

# Restaurant User Guide - Baseline

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## Mobile AI Forecast (AIF) & Events




### Version Control

Date	Update	Editor	Version
3.12.25	Restaurant User Guide – AIF Forecasting	MX-CG-RR-AB	v1
13.4.26	Reviewed for 2026.1- Manager Edits feature + Local Events	MX-CG-RR-SHA	v2

## AI Forecast (AIF)


### What is an AI Forecast in MacromatiX?

A MacromatiX forecast is a data-informed projection of future sales & transactions for a restaurant. The AI forecast is a predictive sales model that uses machine learning to provide information that better informs a Restaurant Manager.

-  An accurate sales and inventory forecast is essential for optimizing key restaurant operations such as suggested ordering, dynamic production & labour planning.

In MacromatiX Mobile, there are 2 forecast methods available:

- Standard Forecast
- AI Forecast (Artificial Intelligence Forecast) \*This was previously known as NextGen Forecasting.


 This **AI Forecast** guide will cover the Restaurant Manager features in MX Mobile as of 2026.1 For information on the Standard Mobile Forecast or the following speciality topics, please contact MX Support or your regions Professional Services team for additional materials and guides:

- Standard Mobile Forecast
- Promotions & Limited Time Offers + Calculations Guide
- Promotions Campaign Forecasting
- Forecast Catering Orders
- Forecast Manager
- Fourth iQ for MX

### How does the AI Forecast work in MacromatiX?


Fourth has leveraged the latest AI developments and combined them with algorithms that are powerful in automatically learning historical trends and patterns. These algorithms have been robustly tested and are routinely shown to outperform existing expert rules and legacy simple time-series algorithms.

- ✓ The AI forecast results in a more accurate forecast being produced which then require less manual intervention by Restaurant Managers and Operations roles.
- ✓ AI Forecast also enables customers using multiple Fourth products to utilize a consistent forecast within Inventory and Labor solutions.

 The AI forecast model generates forecasts 42 days in advance and updates them daily until the forecast date, allowing for increasing precision as more recent data becomes available. It considers multiple years of data to detect and understand the most predictive factors and their importance for future sales. MX will then apply system level adjustments such as events, promotions and mirror day logic on top of this AI generated forecast and present the data in the MX Mobile Forecasting modules for the Restaurant Manager to view.

The AI Forecast in MacromatiX Mobile includes the following baseline key features:

- ✓ NEW Manager edits settings: Lock forecast or allow for continuous AI imports
- ✓ Daily & Weekly Forecast displays
- ✓ Actual sales tracking graph and data displays
- ✓ Historical actual sales displays
- ✓ Forecast by Service Type/Channel
- ✓ Forecast Evaluator
- ✓ Forecast Events
- ✓ Forecast Audit Log

 The AI Forecast is an evolving module in MacromatiX and Fourth are actively innovating with new features and enhancements to improve forecast performance. Look for updates and news with each release in 2026!

## AI Forecast Fundamentals

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### Kinds

The MacromatiX AI forecast engine generates forecasts for:

- Sales
- Transactions
- Sales Items

### Types

There are 2 types of forecasts:

**System Generated:** This is the AIF import that is based on historical data and patterns for each location, along with configurable inputs that can be made by each customer to suit their brand.

**Manager:** These are the system generated forecasts PLUS any edits/adjustments which are made to the forecast by a manager or Head Office user. This is also known as a **restaurant edited forecast**.

### Views

The AI Forecast can be viewed up to **42** days in advance over 2 displays:

- Daily
- Weekly

### Displays

**Day parts:** Each day is made up of day parts e.g. names such as Morning, Lunch, Dinner that indicate a key restaurant time interval that is configured to suit a customer's operations. These are colour codes for ease of view.

**Service Types/Channels:** Forecast is broken down by channel / service type, such as Eat In, Take Out, Delivery, Online Pickup, etc.

## Data & Data Engine Features

- Forecasts are based on 15-minute intervals.
- Historical forecasts are available to view for up to 14 previous days.
- Forecasts are regenerated daily up to 42 days in advance from the current date to ensure the most accurate and current data is used.
- Forecasts are viewable by day with drill down capacity to hourly and 15-minute intervals. Metrics are forecast at the 15-minute level and then aggregated as hour and day metrics.



The highly technical algorithm can include data from multiple years, and it can consider adjustments like events, promotions, mirrors etc., based on your brand settings. Continue reading this guide to learn more about the relationship between AIF and promotions and events.

## Key data features of AIF

- ✓ **Historic Sales:** The algorithm detects the most important historical sales patterns not just for each location (weekly, seasonal, daily trends). It also looks at patterns and trends across a customer's whole organisation to generate cross-learnings and common patterns and considers which one's are predictive of future sales.
- ✓ **Outliers:** Exceptional high or low sales data are referred to as 'outliers' and are handled by the engine to understand their impact.
- ✓ **External data:** MacromatiX uses a range of intrinsic and external data to generate the feature space that the models are training and predicted on.

