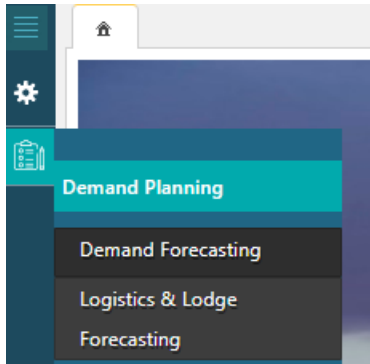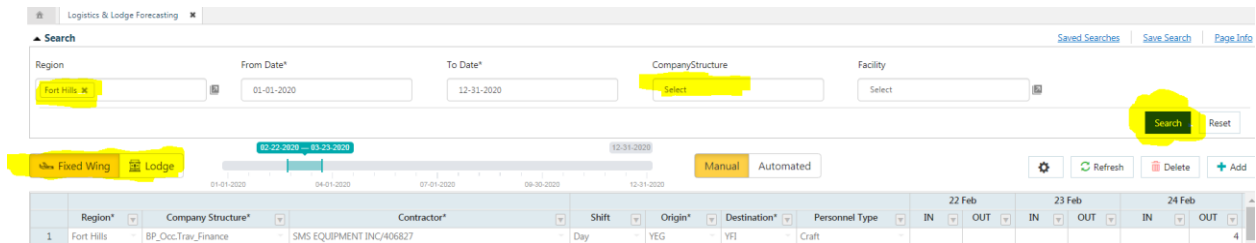***Logistics and Lodge Forecasting is best used for forecast updates, short term contracts in the current year, and projects with unknown shift patterns and/or varying shift patterns.**
Demand Forecasting is best used for long term or maintenance contracts with a known shift pattern*
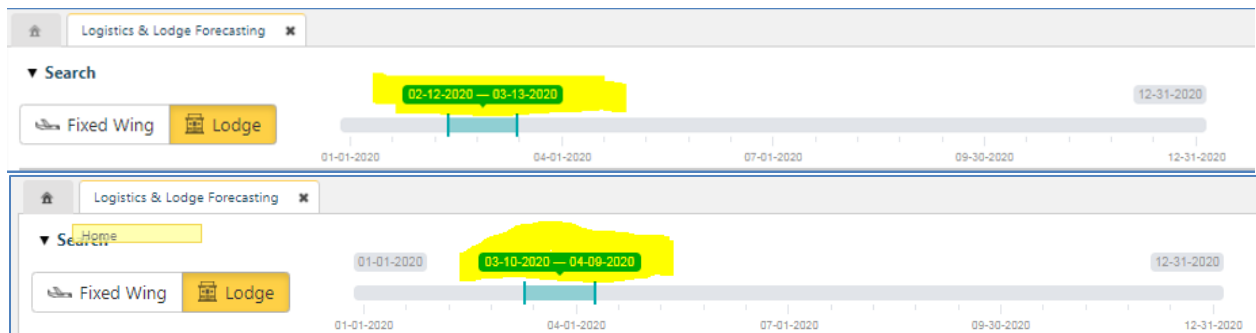

Always search Demand Forecasting & Logistics and Lodge before entering a new forecast. This is to confirm that there is not a forecast already submitted and to confirm you are not duplicating.
Specify the search criteria (Region, Company Structure) and click Search

***Rows are only visible in the "Lodge and Logistics Planning" tab for the dates shown (one month at a time, and/or 30 days) we recommend that you keep at least one or two dates as you scroll to ensure all your rows are visible.

Example, if you are viewing May 1–31 and want to slide the toggle to view June 1-30, you should only slide to May 29 – June 29. Leaving a day or two will ensure the lines don't "disappear" from the beginning of where you started. If you do not leave a day or two your line will disappear making it look like you will need to add another row and you don't. This is extremely important to remember or you will have multiple unneeded/unnecessary rows.

