













How to Use the Online Forecast Report

AutoSys Release: 11.3 SP1

Intended Audience: Business

An important notice with regard to the Forecasts:

Reports Create Refresh						
Select and: Delete						
Select All Select None						
Select	Name	Server	Description	Status	Last Run	Actions
<input type="checkbox"/>	2013 04 17	jstst02		Ready	Apr 26, 2013 7:14:29 AM	 
<input type="checkbox"/>	2013 04 18	jstst02		Ready	Apr 18, 2013 1:24:39 PM	 
<input type="checkbox"/>	2013 04 19	jstst02		Ready	Apr 18, 2013 1:24:53 PM	 
<input type="checkbox"/>	2013 04 20	jstst02		Ready	Apr 18, 2013 1:25:07 PM	 
<input type="checkbox"/>	2013 04 21	jstst02		Ready	Apr 18, 2013 1:25:20 PM	 
<input type="checkbox"/>	2013 04 22	jstst02		Ready	Apr 24, 2013 3:41:31 PM	 


























































DO NOT select the 'Regenerate this report' icon, found under the actions section, on the left side of the Reports section. Because forecasts will be used by the entire user community, this page has restricted access; HOWEVER, we could not restrict access to this icon; and selected it will cause the existing report to be deleted and not recreated. (We do realize this is a flaw in the code logic; but until the code is fixed to check security prior to deleting the report we will continue to lose forecasts whenever this icon is selected.

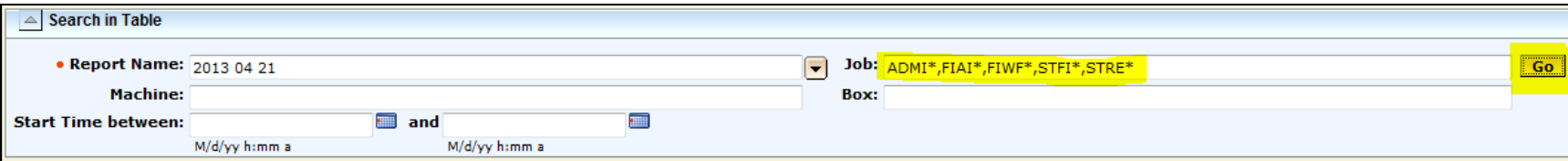
AutoSys 4.5.1 to r11.3 forecast functionality differences:

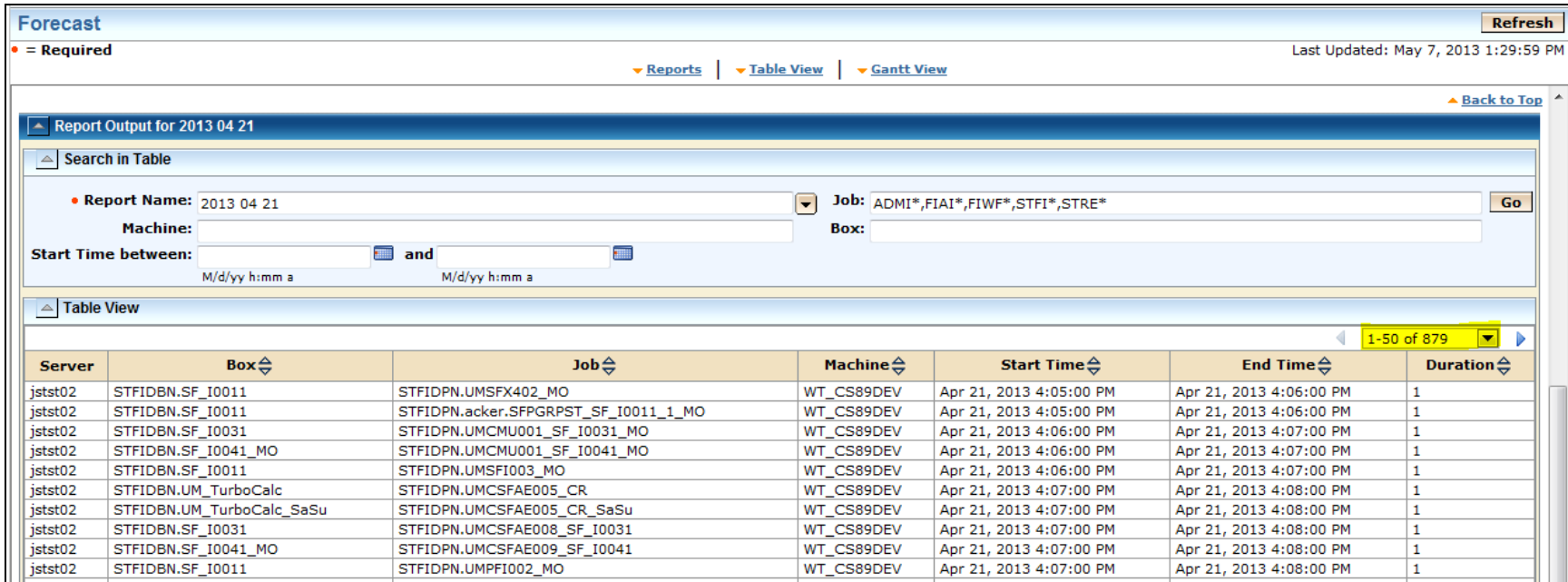
- Note that the online forecast functionality will select all jobs; regardless of status - so if a job is on hold or inactive it will still be selected.
- The online forecast will also be reporting jobs and job streams that were systematically excluded in 4.5.1 – the intent is for the user community to have view access to the entire job stream, (and, the ability to apply filters against this job stream).
- Job dependencies and PeopleSoft Run Control ID's do not display on the forecast report; but can be viewed online using the QVIEW functionality (please refer to the separate QVIEW documentation).

