

Restaurant User Guide – Baseline

Mobile Standard Forecast & Events



Version Control

Date	Update	Editor	Version
3.12.25	Restaurant User Guide – Baseline Forecasting	MX-CG-RR-SHA	v1
13.04.26	Restaurant User Guide – Baseline Forecasting Review v2	MX-CG-RR-SHA	v2

Standard Forecast

What is a standard forecast in MacromatiX?

A MacromatiX forecast is a data-informed projection of future sales & transactions for a restaurant.

The standard forecast module is available in the Mobile version of MacromatiX and is based on an advanced algorithm accurately forecasting sales & transaction counts in 15-minute increments using historical sales data and trends.



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 AIF (Artificial Intelligence Forecast) *This was previously known as NextGen Forecasting.



This **Standard Forecast** guide will cover the Restaurant Manager features in MX Mobile as of 2026.1. The Standard Forecast does *not* currently include an AI component.

The standard forecast modules in MacromatiX Mobile include the following baseline features:

- ✓ 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

How does the Standard Forecast work in MacromatiX?

The Forecast algorithm considers averaged actuals from the past 6-8 weeks and can include data from the same day last year. It can also consider any adjustments i.e. removal of highs/lows, events, promotions and mirrors based on a brands set-up.

A standard forecast is generated 2 weeks in advance to cover sufficient time for ordering and rostering; however, this is configurable for customers. The standard forecast includes metrics for sales items and ingredient inventory items, which informs more accurate projected ordering, production, and rostering.



For information on the following speciality topics relating to the Forecast, please contact MX Support or your regions Professional Services team for additional materials and guides on:

- AI Forecast (AIF)
- Forecast Promotions & Limited Time Offers
- Forecast Mirroring for Menu Items and Restaurant locations
- Forecast Catering Orders
- Centralised Forecast Management & Forecast Manager



Top 5 Restaurant best practice recommendations for MX 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 tool.
- ✓ Edits/adjustments can be entered by a Manager &/or Head Office role using \$ amounts or % percentages.
- ✓ Creating and applying special events or promotions in advance 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.

Forecast Fundamentals

Kinds

The MacromatiX forecast engine generates forecasts for:

- Sales
- Transactions
- Sales Items

Types

There are 2 types of forecasts:

System Generated: These are based on historical data along with configurable inputs that can be made by each customer, for example, highs and low's removal, school holidays, seasonality, special events etc.

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 Standard Mobile Forecast can be viewed up to 14 days in advance in the follow view formats:

- 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 Engine

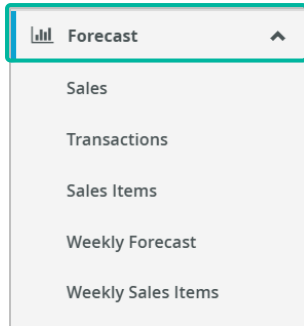
- Forecasts are generated by averaging actuals from the past 6-8 weeks (e.g., last 6 Tuesdays). The highly technical algorithm can include data from the same day last year. It can consider any adjustments i.e., removal of highs/lows, events, promotions, mirrors etc. based on your brand settings.
- Forecasts are based on 15-minute intervals.
- Historical forecasts are available to view for up to 14 previous days.
- Forecasts are generated up to 14 days in advance from the current date to ensure 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.

 Please contact MX Support or your regions Professional Services team for review of your brands forecast settings.