Important Note: if you are a NEW contractor and have nothing in the system yet and are starting off fresh you will need to add your rows (Steps 1-4). If you are already a contractor with a demand in the forecast and need to make updates, ensure you are **ONLY EDITING** your lines that are already in the system (Step 5 below).

Logistics and Lodge Tab- Adding/Editing Aviation

1. Go to the Fixed Wing tab. Click Add

2. A new row shall be added.

(If you have day shift and night shift coming from each hub YYC/YEG you will need a row for each, so you would have four rows in total. Ex: Day and Night from YYC is two rows one for day and one for night. And the same would apply for YEG.)
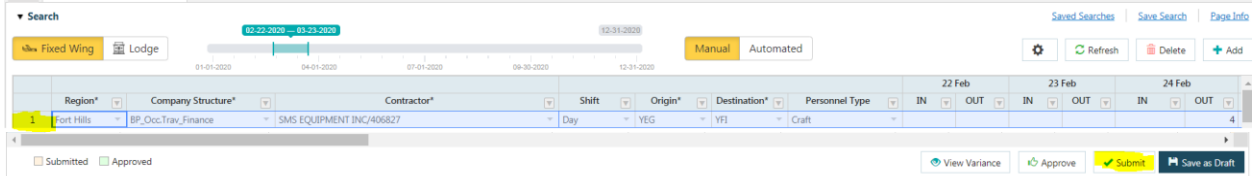
3. Specify the necessary fields such as Region, Company Structure, Contractor, Origin, Destination, Shift, Fly in/Fly out and number of resources for each date. See the gear below in the screenshot it will populate another window to select your preferences as shown below in the second screenshot with blue highlighting your fly in/fly out. Night shift would Fly in – AM Fly out – AM, Day Shift would be PM and PM.
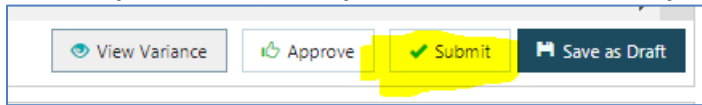

*** For the Aviation Forecast, each line is used as a round trip. So you do not need to make a separate line for IN, and a line for OUT. Make sure when changing from Night Shift to Day Shift that your fly-in and fly-out are correct (meaning it's either AM or PM, always double check).

4. Enter you numbers for each day. **You are only able to submit for the dates shown. Then you would scroll over (28 days), enter your forecast numbers and select the row and save as draft. Then click the row again and hit submit.**
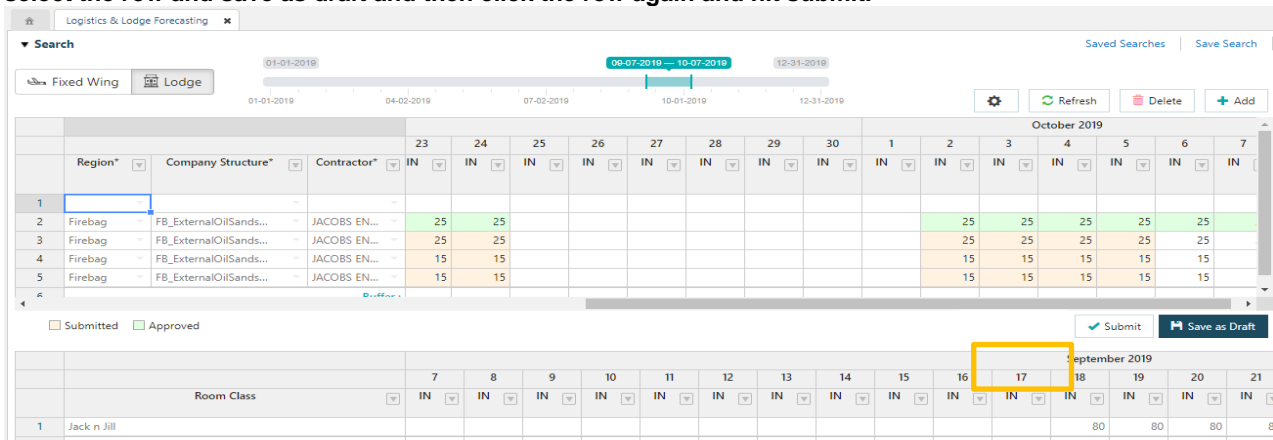