AIF external data features *can* include:

- National Holidays e.g. Xmas
- School Holidays
- Weather e.g. max temp, snow - optional
- Major sporting events – proximity based



### AI Forecast vs Standard Forecast

MX AIF functionality allows Restaurant Managers to use the forecast module in Mobile MX in **almost** the same way as the Standard Forecast. The key difference is understanding:

- ✓ Manual edits/adjustments *can* be made by Managers & Head Office roles using \$ amounts or % percentages, however, the RM must understand the edit's **impact settings** for their brand. It will be one of three behaviours:
  - Manager edits block AIF imports, or
  - The AIF import is allowed to discard manager adjustments, or
  - The AIF import is allowed, and then MX will reapply manager adjustments.

More information on the edits/adjustment settings can be found in this guide on page 10.

**MX recommends** during a brands initial rollout of AIF that no Manager edits to the forecast be made for 2-4 weeks so the algorithm and data engine can learn without interruption.

## Forecasting

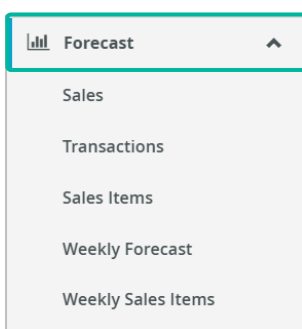
### Top 5 Restaurant best practice recommendations for MX AI Forecast

- ✓ The forecast should be reviewed daily by a Restaurant Manager.
- ✓ Reviewing the forecast should be an essential task included in the MX daily Workflow.
- ✓ Edits/adjustments *can* be made by Managers & Head Office roles using \$ amounts or % percentages, however, the RM must understand the edit's impact for their brand. It will be one of three behaviours:
  - edits block AIF imports, or
  - allow AIF import and discard manager adjustments, or
  - allow AIF import and reapply manager adjustments.
- ✓ Creating and applying *local* special events, in advance, that are in addition to the above AI event inclusions, will assist with improved forecast accuracy for ordering.
- ✓ Reviewing the forecast evaluator to compare actual sales vs system generated forecast vs manager adjusted forecast will build confidence in the MX calculations and increase a manager's understanding of the forecast being a collaborative tool in daily operations.

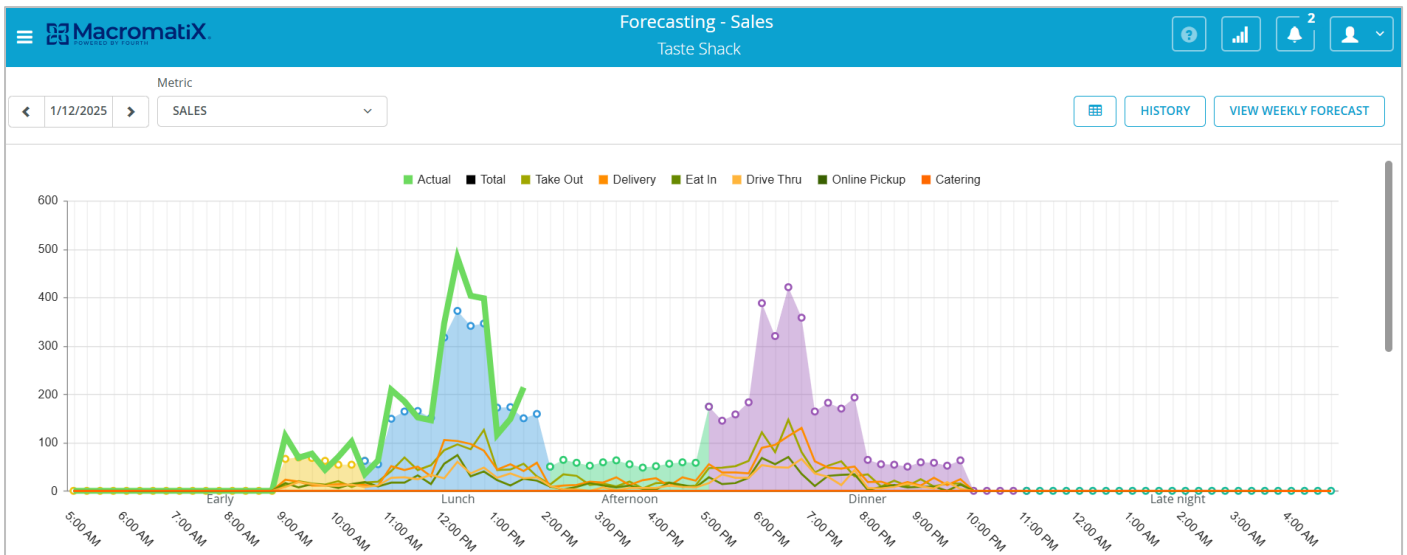
### How to view your Forecast

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**Step 1.** From the **Menu**, select **Forecast** and choose a Forecast type: Sales, Transactions, Sales Items, or Weekly Forecast.



