

## TUTORIAL: FORECAST MANAGEMENT

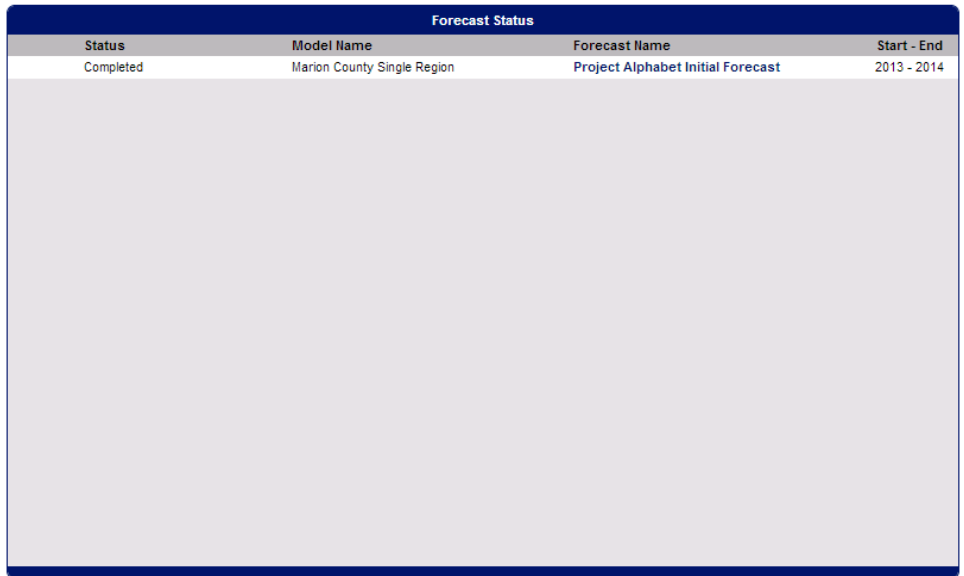
The Forecast Management screen is used to create and manage Forecasts. When signed-in, any user can navigate to the Forecast Management screen by clicking the Forecast top menu item.

In the REDYN economic modeling application, a Forecast is a scenario in which a regional economy is changed in some way, as well as all the data that results from the application's analysis of that scenario. A Forecast is generated using a Model, and includes the same regions as that Model.

### Forecast Management

The Forecast Management screen is comprised of a Forecast Management dialog box, and a Forecast Status list. Information about the most recent 200 Forecasts that are available to the user is included in the Forecast Status list (see figure 1). You can choose to place any Forecast on the list into the current context by clicking the Forecast name.

When an existing Forecast is selected, the Forecast Management dialog box displays details about that Forecast and provides the user several action items (see figure 2). Details listed include the Model from which the Forecast was generated, the Forecast name, the start and end years of the Forecast period, and whether or not the Forecast is available as a selection to other non-administrator users (the Forecast Visibility checkbox). Six different action items are potentially available to the user in this dialog box, which are:



Status	Model Name	Forecast Name	Start - End
Completed	Marion County Single Region	Project Alphabet Initial Forecast	2013 - 2014

Figure 1: The Forecast Status list.

- **Save Forecast:** when a Forecast is in the "Created – no inputs" status, details of that Forecast can be changed and updated by the user by clicking the Save Forecast button.
- **Copy Forecast:** when a Forecast is in any status, all details and inputs for any Forecast can be duplicated and saved with a revised name by clicking the Copy Forecast button. When this button is clicked, the user will be prompted to enter a new name and then save by clicking the Save Forecast button.
- **Delete Forecast:** when a Forecast is in the "Created – no inputs" or "Ready to run" status, it can be permanently removed as a user selection by clicking the Delete Forecast" button.
- **Define Inputs:** when a Forecast is in the "Created – no inputs" or "Ready to run" status, the user can navigate to the Define Inputs screen to enter input information by clicking the Define Inputs button.
- **Archive Forecast:** when a Forecast is in the "Completed" status, it can be removed as a user selection by clicking the Archive Forecast button. Account administrators will be able to reinstate archived items once development and testing of the Archive Management feature is complete.
- **View Inputs:** when a Forecast is in the "Completed" status, the user can navigate to the Define Inputs screen to view input information by clicking the View Inputs button. Inputs for completed Forecasts cannot be changed.

