



This PDF is generated from authoritative online content, and is provided for convenience only. This PDF cannot be used for legal purposes. For authoritative understanding of what is and is not supported, always use the online content. To copy code samples, always use the online content.

# 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:

- 

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.