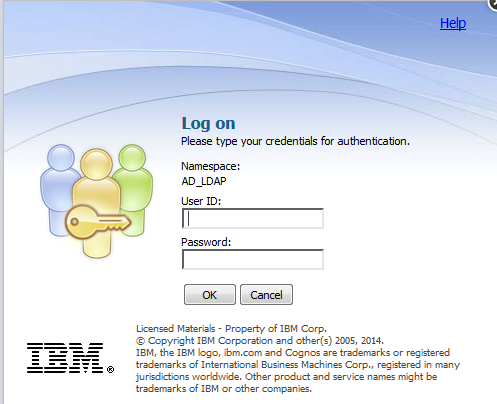
# TM1 Forecast Applications – Step by step guide

## **Purpose:**

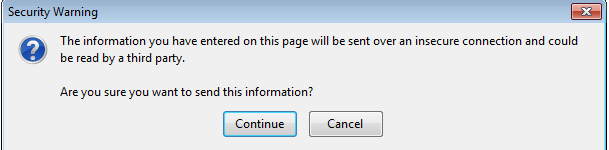
Highlights: Users input the current year actuals forecast.

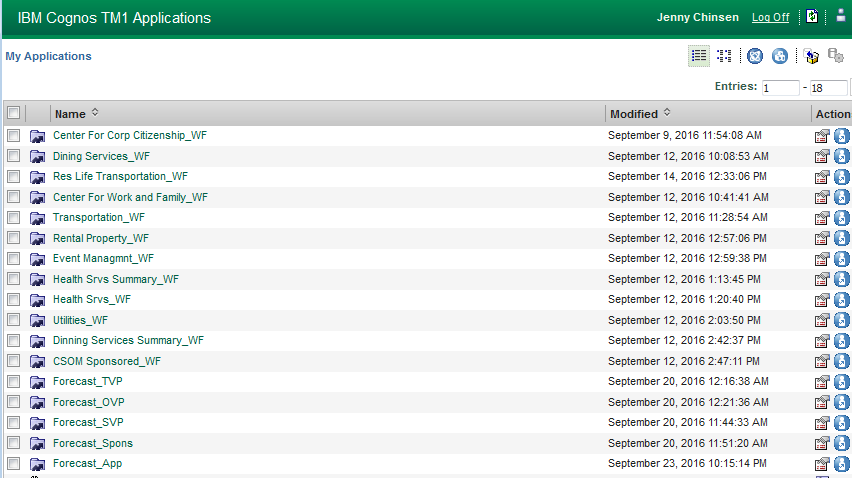
## **STEPS:**

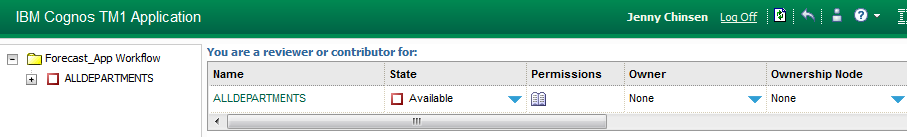
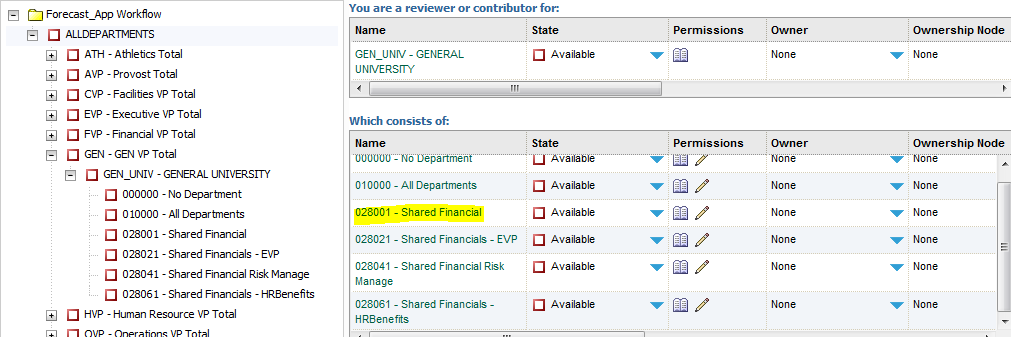
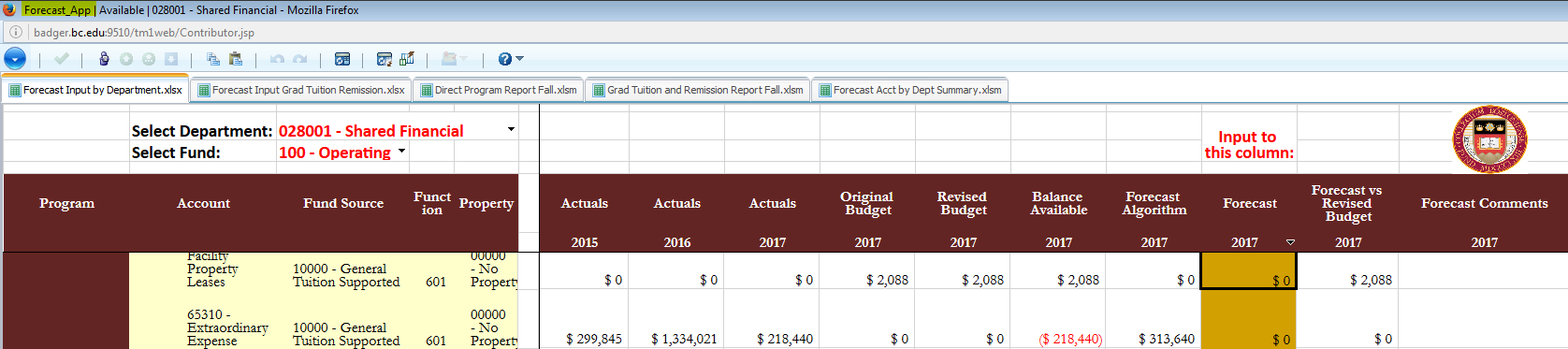
1. Login to TM1 Application
   1. Open Browser (preferred Mozilla)
   2. Type in url: <http://badger.bc.edu:9510/pmpsvc/applications.jsp>
   3. Enter your LDAP login user id and password