**Step 2.** The **Forecast Graph** will appear and default to today's current date.

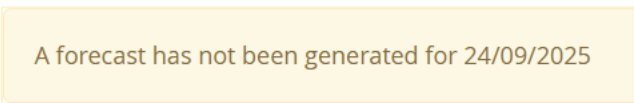


## Date options

To look at a future forecast, use the date selector arrows, or select a date from the calendar pop-up. The AI forecast will generate for a date within 42 days from the current date.



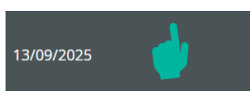
If the date is more than 42 days away, a message will appear:



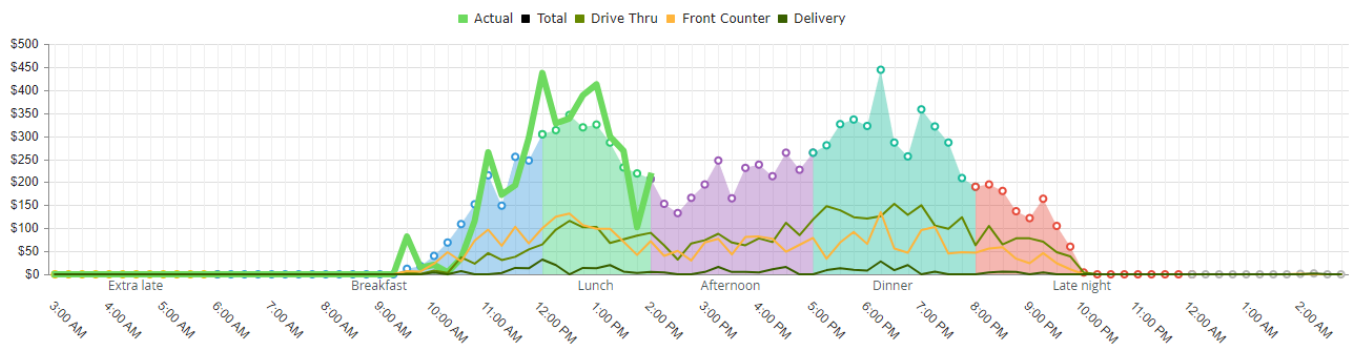
The Forecast & Events modules have a range of permission settings that can be tailored to suit each brand. Please review the Administration settings for your MX site or contact the MX Support team for assistance with changes to permission and security settings.

## View options

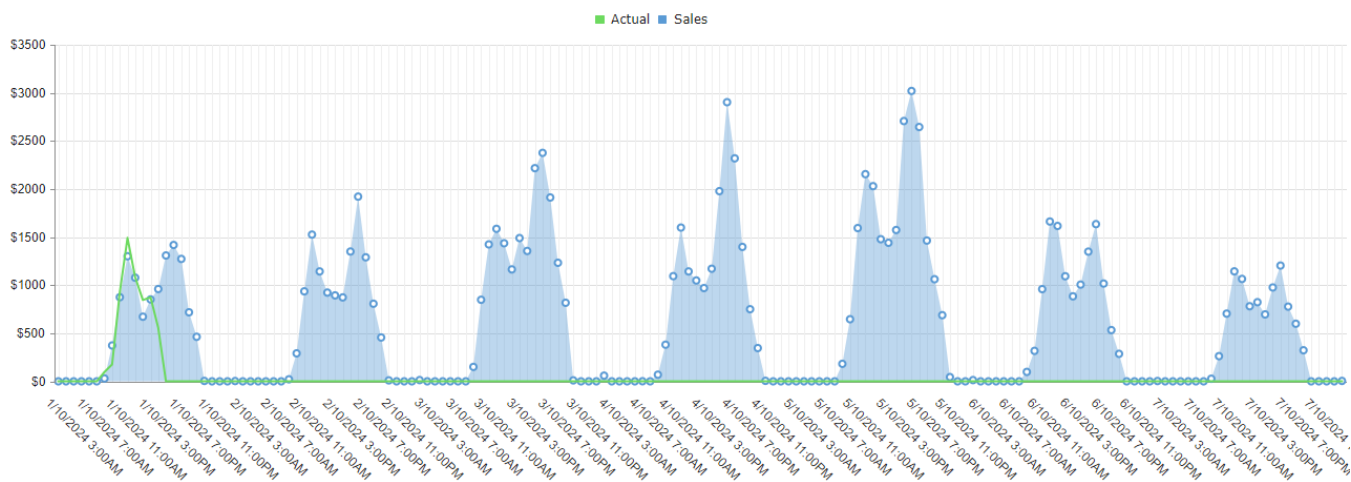
- The forecast will default to show a **Daily** view of forecasted sales data.
- You can switch to view the Forecast in **Weekly** view by selecting
- To switch from **Weekly** view back to **Daily** view, select the date header bar and double tap a day of the week to view that date.



## Daily View



## Weekly View



## Forecast Layout

### Graph & Key

- The horizontal axis will show the hour intervals for the calendar day.
- The vertical axis will show incremental amounts in the configured currency or incremental transactions.
- The forecast key above the graph displays a colour to represent total & actual sales and each service type.
- Select a key colour to toggle on/off the service type display on the graph



- The forecast displays a background grid to show 15-minute time intervals.
- The forecast is colour blocked into key day parts to suit each brand.
- The **green** line on the graph represents actual sales/transactions for the current day/week being viewed.