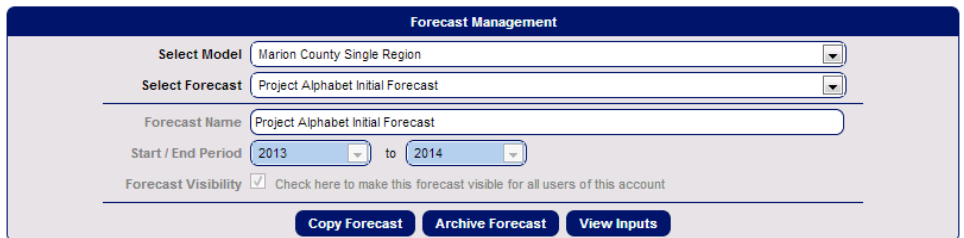


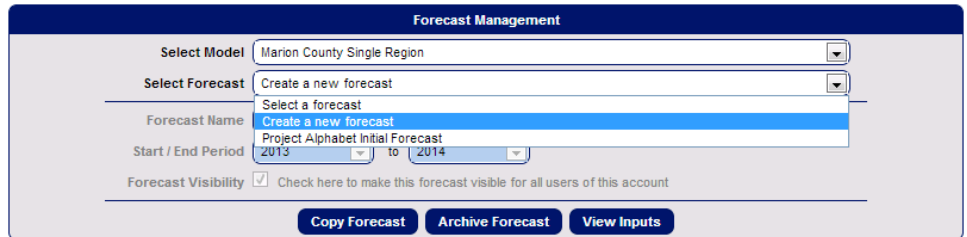
Figure 2: The Forecast Management dialog box.

Forecast action items available to the user by Forecast status are:

- **Created – no inputs:** Save Forecast, Copy Forecast, Delete Forecast, Define Inputs
- **Ready to run:** Copy Forecast, Delete Forecast, Define Inputs
- **Completed:** Copy Forecast, Archive Forecast, View Inputs

## Forecast Creation

A new Forecast can be created by selecting the Model with which the Forecast should be generated from the Select Model drop down list at the top of the Forecast Management dialog box, then selecting "Create a new forecast" from the Select Forecast drop down list. The resulting blank dialog box allows for entry of all information necessary to define a Forecast (see figure 3). The user should assign a name to the Forecast, should select the start and end years of the Forecast period, and should choose whether or not the new Forecast will be available as a selection for other non-administrator account users by checking (available) or not checking (not available) the Forecast Visibility checkbox.

The image shows a screenshot of a software interface titled "Forecast Management". It features several input fields and buttons. At the top, there is a "Select Model" dropdown menu with "Marion County Single Region" selected. Below it is a "Select Forecast" dropdown menu with "Create a new forecast" selected. The "Forecast Name" field contains "Create a new forecast". The "Start / End Period" field shows "2013" and "2014" with arrows indicating a range. A "Forecast Visibility" checkbox is checked, with the text "Check here to make this forecast visible for all users of this account". At the bottom, there are three buttons: "Copy Forecast", "Archive Forecast", and "View Inputs".

**Figure 3:** The "Create a new forecast" dialog box.

When all information has been entered, click the Save Forecast button at the bottom of the Forecast Management dialog box to create the new Forecast. The user can now define inputs for the Forecast by clicking the Define Inputs button at the bottom of the Forecast Management dialog box. See the Tutorial: Define Inputs document for detailed information about that process.

Once all inputs are entered, the Forecast is ready to be run. The user will see the Forecast listed in the Forecast Status list with a status of "Ready to run," as well as a link to Run the Forecast to the far left side of the Forecast Status listing. Clicking "Run" will submit the Forecast to be run. As with Models, Forecasts are run on a first come, first serve basis. The status of the Forecast will be updated as the Forecast progresses through the run process, and will be indicated as "Completed" once that process is finished. A "Completed" status indicates that data resulting from the Forecast scenario is available for viewing on the Report screen.