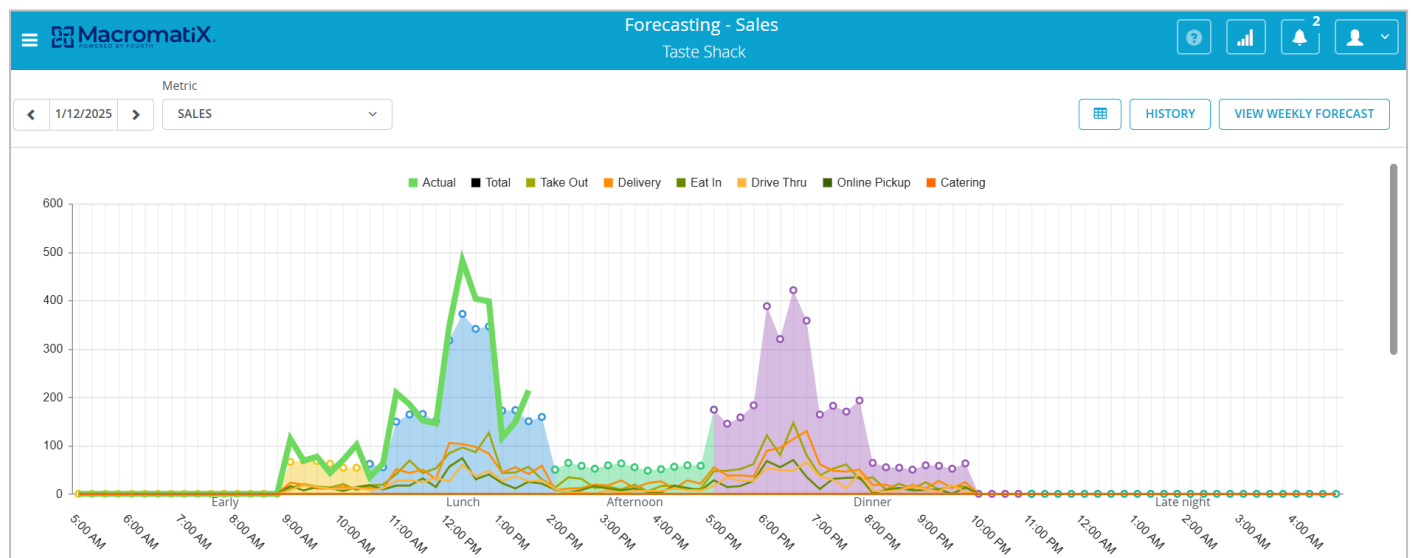
Standard Forecast

How to view your Forecast

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.

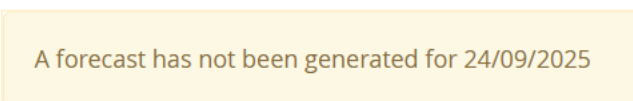


Date options

To look at a future forecast, use the date selector arrows, or select a date from the calendar pop-up. The standard forecast will only generate for a date within 14 days from the current date.



If the date is more than 14 days away, a message will appear:



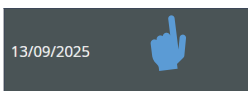
If the date is less than 14 days away and no forecast appears, you may have the option to manually generate a forecast to display by selecting **Generate Forecast**.



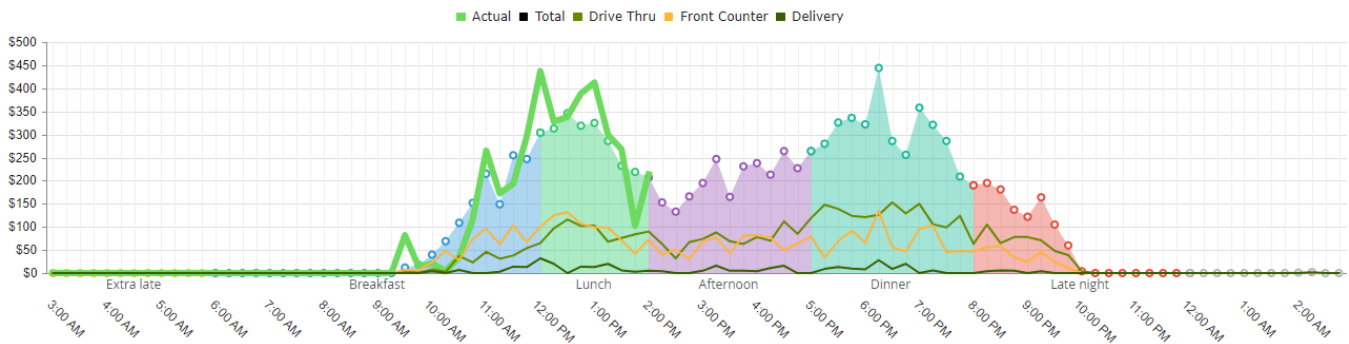
The Forecast & Events modules have a range of permission settings that can be tailored to suit each brand. Please review the Administration settings for your MX site or contact the MX Support team for assistance with changes to permission and security settings.

