you want to view and click the **Actions**  menu.
2. In the drop-down list, select **Properties**.  
**The scenario properties dialog opens to the Data tab, by default.**
3. Click **Statuses** to view the information in that tab.
4. To close the Properties dialog, click **X** in the upper-right corner or **Cancel**.

To edit the scenario properties:

1. In the **Scenarios** view, find the scenario you want to edit and click the **Actions** menu.
2. In the drop-down list, select **Properties**.  
**The scenario properties dialog opens to the Data tab, by default.**
3. Edit the scenario name, shared status, and/or comments.
4. Click **Save** if you have made changes in the **Data** tab, or **Cancel** if you want to discard all changes.

You cannot change any of the information in the **Statuses** tab. The fields, controls, and columns in both tabs are described below.

### Scenario properties—Data tab

In the **Scenario Properties** dialog, click **Data** to display the information that pertains to this scenario. The **Name**, **Shared**, and **Comments** fields are editable. You cannot edit the name of the person who created the scenario, or the date the scenario was created or last modified.

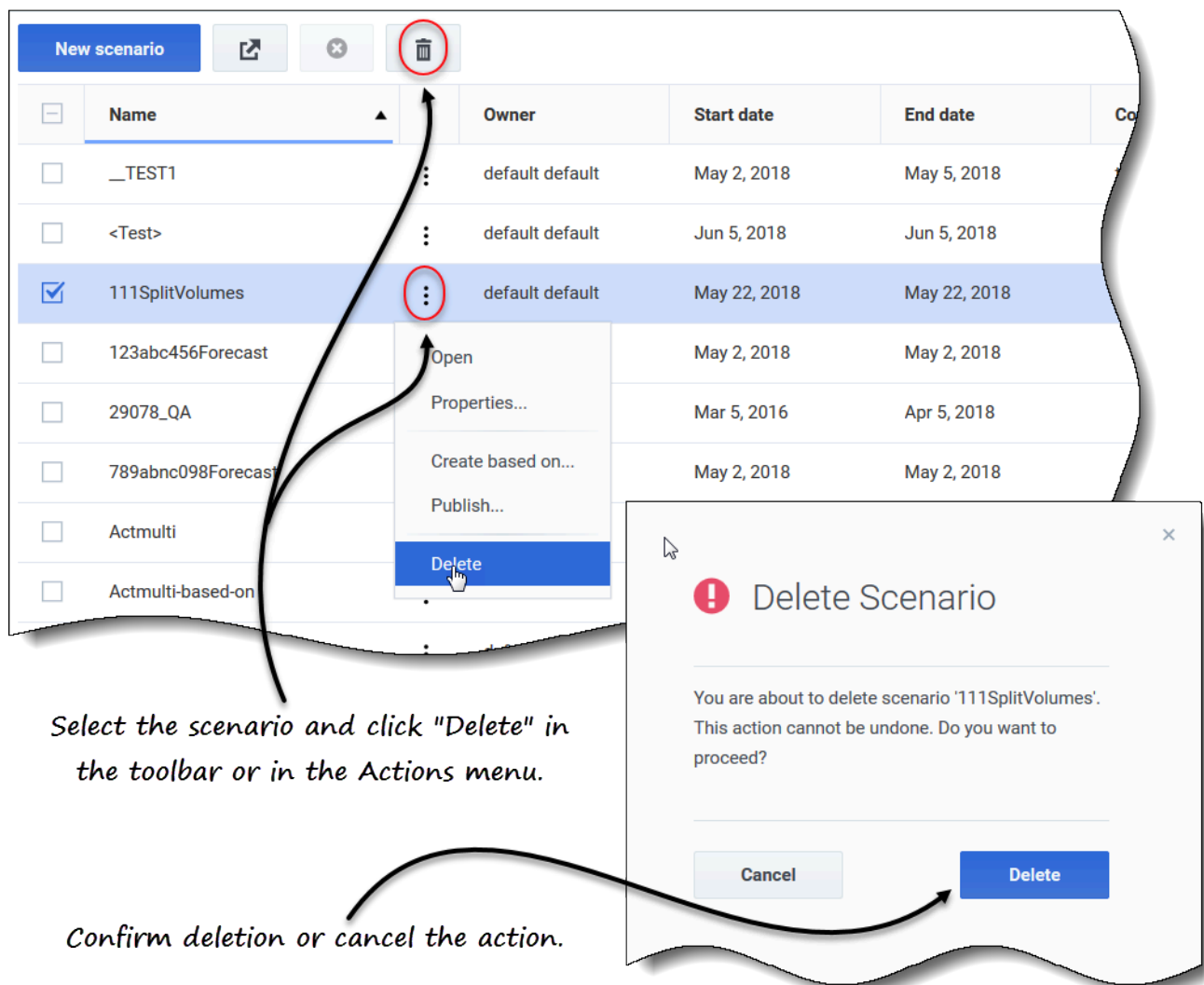
Click **Save** if you make changes to the scenario's name, shared check box, and/or comments. Click **Cancel** if you want to discard any changes you make.