## Forecast Filter panel

In both Daily and Weekly views, you can review **Last Year** sales, with the current **System Forecast** and make edits in the **Manager Forecast** field.

In the daily view, totals can be viewed by the service types that are configured for the restaurant and brand.

- If an **i** icon is displayed in the **MANAGER FORECAST** header column, it means a manager or head office user has made a manual edit to the forecast. Select the icon to review a record of what was edited.
- If an **i** icon is displayed in the **SYSTEM FORECAST** header column, it means an **Event** or **Promotion** has made an edit to the forecast for your Restaurant. Select the icon to review a record of what was applied/edited.

FORECAST FILTER	LAST YEAR	SYSTEM FORECAST	MANAGER FORECAST	\$	%
Total		\$13,153.58	\$11,755.00	\$11,755.00	

Manager Adjustment Log							
ADJUSTMENT TIME	ADJUSTMENT TYPE	SERVICE GROUP	INTERVAL START	INTERVAL END	SALES ITEM	AMOUNT/PERCENTAGE	ADJUSTED BY
3/12/2025 12:31 PM	Sales		All Day	All Day		10%	Olive.Yew

## Forecast Hourly / Daily Summary panel

The bottom panel is an **Hourly** summary in Daily view, and a **Daily** Summary in Weekly view. It displays the system forecast & actual totals as the day progresses.

The sales type will be consistent with the forecast methodology, reflecting either net or gross sales.

	9:45 AM	10:45 AM	11:45 AM	12:00 PM	12:45 PM
Forecast Sales	\$400.00	\$909.00	\$249.00	\$1,227.00	\$1,209.00
Actual Sales	\$548.39	\$1,245.11	\$270.96	\$1,895.41	\$1,180.39
Ticket Average	\$16.62	\$21.10	\$22.58	\$37.16	\$16.17

In **Daily** View, the **Ticket Average** can be seen.

## Forecast History

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**Step 1.** From the top right of the **Forecast Daily** view, select **HISTORY**.

HISTORY

**Step 2.** The History page will display historical values for the specified fiscal time for:

- **Last Year Sales:** Last year's value depicts actual sales, transactions, and sales item transactions for the equivalent day from the previous year.
- **Catering Sales:** If a brand chooses to use this data point, it will display catering sales.
- **Previous 6 weeks:** Values for the same weekday, for the 6 weeks configured in the forecast.
- **Forecasted Sales:** The forecast total sales for the date display on right above row.

- ✓ Sales history display sales totals in the configured currency
- ✓ Transactions and sales items history display transaction values

Example: If the forecast day you are looking at is for a Tuesday, then values for the six previous Tuesdays are displayed (if MX was receiving data from the POS)

Historical Data

1/10/2024

LAST YEAR SALES	20/08/2024	27/08/2024	3/09/2024	10/09/2024	17/09/2024	24/09/2024	FORECASTED SALES
\$13,153.58	\$11,115.32	\$10,382.37	\$10,638.90	\$10,901.61	\$10,922.90	\$11,402.28	\$10,898.00

**Step 3.** From the top left of the page select **Back** to return to the Forecast graph.


← Back

## Key Concepts: Editing your Forecast

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 The metrics for the generated forecasts are directly linked to your edits. The following are examples of these edits:

- Edits to sales dollars impact transactions, sales items, and inventory item metrics.
- Edits to transactions impact sales dollars, sales items, and inventory item metrics.
- Edits to sales items impact sales dollars but would not change transaction counts.
- Edits to sales items impact inventory item metrics as sales item edits impact inventory items by changing values proportionately according to the recipe.

 MX has a feature to allow an **'Independent Mode'** to be turned on so that some Forecast edits can be limited in their impact. Please read more about the feature below and then contact the MX Support team for assistance with changes to the Administration of the Forecast for your brands site.

## Feature: Manager Edit options

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### Business Case

MacromatiX forecasting has been enhanced to better leverage Fourth's AI-generated forecasts by allowing **continuous AI forecast imports even after manager adjustments are made**. Previously, Manager edits would lock the forecast from an AIF import being able to be applied for the edited dates. In 2026.1 a new configuration replaces the existing on/off override setting and gives a Brand **three** behaviours to control how AI forecasts are handled once a manager adjusts a day's forecast:

1. Blocking further forecast imports, or
2. Always importing and discarding manager adjustments, or
3. Always importing and **reapplying manager adjustments** on top of the latest AI forecast.

When reapplying, the system recalculates adjustments consistently across service types and 15-minute intervals based on the newest AI data.

### Benefit

These enhancements improve forecast accuracy and stability while reducing manual rework for both stores and head office teams. MX customers can confidently leverage improving AI forecasts, maintain manager intent, and manage promotions more efficiently, leading to better ordering, production, and labour decisions.