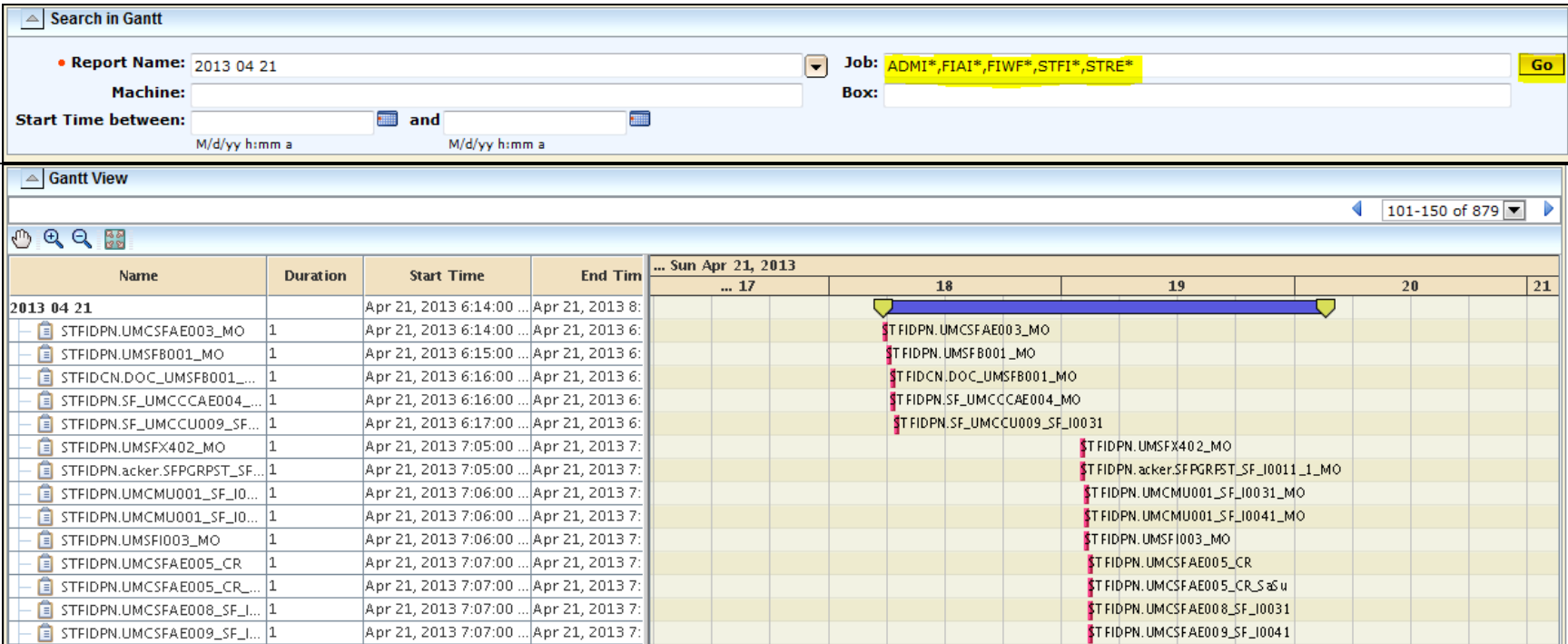
Overview of the online Forecast generation process:

