

# Working with Personnel Forecast diagram

To create a Personnel Forecast table

1. Do one of the following:
  - Press Ctrl+N.
  - From the main menu, select **Diagrams > Create Diagram**.
  - Right-click the **<view name>** Package and select **Create Diagram > <diagram name>**.
  - In the main toolbar, click **Create Diagram** and in the opened window, search for the needed diagram.  
The **Resources Forecast Creation Wizard** opens.
2. Follow the steps of the wizard.

When the table is created, you can later add new or existing resources as well as add or remove columns.

## Adding rows

To add rows with new resources

1. In the Resources Forecast table toolbar, click **Add New**.
2. Choose a resource type from the list.
3. In the opened **Select Owner** dialog, choose the owner.
4. In the Specification dialog, type the name for the new resource.

To add rows with existing resources

1. In the Resources Forecast table toolbar, click **Add Existing**.
2. In the opened **Select Element** dialog, choose a needed resource.
3. Click **OK**.

## Adding new columns

To add new columns

1. In the Resources Forecast table toolbar, click **Add / Remove Columns**.
2. In the opened **Select Actual Strategic Phase** dialog, choose one or more needed Actual Strategic Phases.
3. Click **OK**.

## Filling cells

When you add rows and columns, you can begin filling out the cells by adding Subjects of Forecast.



If you add the resources which are connected through the Forecast relationship, the Subject of Forecast is added automatically after creating a table.

To add a Subject of Forecast

1. Double-click a needed cell.
2. Click the **...** button.
3. In the **Select Subject of Forecast** dialog, choose the resources you need to add.



You can also create resources using the Creation Mode.

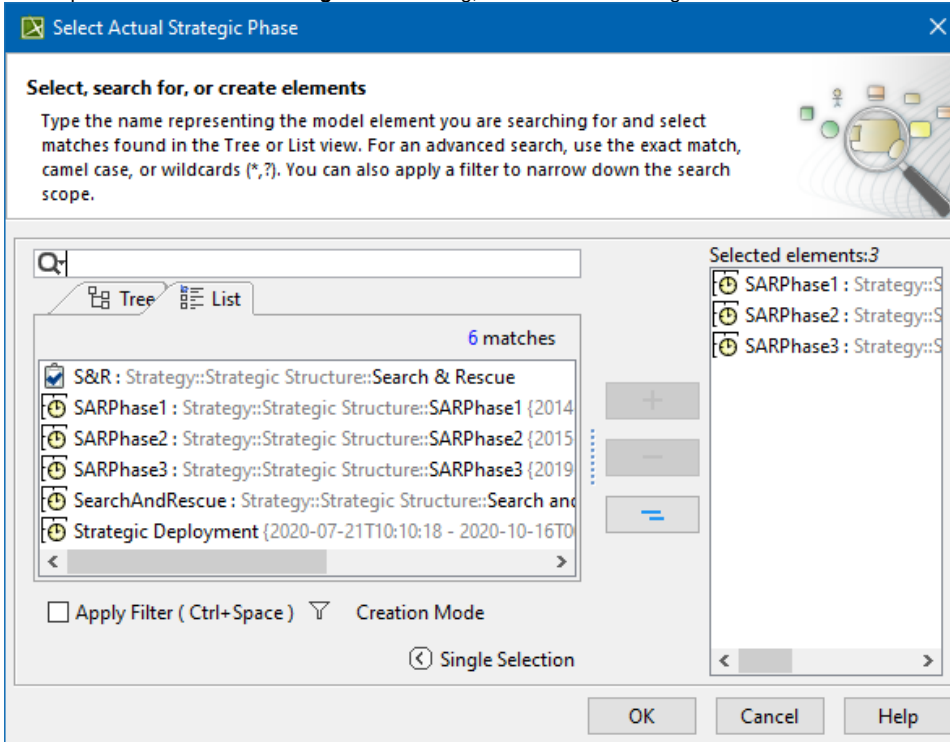
4. Click **OK**, when you are done.

When you add the resources into cells, the Forecast relationship is created between the added resource and the resource which represents the row. The relationship's Start and End dates are filled according to the dates defined in the relevant Actual Strategic Phase.

## Removing columns

To remove columns

1. In the Resources Forecast table toolbar, click **Add / Remove Columns**.
2. In the opened **Select Actual Strategic Phase** dialog, remove Actual Strategic Phases from selection or click Remove All.



3. Click **OK**.

## Sorting columns

After you add new columns, you can sort them according to Actual Strategic Phase dates.

To sort columns

- In the Resources Forecast table toolbar, click **Sort Columns**.

## Related pages

- [Resources Forecast Creation Wizard](#)