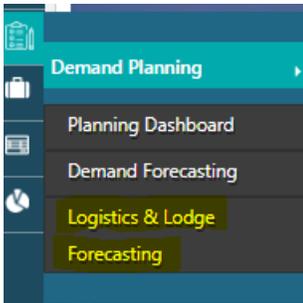
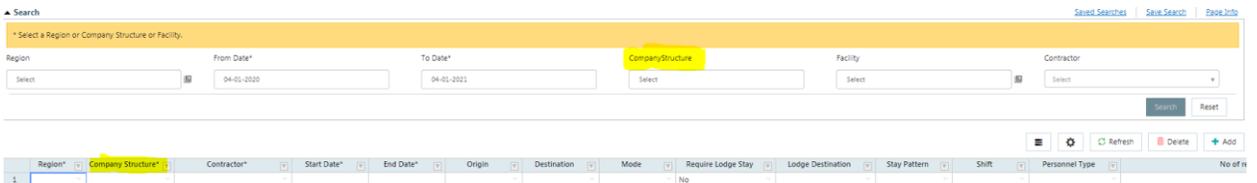


*Logistics and Lodge Forecasting is best used for forecast updates, short term contracts in the current year, and projects with unknown shift patterns and/or varying shift patterns.

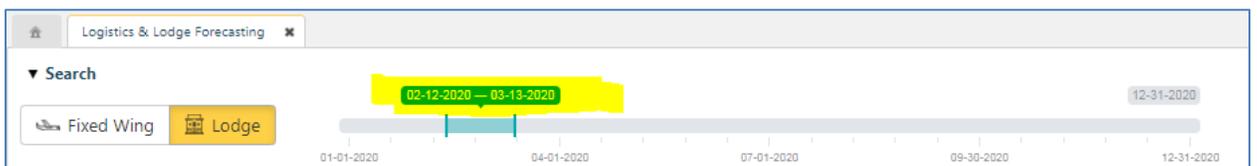
Demand Forecasting is best used for long term or maintenance contracts with a known shift pattern.*



1. Please make sure you are forecasting under the correct Company Structure. If you are unsure of your company structure, please reach out to the DFA team and we can provide you with the correct information. The Journey Request company structure and the forecasting company structure need to be the same. It may be helpful to enter the cost collector under the remarks section on the forecast.

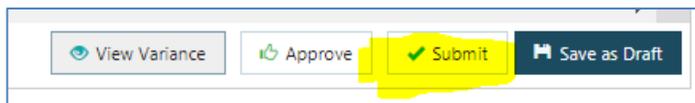


2. Rows are only visible in the “Lodge and Logistics Planning” tab for the dates shown (one month at a time, and/or 30 days) we recommend that you keep at least one or two dates as you scroll to ensure all your rows are visible. Example, if you are viewing May 1 – 31 and want to slide the toggle to view 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 don’t 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.

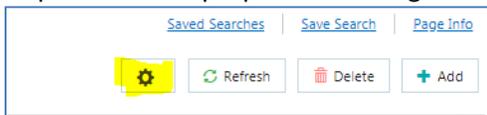




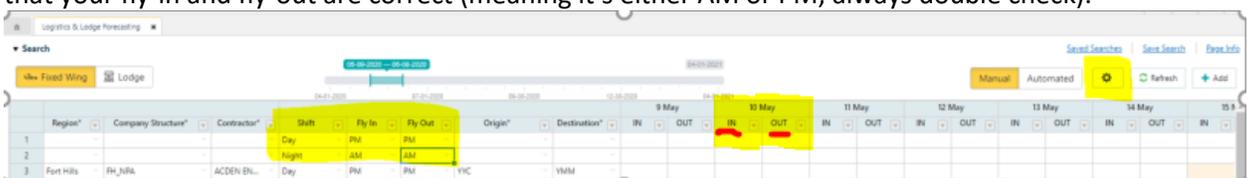
- In order for your forecast to be saved, highlight the rows, and Save as Draft (Forecasts can disappear if this step is missed.)
- Once you have saved as draft, you then again highlight the rows, and submit.



- Please ensure you are selecting Personnel Type- 'Craft or Management' as this field is a requirement for proper forecasting



- Please submit your forecast as far ahead as possible. It is your responsibility to update any changes. Forecasts must be entered for as far out as possible and or up to two years.
- 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).





iLogistics Forecasting Tips

- You are unable to make changes in Demand Forecasting if the start date is in the past. You will need to end date. Then go to the Lodge and Logistics Forecasting Tab and add a new line in there or edit what needs to be changed outside of and keeping in mind the 14 day lockout.

	Region*	Company Structure*	Contractor*	Start Date*	End Date*	Origin	Destination	Mode	Require Lodge Stay	Lodge Destination	Stay Pattern	Shift
1	Fort Hills	FH_MSS - Cranes...	HERC RENTALS/449766	01-10-2020	01-30-2020	YEG	YFI	Fixed Wing	Yes	Fort Hills	7*21	Day
2	Fort Hills	FH_MSS - Cranes...	HERC RENTALS/449766	01-10-2020	02-29-2020	YEG	YFI	Fixed Wing	Yes	Fort Hills	7*7	Day
3	Fort Hills	FH_MSS - Cranes...	HERC RENTALS/449766	01-17-2020	01-31-2020	YEG	YFI	Fixed Wing	Yes	Fort Hills	7*7	Day
4	Fort Hills	FH_MSS - Cranes...	HERC RENTALS/449766	01-17-2020	03-31-2020	YEG	YFI	Fixed Wing	Yes	Fort Hills	7*7	Night
5	Fort Hills	FH_MSS - Cranes...	HERC RENTALS/449766	01-30-2020	02-06-2020	YEG	YFI	Fixed Wing	Yes	Fort Hills	14*7	Day
6	Fort Hills	FH_MSS - Cranes...	HERC RENTALS/449766	02-06-2020	03-31-2020	YEG	YFI	Fixed Wing	Yes	Fort Hills	7*7	Night
7	Fort Hills	FH_MSS - Cranes...	HERC RENTALS/449766	02-06-2020	03-31-2020	YEG	YFI	Fixed Wing	Yes	Fort Hills	7*7	Day
8	Fort Hills	FH_MSS - Cranes...	HERC RENTALS/449766	03-07-2020	03-31-2020	YYC	YFI	Fixed Wing	Yes	Fort Hills	7*7	Day