The key advantages include:

- ✓ More accurate and stable forecasts
- ✓ Reduced rework for managers and head office teams
- ✓ Better support for promotions, events, and AI driven planning



Please contact MX Support or your regions Professional Services team if you would like to discuss this feature for your brand.

## How to Edit your Forecast

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### Editing Daily Totals

**Step 1.** On both the **Daily** and **Weekly Forecast**, there is a **Manager Forecast** section for edits to be entered. These edits will impact the entire day.

- ✓ Entering an edit in the Total field, will edit ALL service types ALL day.
- ✓ Entering an edit in a Service type, will edit ONLY that service type ALL day.

## Daily

FORECAST FILTER	LAST YEAR	SYSTEM FORECAST	MANAGER FORECAST	\$ %
Total	\$13,153.58	\$10,898.00	\$10,898.00	
Drive Thru	\$7,676.63	\$3,937.00	\$3,937.00	
Front Counter	\$3,999.96	\$3,196.00	\$3,196.00	
Delivery	\$1,476.99	\$344.00	\$344.00	

## Weekly

# %	25/11/2025	26/11/2025
Last Year	396	395
System Forecast	410	411
Manager Forecast	410	411
Actual	427	429

**Step 2.** Edits can be applied by **amount** or by **percentage** value for sales, and by **number** or **percentage** value for transactions. Select a type to edit the forecast by toggling between the 2 options.



**Step 3.** In the **MANAGER FORECAST** field, enter an amount. MX will auto-calculate the new total based on the edit type you selected and display the new total on the *right*.

SYSTEM FORECAST	MANAGER FORECAST	\$ %
\$6,881.00	5% \$7225	

**!** Entering a zero \$ value **OR** zero transaction value removes the forecast value, as well as removes all transactions and sales item values for the day it was applied to.

**Step 4.** Once an edit is made, **tap off** the editable field and 2 options appear in the top right of the page: **SAVE** or **CANCEL**. Select one.



**Step 5.** Once saved, the forecast will update, and an **i** icon will display in the **MANAGER FORECAST** column in both the Forecast **Daily** view and Forecast **Weekly** view.

Select the icon to review a record of what was edited.

**i** It can take a moment for the icon to appear as the edits need to be processed by the forecast engine and then the page will need to be refreshed.

Please contact MX Support or your regions Professional Services team for review of your brands forecast settings for frequency of data refresh after edits, events, and promotions are applied to the forecast.

## Editing Intervals

**Step 1.** On the **Forecasting – Sales** page, select the **Grid** icon in the top right of the page.

**Step 2.** Edits can be applied by **amount** or by **percentage** value for sales, and by **number** or **percentage** value for transactions. Select a type to edit the forecast by toggling between the 2 options.



**Step 3.** In the **MANAGER FORECAST** field, adjust the quantity next to the day part, the sales hour or, select the **arrow** drop-down on the left of the sales hour to make edits to specific 15-minute intervals.

▼ 4:00 PM	\$812.15	\$942.00	\$960.00
Dinner	\$3,981.60	\$3,688.00	\$3,766.00
▼ 5:00 PM	\$1,208.50	\$1,206.00	\$1,232.00

**Step 4.** Once an edit is made, tap off the editable field and 2 options appear in the top right of the page: **SAVE** or **CANCEL**.

**Step 5.** From the top right select the **Graph** icon to return to the **Forecast Graph**.

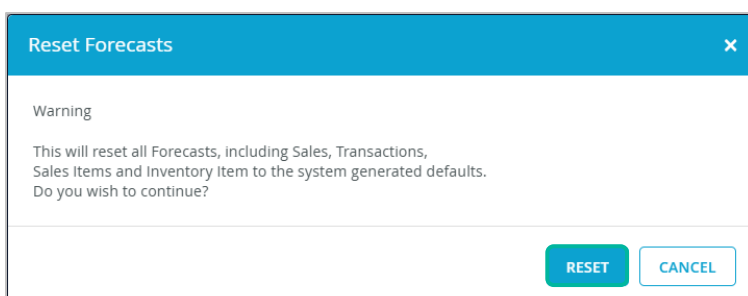
## How to reset your Forecast

The reset feature only appears if the forecast has been edited and saved. It will appear in the top right of the page.



Selecting **RESET** will return the edited values back to the original **system generated** forecast values.

After selecting **RESET**, a warning pop-up will appear asking you to confirm your choice.



## Optional Feature: Independent Mode

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### Business Case

Currently, forecast adjustments can be executed based on transaction count (GC) or sales amount, where changes in one factor affect the other proportionally. This reciprocal adjustment cascades down to impact sales item forecasts and inventory item forecasts. However, there are instances where a manager may want to exclusively adjust GC for specific promotions, necessitating the ability to modify projected sales and forecasted transaction counts separately.

A new forecast feature was created in 2025 called Independent Mode. Independent Mode reduces the widespread impact of certain forecast edits. This is particularly helpful when a manager only wishes to adjust transaction count for a promotion, not sales, in the case of a Buy 1 Get 1 free promotion.