View options

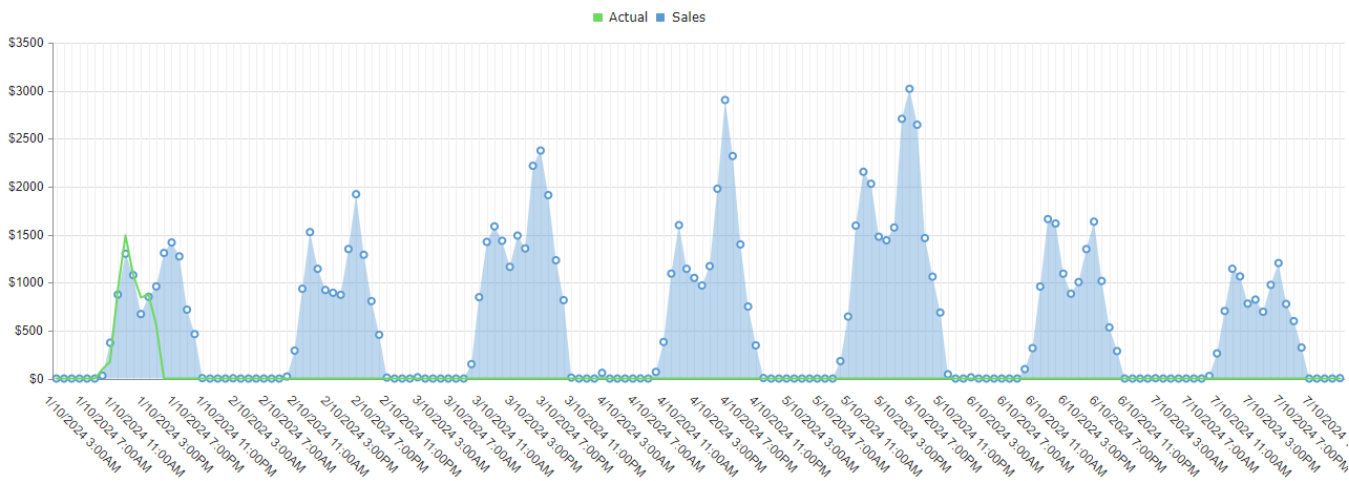
- The forecast will default to show a **Daily** view of forecasted sales data.
- ✓ You can switch to view the Forecast in **Weekly** view by selecting [VIEW WEEKLY FORECAST](#)
- ✓ To switch from **Weekly** view back to **Daily** view, select the date header bar and double tap a day of the week to view 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 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

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.
- **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

 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.

How to Edit your Forecast

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.

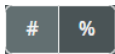
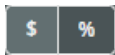
Daily

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

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

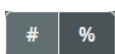
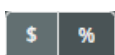
 It can take a moment for the icon to appear as the edits need to be processed by the forecast engine and then the page will need to be refreshed.

 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**.

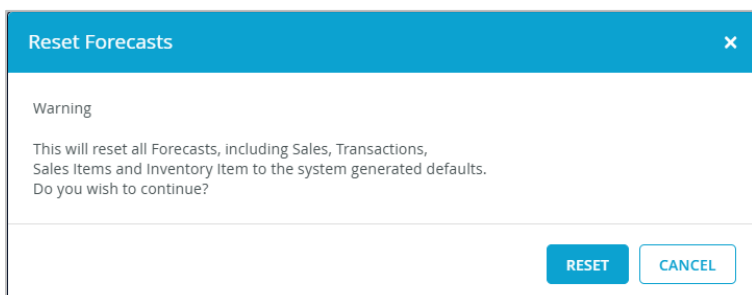
How to reset your Forecast

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

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.

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?


CONFIRM
CANCEL

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

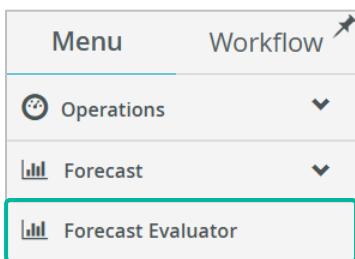
What is the Forecast Evaluator?