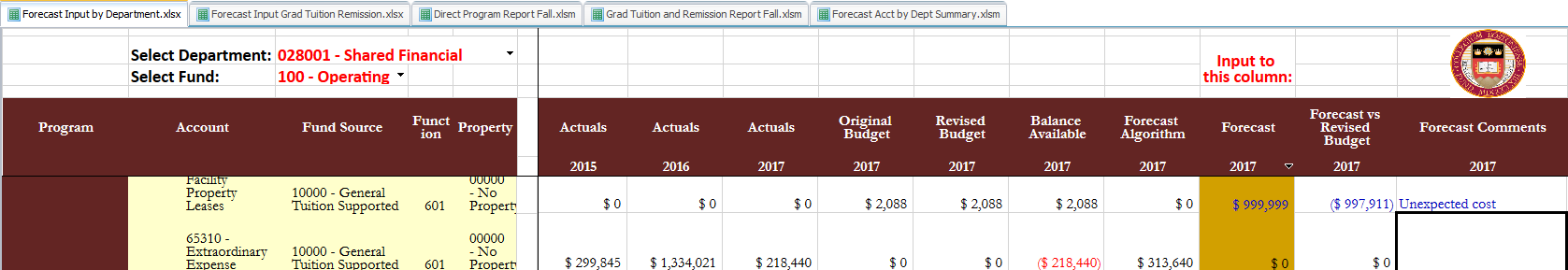


* 1. Click “Continue” to bypass security warning.

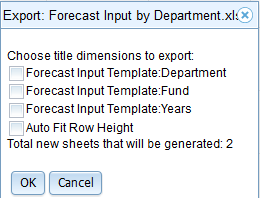


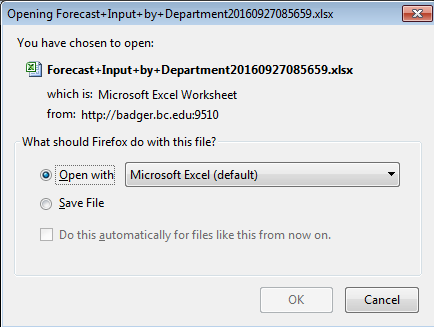
1. Select your Forecast APP to work on 

1. Expand Department Tree on left to navigate to select department to input
2. Click on desired department on the right
3. New window will open with input schedule
4. Take control of the ownership of the App by clicking on  from the TM1 menu bar
5. Columns available for input are the Forecast and Forecast Comments
   1. Inputs will be in blue until they have been committed

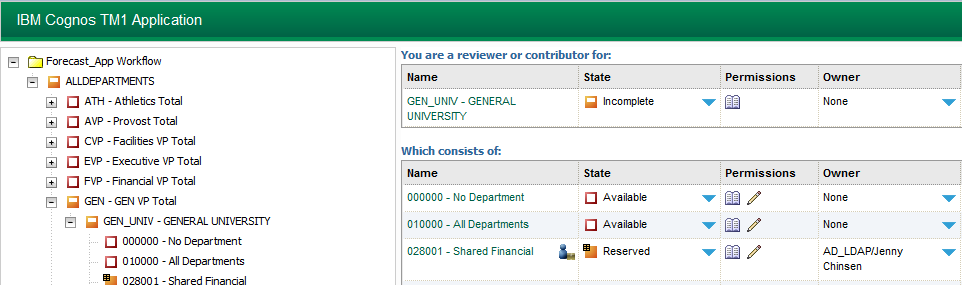


1. Uncommitted inputs will flow to summary reports
2. Commit entered numbers by clicking on  from the TM1 menu bar
3. Print Reports (can be done under ownership or not)
   1. Click on the TM1 menu item 
   2. Navigate to *Export\Snapshot to Excel*
   3. In the popup window, click ok



* 1. Select your option to open or save the file in the next popup window. 
  2. File can be saved and used like any other excel file. (No connection to TM1 exists. Any modification done to the file will be independent from the TM1 system)

1. Once input has been complete, release Ownership from the My Application page.
   1. Click on icon 



* 1. Confirm that you want to release ownership in the popup window. 