By default, this feature flag is set to 'not active'. It can be made 'active' at a brand Administration level and then managed by permission settings to allow select users access to this feature in the Forecast page.

If the Daily Forecast has Independent Mode activated, there will be a checkbox available on the Forecast.

Independent Forecast Adjustment

When a manager updates the value of the forecast and selects the checkbox for **Independent Forecast Adjustment**, a pop-up will appear to check if the manager wants to proceed, and an acknowledgement checkbox can be configured to confirm the action.

**Confirm Independent Forecast Adjustment**

I acknowledge:

By enabling independent forecast adjustment, you're opting to make isolated adjustments to either sales or transactions. This choice will not impact other forecasting types, sales item forecasts, or inventory item forecasts.

Are you sure you want to proceed with this independent forecast adjustment?


### Benefit

This mode enables a manager to make discrete adjustments to sales or transactions, isolating these modifications from other forecasting types, sales item forecasts, or inventory item forecasts. It provides a refined approach to fine-tuning sales and transaction forecasts accurately, catering to diverse business scenarios.

The key advantages include:

- ✓ *Selective Adjustment Capability:* Managers can opt to adjust GC exclusively for specific promotions, separating it from other adjustments.

- ✓ *Enhanced Flexibility:* Introducing an independent adjustment mode allows distinct adjustments to projected sales and forecasted transaction counts, enabling tailored forecasting strategies.
- ✓ *Isolated Effect:* Adjustments made in this mode won't affect other forecasting types or inventory item forecasts; this can ensure precision and maintain the integrity of the forecasts.

 Please contact MX Support or your regions Professional Services team if you would like to discuss this feature.

# Forecast Evaluator

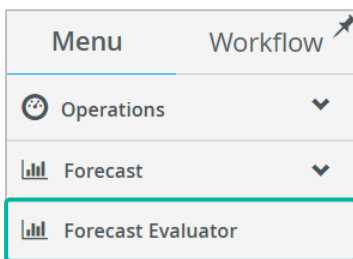
## What is the Forecast Evaluator?

Restaurant Managers can access the Forecast Evaluator to compare the forecast's accuracy to actual sales or transaction values.

The Forecast Evaluator enables comparison of actual sales vs system generated forecast vs manager adjusted forecast and lists the accuracy as a % amount.

## How to view the Forecast Evaluator

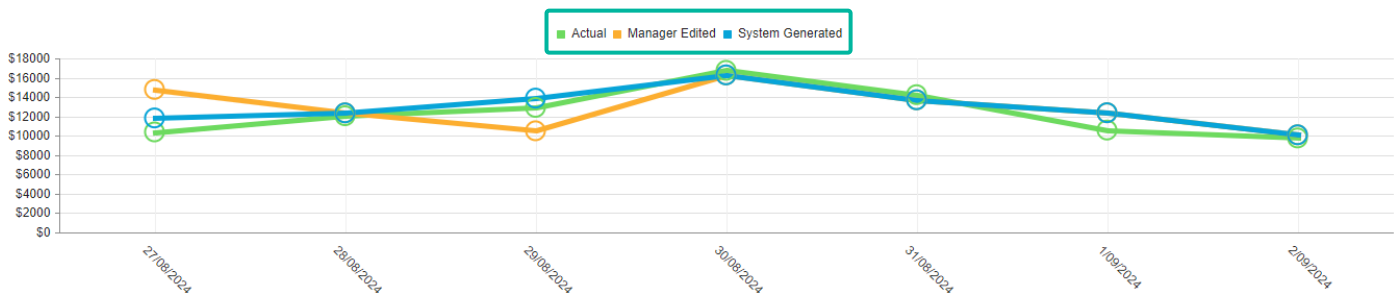
Step 1. From the Menu, select Forecast Evaluator.



The forecast evaluator includes 3 metric lines that appear on a single graph. The legend above the graph identifies the 3 lines to show:

- Actual Sales
- Manager Edited Forecast
- System Generated Forecast

If no manager edits were made, no orange line will appear for this category.



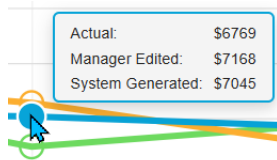
	27/08/2024	28/08/2024	29/08/2024	30/08/2024	31/08/2024	1/09/2024	2/09/2024
System Accuracy	86%	98%	93%	97%	96%	83%	97%
Manager Accuracy	58%	NA	81%	NA	NA	NA	NA

A grid will appear below the graph and display the forecast accuracy as a percentage. The values reflect the accuracy of the MX forecast and compares that with the Managers forecast edits vs the actual sales or transaction values.

**i** When a manager edited forecast is more accurate than the system, the grid value is displayed in **green**. When a manager edited forecast is less accurate than the system, the grid value is displayed in **red**.

### Forecast Evaluator Data Points

On the Forecast Evaluator, you can hover or tap on a data point for totals and a tool tip displaying three metric values will appear.



Plot points provide a visual comparison of **Actual** values vs the **System Generated** forecast value vs the **Manager edited** forecast value.