### Scenario properties—Statuses tab



In the **Scenario Properties** dialog, click **Statuses** to display the status of the activities, or multi-site activity in the scenario and their associated business unit or site. A check mark in the **Volumes**, **AHT**, **Calculated staffing**, or **Required staffing** column indicates that this statistic was built for this activity.

## Deleting scenarios

If you are unable to view or delete scenarios, you might not have the proper access privileges. See [Restrictions: Viewing and deleting forecast scenarios](#).



To delete a scenario:

1. In the **Scenarios** view, select the scenario you want to delete.
2. Click **Delete**  in the toolbar or select **Delete** in the **Actions**  drop-down menu.
3. When the confirmation dialog opens, select **Delete** to proceed or **Cancel** to cancel the action.

To delete multiple scenarios at once:

1. Select all of the scenarios you want to delete (using the check box beside each scenario).
2. Complete **steps 2 and 3** in the procedure above.

To delete all scenarios in the table:

1. Select the top-most check box in the column header (near the **Name** column header).
2. Complete [steps 2 and 3](#) in the procedure above.

If you are deleting a single scenario, the confirmation dialog contains the scenario name. If you are deleting multiple scenarios, the confirmation dialog states the number of scenarios being deleted.

## Publishing and extracting forecast data

Use the **Publish or Extract** wizard to transfer or publish the [forecast scenarios](#) data to Workforce Management database's [Master Forecast](#), or to extract the data in the Master Forecast to forecast scenarios.

### Important

You must have the **Publish** role privilege to publish IV, AHT, and/or Staffing data to the Master Forecast. See [Forecast Role Privileges](#)

### Why publish forecasts?


Publishing a forecast means that the forecast is final. Schedules for a particular date range are based on the published (Master) forecast for those dates. Until a forecast is published, you cannot calculate certain performance data.



## Publishing the forecast scenario

The screenshot shows the 'Publish or Extract' dialog box. It has a title bar with a close button (X). The main title is 'Publish or Extract'. Below the title, there are two radio buttons: 'Publish to master forecast' (selected) and 'Extract from master forecast'. A red circle highlights the 'Publish to master forecast' radio button. A handwritten arrow points from the text 'Click to choose to publish data.' to the 'Publish to master forecast' radio button. Below the radio buttons, there are two sections: 'Date range' and 'Select activities'. The 'Date range' section has two sets of date pickers. The first set has 'Start date' as 'Sun, Jul 8, 2018' and 'End date' as 'Sat, Jul 14, 2018', with a '7 day(s)' label. The second set has 'Start date' as 'Sun, Jul 8, 2018' and 'End date' as 'Sat, Jul 14, 2018', also with a '7 day(s)' label. Below the date ranges, there is a 'Publish' section with three checkboxes: 'IV' (checked), 'AHT' (checked), and 'Staffing' (unchecked). A handwritten arrow points from the text 'Select check boxes to define data.' to the 'IV' checkbox. The 'Select activities' section shows a tree view with a dropdown arrow, a location pin icon, and the text 'BU\_MG'. Below this, there are three items: 'Site1\_MG' (checked), 'Site2\_MG' (unchecked), and 'New Multi-Site Activity (15307...' (checked). A handwritten arrow points from the text 'Click arrows to expand the tree.' to the dropdown arrow in the 'Select activities' section. At the bottom of the dialog, there are three buttons: 'Cancel', 'Help', and 'Publish'.