- 1) The deadline for requesting same day updates is 2:00 PM; so that Production Scheduling has adequate time to process the online forecast prior to 2:30 PM. ServiceNow add/change requests received after 2:00 PM will not be reflected on the forecast, even though Production Scheduling will make every effort to incorporate those late requests.
- 2) Forecasts for holidays falling within the work week will be generated the day prior to the holiday(s).
- 3) Saturday and Sunday Forecasts will be generated on Fridays, or the last workday of the week, should holidays fall at the end of the work week.
- 4) Forecast report retention is 2 weeks.
- 5) The online Forecast is found on the 'RPT' (Reports) tab.
- 6) Forecast parameters can be reviewed by selecting the 'Edit this report definition' icon – Select the 'Cancel' button to return to the generated Forecast Report page.
 - a. The 'Job' field will be populated with an '*', effectively selecting all jobs by using this wildcard selection criteria.
 - b. The 'Machine' field will always be left blank. (Note that leaving this field blank is basically the same as populating it with 'ALL').
 - c. The maximum Forecast duration is 24 hours, so each Forecast request will be from 4:00 pm for a 24 hour period.
- 7) The 'Last Run' column indicates the date-time the forecast was generated.
- 8) Review the QVIEW quick reference to find out more about online functionality with regard to Job Box and Job review.

Step	Comments	Screen Capture or Additional Comments																																																																						
1	<p>Note: Because we are generating a single forecast, Users should never attempt to create, edit, or regenerate a forecast – doing so may cause issues for the entire user community.</p> <p>To view a forecast, navigate to the 'RPT' tab and select the 'Name' hyperlink for the day you wish to review.</p>																																																																							
	<div><div>Reports Search</div><div>Report Name: <input type="text"/> Server: <input type="text"/>  Go</div><div>Reports Create Refresh</div><div>Select and: Delete</div><div>Select All Select None</div><table><thead><tr><th>Select</th><th>Name</th><th>Server</th><th>Description</th><th>Status</th><th>Last Run</th><th>Actions</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>2013 04 17</td><td>jstst02</td><td></td><td>Ready</td><td>Apr 26, 2013 7:14:29 AM</td><td> </td></tr><tr><td><input type="checkbox"/></td><td>2013 04 18</td><td>jstst02</td><td></td><td>Ready</td><td>Apr 18, 2013 1:24:39 PM</td><td> </td></tr><tr><td><input type="checkbox"/></td><td>2013 04 19</td><td>jstst02</td><td></td><td>Ready</td><td>Apr 18, 2013 1:24:53 PM</td><td> </td></tr><tr><td><input type="checkbox"/></td><td>2013 04 20</td><td>jstst02</td><td></td><td>Ready</td><td>Apr 18, 2013 1:25:07 PM</td><td> </td></tr><tr><td><input type="checkbox"/></td><td>2013 04 21</td><td>jstst02</td><td></td><td>Ready</td><td>Apr 18, 2013 1:25:20 PM</td><td> </td></tr><tr><td><input type="checkbox"/></td><td>2013 04 22</td><td>jstst02</td><td></td><td>Ready</td><td>Apr 24, 2013 2:41:21 PM</td><td> </td></tr><tr><td><input type="checkbox"/></td><td>2013 04 23</td><td>jstst02</td><td></td><td>Ready</td><td>Apr 24, 2013 2:43:53 PM</td><td> </td></tr><tr><td><input type="checkbox"/></td><td>2013 04 24</td><td>jstst02</td><td></td><td>Ready</td><td>Apr 24, 2013 2:42:59 PM</td><td> </td></tr><tr><td><input type="checkbox"/></td><td>2013 04 25</td><td>jstst02</td><td></td><td>Ready</td><td>Apr 25, 2013 10:50:02 AM</td><td> </td></tr></tbody></table></div>		Select	Name	Server	Description	Status	Last Run	Actions	<input type="checkbox"/>	2013 04 17	jstst02		Ready	Apr 26, 2013 7:14:29 AM	 	<input type="checkbox"/>	2013 04 18	jstst02		Ready	Apr 18, 2013 1:24:39 PM	 	<input type="checkbox"/>	2013 04 19	jstst02		Ready	Apr 18, 2013 1:24:53 PM	 	<input type="checkbox"/>	2013 04 20	jstst02		Ready	Apr 18, 2013 1:25:07 PM	 	<input type="checkbox"/>	2013 04 21	jstst02		Ready	Apr 18, 2013 1:25:20 PM	 	<input type="checkbox"/>	2013 04 22	jstst02		Ready	Apr 24, 2013 2:41:21 PM	 	<input type="checkbox"/>	2013 04 23	jstst02		Ready	Apr 24, 2013 2:43:53 PM	 	<input type="checkbox"/>	2013 04 24	jstst02		Ready	Apr 24, 2013 2:42:59 PM	 	<input type="checkbox"/>	2013 04 25	jstst02		Ready	Apr 25, 2013 10:50:02 AM	 
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Step	Comments	Screen Capture or Additional Comments
2	<p>The forecast will be displayed in the Report Output section and can be reviewed in 'Table View' or 'Gantt View'. The views allow the user access to the entire forecast; but both views allow the user to 'filter' the forecast data using the 'Search in Table' or 'Search in Gantt' functionality within the Report Output.</p> <p>As an example, the user can modify the Report Output to select only Admissions, Financial Aid, Financial Workflow, Student Financials, and Student Records Job Boxes and Jobs from the Job Forecast by placing the following select in the 'Job:' filter section before selecting the 'Go' button:</p> <p>ADMI*,FIAI*,FIWF*,STFI*,STRE* (For information about the abbreviations used, refer to the Job Naming Convention document.)</p>	