Data points display the daily values for sales and transactions.

### View options

On the Forecast Evaluator, a range of filters are available.

Week Of	Metric	Filter By	Forecast Filter	Scaling
25/11/2025 - 1/12/2025	SALES	ALL DAY	TOTAL	DYNAMIC

- **Week Of:** Select the week to review the forecast evaluation for.
- **Metric:** Choose between reviewing Sales or Transactions.
- **Filter By:** Choose between All day or specific Day Parts.
- **Forecast Filter:** Choose between Total or specific Service Types.
- **Scaling:** Choose between Dynamic or Fixed graph display.

## Forecast Local Events

### What are Forecast Local Events?

- ✓ A manager or Head Office user can set up **local** restaurant events that may not be expected by the AI forecast.
- ✓ **Local** events can be manually set up in advance of the event date and allow a manager to specify what the expected sales impact of that local event will be.
- ✓ A manager can use the MX Mobile Events page to create **local** events for a single restaurant, or a HO user can use an import to apply a local event to multiple restaurants.

### AI Forecast Events vs Local Events – Fundamentals

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The AI Forecast considers the larger-scale events that are pre-set at brand level and uses a range of intrinsic and external data to generate the feature space that the models are being trained and predicted on.

AIF external event data features *can* include:

- National Holidays e.g. Xmas
- School Holidays
- Weather e.g. max temp, snow – optional
- Major sporting events – proximity based

**i** AIF events that inform the data model will **not** be displayed in MX. The events displayed in the **Mobile Events** page are only **local** events, manually created by a manager or Head Office user, often for a single restaurant.

**⚙** **Local** events applied in MX – whether via a HO import or created manually via the Mobile Events page – are *applied on top* of the system forecast; the system forecast can be MX generated or AIF imported.

### Key Concepts for Local Events

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- ✓ Local events can be set up to be multi-day or single day events. If an event is a multi-day event, the user will set up a series of single day events, for the given time.
- ✓ There can only be one event per day, even when setting up a partial day event. However, a manager can set-up multiple time ranges for a single event.
- ✓ Local events can be based on single or multiple *past dates* or created with *custom adjustments*.
- ✓ Local events allow managers to make notes with the event profile to review for future application.

- ✓ The Forecast Evaluator page employs the "original" system forecast for its System Accuracy %, and local events are included in the Manager Accuracy %. This means that Manager's Accuracy for local event days *may* be more accurate than the System Accuracy.
- ✓ Managers cannot delete local events for a past occurrence. Doing so would allow event days to be used in forecasting as a "normal" day.
- ✓ When copying historical data from an event for a Sales Items or Inventory Items that no longer exists, the system will not copy over actuals for that Sales Item or Inventory Item.

*For example:* If in the historical occurrence of the event, your brand sold Peach Milkshakes, but for the future occurrence of the event your brand no longer sells Peach Milkshakes (or use peaches).

- The history for that Sales Item (Peach Milkshakes) and Inventory Item (Peaches) would *not* be copied over.
- OR, if there is a **new** Sales Item or Inventory item that does not exist in history, MX does *not* fill in forecast values for either.

### Using Promotions and Events simultaneously


When Promotions and Events are configured for the same day(s) simultaneously, Promotions will be applied to the original forecast *first*, and then Events will be applied *after* Promotions, according to the raw/original forecast.

*For example:* The original forecast of the day is 10,000 and the original forecast of one sales item is 1000. This sales item has a 100% promotion applied in MX

- The updated forecast for the sales item is now 2000.
- The updated forecast for the day is now 11,000.

There is also an event of 100% increase applied in MX.

- *After* the event is applied, the updated forecast for the day will be 11000 (updated forecast) + 10000 (original forecast) x 100% = 21,000
- *NOT* 11000 + 11000 x 100% = 22,000.

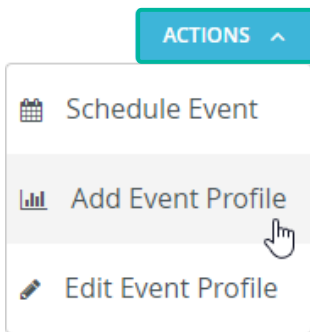
 Please contact MX Support or your regions Professional Services team for any further questions, training requests or review of your promotions and event settings.

## How to create a Local event profile

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**Step 1.** From the MX Mobile **Menu** select **Forecast** then select **Events**.

Step 2. Select **ACTIONS** and choose Add Event Profile.



**Step 3.** Enter in a Profile Name for the Event.

**Step 4.** Decide if the Event needs to **Overwrite Manager Forecast**. Check this box if this events setting is to overwrite any previous Manager edits.

**Step 5.** Choose one of the adjustment options:

- **Create Adjustments Manually:** Manually enter in the adjustments.
  - a. Select **ENTER ADJUSTMENTS**
  - b. Enter in the **MANAGER ADJUSTMENT** column a % amount to the entire day or to specific intervals.
  - c. Select **SAVE PROFILE**.

