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Workforce Management Web for Supervisors (Classic) Help

[Add Overhead Wizard](#)

Contents

- [1 Select Activity Page](#)
- [2 Select Schedule State Group Page](#)
- [3 Set Initial Value Page](#)



- Supervisor

Use the **Add Overhead Wizard** to add planned or unplanned overhead to forecasts. WFM uses this data to forecast shrinkage in schedules.

Related documentation:

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Follow the steps in each page of the **Add Overhead Wizard** to add overhead to a forecast.

Select Activity Page

This page appears only if the selected target in the **Overheads** view is a multi-site activity.

1. Select an activity (in the list, each is followed by its site name in parentheses).
2. Click **Next**.

Select Schedule State Group Page

Use this page to select a **Schedule State Group** (SSG) from the drop-down list of SSGs that...

- ...belong to the same site as the local activity that was selected in the **Object** tree or in the **Overheads** view if a multi-site activity was selected.
- ...are configured as overhead-related.

Set Initial Value Page

Use this page to specify initial overhead values. Select one of the following radio buttons:

- **Initial value**—Select, then use the edit control to specify a value for each time step (must be 0 or more, and less than 100%).
- **Use template**—Select, then click the **Load Templates** button to use a dialog to select the overhead template to be applied.