To publish a forecast scenario to the master forecast:

1. In the **Forecast Scenarios** view, click **Actions**  next to the scenario that you want to publish, and select **Publish**.  
**The Publish or Extract dialog opens.**
2. Click **Publish to master forecast**.

3. Select or enter a start and end date for the **Date range**.
4. Select or enter a start and end date for the **Publish to date range**.
5. Select one or more check boxes: **IV**, **AHT**, **Staffing**.  
**These check boxes are not visible if you do not have the proper WFM role privileges.**
6. Expand the business units and sites to select the activities you want to publish.
7. Click **Publish**.
8. When publishing is complete, click **OK**.  
**Alternatively, click Cancel at any time to discard the settings and close the dialog.**

The tree shows all activities for which the selected scenario contains data, enabling you to select multiple activities from different sites.

### Tip

You can also publish forecast scenarios using the **Save** drop-down menu in the **Scenario > Volumes, Staffing, and Shrinkage** views if you have modified the scenario data after it's been published. For example, see [Editing daily totals in the grid](#)

## Defining start and end dates when publishing data

When publishing data, the start and end date values in the **Date range** section define the date range for which you want to publish information from the selected scenario. By default, the selected scenario's own start and end dates appear in these text boxes, and you cannot select dates outside the original scenario dates.

The start and end date values in the **Publish to date range** section define the date range for which you want to update information in the Master Forecast. By default, these fields' entries match those in the **Date range** section. Data from a specific weekday is copied only to the same weekday. That is, forecast information for a Monday is copied to one or more Mondays, depending on the target date range that you select. Monday's data is not copied to every other day within the target date range.

The start date in each date range in the **Publish or Extract** dialog occur on the same day of the week. The dialog shows the number of days in each date range below the **End date** field.

## Viewing Review messages

If you have entered invalid data when completing the **Publish or Extract** wizard, after clicking **Finish** the **Review Messages** dialog opens containing a list of errors:


- Click **Back** to return to the **Publish or Extract** dialog and make the necessary changes.
- Click **Cancel** to close the wizard and discard the previous settings. The scenario will not be published.

If you enter invalid values in the wizard, validation messages will appear below the respective fields, prompting you to enter valid values.

## Extracting the Master Forecast data

The screenshot shows a dialog box titled "Publish or Extract" with a close button (X) in the top right corner. It contains two radio buttons: "Publish to master forecast" and "Extract from master forecast". The "Extract from master forecast" option is selected and circled in red. A handwritten note "Click to choose to extract data." with an arrow points to this radio button. Below the radio buttons, there are two sections: "Date range" and "Extract to date range". Each section has "Start date" and "End date" fields, both set to "Tue, Jul 10, 2018", with a "1 day(s)" duration indicated. To the right of these sections is a "Select activities" panel. It contains a tree view with three items: "BU\_MG" (with a location pin icon), "Site1\_MG" (with a grid icon), and "111" (with a gear icon). Each item has a checkmark and a dropdown arrow. A handwritten note "Click arrows to expand the tree." with an arrow points to the dropdown arrows. At the bottom of the dialog are three buttons: "Cancel", "Help", and "Extract".

To transfer data from the Master Forecast into a forecast scenario:

1. In the **Forecast Scenarios** view, click **Actions**  next to the scenario for which you want to extract data, and select **Publish**.  
**The Publish or Extract dialog opens.**
2. Click **Extract from master forecast**.
3. Select or enter a start and end date for the **Date range**.
4. Select or enter a start and end date for the **Extract to date range**.
5. Expand the business units and sites to select the activities you want to extract to the target scenario.
6. Click **Extract**.
7. When extraction is complete, click **OK**.  
**Alternatively, click Cancel at any time to discard the settings and close the dialog.**

The tree shows only those activities that are included in the forecast scenario. Expand business units and sites to display activities.

### Defining start and end dates when extracting data

When extracting data, the start and end date values in the **Date range** section define the date range for which you want to extract information from the Master Forecast. By default, these values match those in the **Extract to date range** section.

The start and end date values in the **Extract to date range** section define the date range for which you want to update the information in the selected target scenario. By default, the scenario's own start and end dates appear in the text boxes, and you cannot select dates outside the scenario's original date range.