** In order for your forecast to be saved, highlight the rows, and save as draft (Forecasts can disappear if this step is missed.) Once you have saved as a draft, you then again highlight the rows, and submit.

5. To edit your forecast you would update the numbers that are outside the 14 day lock out period, select the row and save as draft and then click the row again and hit submit. Note: you will know your changes have been made because the row will be a light brown/beige color.

Logistics and Lodge Tab - Adding/Editing Lodge

1. Go to the Lodge tab. Click Add

2. A new row shall be added.

3. Specify the necessary fields such as Region, Company Structure, Contractor, Lodge Destination and Personnel Type (craft vs mgmt.).

4. Enter you numbers for each day and then select the row save as draft, select row again and submit. **You are only able to submit for the dates shown. Then you would scroll over (28 days), enter your forecast numbers and select the row and save as draft and then click the row again and hit submit.**

5. To edit your forecast you would update the numbers that are outside the 14 day lock out period, select the row and click save as Draft then click the row again you worked on and hit submit.

*Logistics and Lodge Forecasting is best used for forecast updates, short term contracts in the current year, and projects with unknown shift patterns and/or varying shift patterns.**

Demand Forecasting is best used for long term or maintenance contracts with a known shift pattern*

Demand Forecasting Tab- Adding High Level Demand

1. Click Add

2. A new demand forecasting row will appear.

3. Specify the necessary fields such as Region, Company Structure, Contractor, Start Date, End Date, Origin(YFI/YMM), Destination (YYC/YEG), Mode(fixed wing), Require Lodge Stay (Yes/No), Lodge Destination(Base Plant, Fort Hills, Firebag), Stay Pattern(7x7, 4x3), Shift(Day/Night, Personnel Type (Craft/Management), Remarks (cost code, A/B Shift etc) and no. of resources.

	Region*	Company Structure*	Contractor*	Facility	Start Date*	End Date*	Origin	Destination	Mode	Require Lodge Stay	Lodge Destination	Shift Pattern	Shi
1										No			
2	Firebag	FB_External...	JACOBS EN...	Firebag	09-18-2019	11-30-2019	YEG	YFI	Fixed Wing	Yes	Base Plant	8*6	Night
3	Firebag	FB_External...	JACOBS EN...	Firebag	09-18-2019	02-12-2020	YEG	YFI	Fixed Wing	Yes	Base Plant	8*6	Night
4	Firebag	FB_External...	JACOBS EN...	Firebag	09-18-2019	02-12-2020	YEG	YFI	Fixed Wing	Yes	Base Plant	8*6	Night
5	Firebag	Firebag_RD	JACOBS EN...		08-30-2019	09-27-2019	YYC	YFI	Fixed Wing	Yes	Firebag	4*3	
6	Firebag	FB_External...	JACOBS EN...		09-18-2019	12-31-2019	YEG	YFI	Fixed Wing	Yes	Base Plant	8*6	Night
7	Firebag	FB_Operati...	JACOBS EN...		09-02-2019	10-31-2019	YYC	YFI	Fixed Wing	Yes	Firebag	4*3	

Tip: The Logistics and Lodge Forecasting will auto populate for you, based on the shift pattern entered Demand Forecasting. If you do have flight requirements please leave (origin, destination, mode) empty.

You can also select the row to be modified. You can modify the Region, Company Structure, Lodge Destination, and Contractor of lodge demand rows which have not yet started.

Once the start date has passed only the demand for each date outside the 14 day lockout can be modified.