Step	Comments	Screen Capture or Additional Comments
3	<p>An example of the table view follows.</p> <p>Notes:</p> <ul style="list-style-type: none">• The dropdown box in the right hand corner allows for viewing all the rows at once (this is not the case for the Gantt view).• If you enter a machine name you will lose all Job Box details, (Job Boxes do not include a machine name because they are not truly jobs; but hold the jobs and job conditions within a job stream).• As we gather runtime metrics the end time will adjust accordingly, based on the average run time of the job.	

Step	Comments	Screen Capture or Additional Comments
4	<p>An example of the Gantt View follows.</p> <p>Note:</p> <ul style="list-style-type: none"> The Gantt View displays only 50 jobs at a time. 	 <p>The screenshot displays the 'Search in Gantt' and 'Gantt View' sections of a software interface. The 'Search in Gantt' section includes fields for 'Report Name' (2013 04 21), 'Machine', 'Start Time between' (with date pickers), 'Job' (ADMI*,FIAI*,FIWF*,STFI*,STRE*), and 'Box'. A 'Go' button is present. The 'Gantt View' section shows a timeline for 'Sun Apr 21, 2013' with columns for hours 17, 18, 19, 20, and 21. A list of jobs is shown on the left, including STFIDPN.UMCSFAE003_MO, STFIDPN.UMSF8001_MO, STFIDCN.DOC_UMSF8001_MO, STFIDPN.SF_UMCCCAE004_MO, STFIDPN.SF_UMCCU009_SF..., STFIDPN.UMSF402_MO, STFIDPN.acker.SFGRPST_SF..., STFIDPN.UMCMU001_SF_I0..., STFIDPN.UMCMU001_SF_I0..., STFIDPN.UMSF1003_MO, STFIDPN.UMCSFAE005_CR, STFIDPN.UMCSFAE005_CR_S as u, STFIDPN.UMCSFAE008_SF_I..., and STFIDPN.UMCSFAE009_SF_I... A blue bar highlights a job running from 6:14:00 to 6:15:00 on April 21, 2013.</p>
For information about Job Boxes, Jobs, and Job Run details refer to the QVIEW guide.		