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

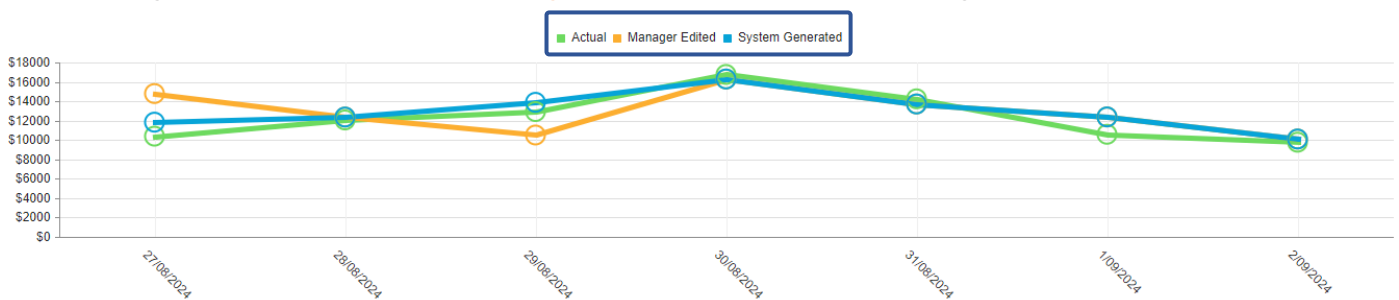
Step 1. From the **Menu**, select **Forecast Evaluator**.



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

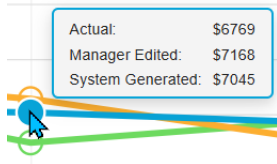
A grid will appear below the graph and display the forecast accuracy as a percentage. The values reflect the accuracy of the MX forecast and compares that with the Managers forecast edits vs the actual sales or transaction values.

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 Events


What are Forecast Events?

- ✓ A manager or Head Office user can set up events in advance of the event date and specify what the expected sales impact of that event will be.
- ✓ Previous local events can also be the basis of the forecast for the future occurrence of that event.
- ✓ 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.


Forecast Events Fundamentals

Forecasting events considers days that result in a spike above or below what is normal for the season. When forecasting normal conditions, the forecasting engine forecasts days using **one** of two methods:

1. A simple average of the last x number of same days of the week.
For example: When forecasting Monday, the system would take a simple average of the last six Mondays.
2. A seasonal adjustment based on last year's trend. This method takes the simple average method and multiplies it by a year-over-year trend. This trend is determined by comparing the simple average of last year's preceding weeks to the same simple average date range of the current year.

 The +/- sales due to the 'event' is **not** factored into the future forecast, this is to ensure the standard forecast can be more accurate.

For Example: If there was a sport event applied that increased sales by 10%, MX will take the actual values for the day of the sport event -10% to get back to an 'average' day to use for forecasting.

 **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 for Standard Forecast is MX generated.

Key Concepts

- ✓ All events are displayed in the Event Calendar in the Forecasting Event module in MX Mobile.
- ✓ Clicking on the event displays any associated notes with the profile. Notes can be added.
- ✓ There can only be one Event per day, even when setting up a partial day Event. An RGM may, however, set-up multiple time ranges for a single Event.
- ✓ 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.

- ✓ Restaurant users can create Events for holiday periods (i.e., Xmas, NYE) or local level Events (football or concerts) for their location.
- ✓ The Forecast Evaluator page employs the "original" system forecast for its System Accuracy %, and Events are included in the Manager Accuracy %. This means that Manager's Accuracy for Event days may be more accurate than the System Accuracy.
- ✓ Managers cannot delete an Event 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 sell 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.

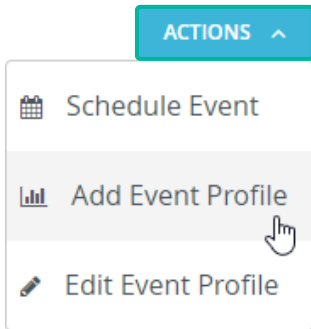
- *After* the event is applied, the updated forecast for the day will be 11000 (updated forecast) + 10000 (original forecast) x 100% = 21,000
- *NOT* 11000 + 11000 x 100% = 22,000.

 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 an Event Profile

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.

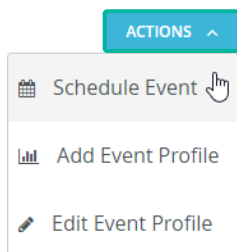
- **Difference per interval across multiple dates**

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

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 + Schedule Event </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 17/09/2025 <div style="border: 2px solid #0070c0; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Rock Concert 7-10pm 10,000 people > </div> + Schedule Event </div> <div style="border: 1px solid #ccc; padding: 5px;"> 18/09/2025 </div>	<div style="border-right: 1px solid #ccc; padding-right: 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; margin-top: 10px;">🗑 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

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

SEP 9, 2025 - SEP 10, 2025
▼

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