TIME	MANAGER ADJUSTMENT (%)
4:00 PM	5%
Dinner	15%
5:00 PM	15%

- **Forecast Adjustments from Past Occurrences:** Link the Event Profile to specific past dates and figures from those dates.
  - a. Use the date picker to select the date/s of sales you want the Event Profile to be based on.

- b. Select **+Add Date** and enter in any **Notes** about the event as a reminder. Multiple past dates can be selected to a single event profile.
- c. Select SAVE PROFILE.

 For each 15-min interval of each selected past occurrence dates, MX calculates the percentage *difference* between the **actual** and the **forecasted** sales.

- Difference per interval

*Example:* If the forecasted sales for 8:15am to 8:30am was \$100, and the actual sales were \$120, then recorded into MX memory will be 0.2 (20%) as the *increase* for that 15-min interval of that date. MX repeats this exercise for all 96 intervals for each of the past occurrence dates.

- Difference per interval across multiple dates

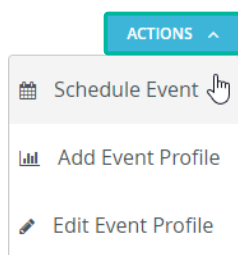
*Example:* For each 15-min interval, MX takes an average percentage change across all selected past occurrence dates. For example, if for 8:15am to 8:30am the percentages for 3 dates were 0.2, 0.25 and 0.3, then for the profile record, save 0.25 as the adjustment percentage for the 8:15-8:30am interval. MX repeats this exercise for all 96 intervals of the profile record.

## How to Schedule an Event

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**Step 1.** From the MX Mobile **Menu** select **Forecast** then select **Events**.

**Step 2.** Select Actions and choose **Schedule Event**.



**Step 3.** A **Schedule New Event** pop-up will appear. Enter any **Notes** to record why this event is being applied to this date and any relevant information.

**Step 4.** Select an Event Profile to apply.

Schedule New Event
✕

Date

<
10/09/2025
>

Notes

Coldplay Concert mixed ages 10 - 60 year olds

Event Profile

Rock Concert 7-10pm 10,000 people
▾

Overwrite Manager Forecast

SCHEDULE EVENT
CANCEL

**Step 5.** Select **SCHEDULE EVENT**. You will now see the event applied in the Events calendar for the day you selected.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">             16/09/2025  <a href="#" style="color: #0070c0; text-decoration: none;">+ Schedule Event</a> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">             17/09/2025  <span style="border: 2px solid #0070c0; padding: 2px;">Rock Concert 7-10pm 10,000 people</span> <span style="float: right;">&gt;</span>  <a href="#" style="color: #0070c0; text-decoration: none;">+ Schedule Event</a> </div> <div style="border: 1px solid #ccc; padding: 5px;">             18/09/2025         </div>	<div style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 5px;"> <p>Event Date 17/09/2025</p> <p>Event Profile Rock Concert 7-10pm 10,000 people</p> <p><input checked="" type="checkbox"/> Overwrite Manager Forecast</p> <p>Notes Coldplay Concert mixed ages 10 - 60 year olds</p> <p style="color: red; font-weight: bold; text-align: center;">🗑 Delete Event</p> </div>
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# Forecast Audit Log

## What is the Forecast Audit Log?

The Forecast audit log tracks forecast related events, such as forecast generation, manager adjustments, etc. with the date, time and the information of the user which performed the action all recorded into the log.

## How to view the Audit Log

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**Step 1.** From the **Menu** select **Forecast**, then select **Audit Log**.

**Step 2.** The **Audit Log** will appear and default to display the current days actions.

**Step 3.** Use the sort arrows on the headers to adjust the sort order.

AUDIT DATE	TITLE	AUDIT DETAILS	USER
Wed, 10 Sep 2025 3:47:55 PM	Sales forecast adjusted	Sales forecast adjusted, Filter:Total from \$6,881.00 to \$7,225.00 for 10-Sep-2025	Olive.Yew
Wed, 10 Sep 2025 3:47:55 PM	Transaction count forecast adjusted	Transaction count forecast adjusted, Filter:Total from 395.00 to 415.00 for 10-Sep-2025	Olive.Yew
Wed, 10 Sep 2025 4:24:34 PM	Event Profile Created	Event: Rock Concert 7-10pm 10,000 people OverwriteManger: True, created, Source: Manual, Day Totals 0% to 15%	Olive.Yew
Wed, 10 Sep 2025 4:35:24 PM	Event Created	Note:Coldplay Concert mixed ages 10 - 60 year olds,Date:2025-09-17,Event Profile:Rock Concert 7-10pm 10,000 people	Olive.Yew

**Step 4.** Use the **FILTER** to search actions or the check-box options to review log specifics.

Audit Log Filters
✕

Search text

Date Range

Select All

- Forecast Adjustment Created
- Forecast Adjustment Deleted
- Forecast Adjustment Process Canceled
- Forecast Adjustment Process Completed
- Forecast Adjustment Process Started
- Forecast Adjustment Updated
- Forecast Cache Updated
- Forecast Event Created