

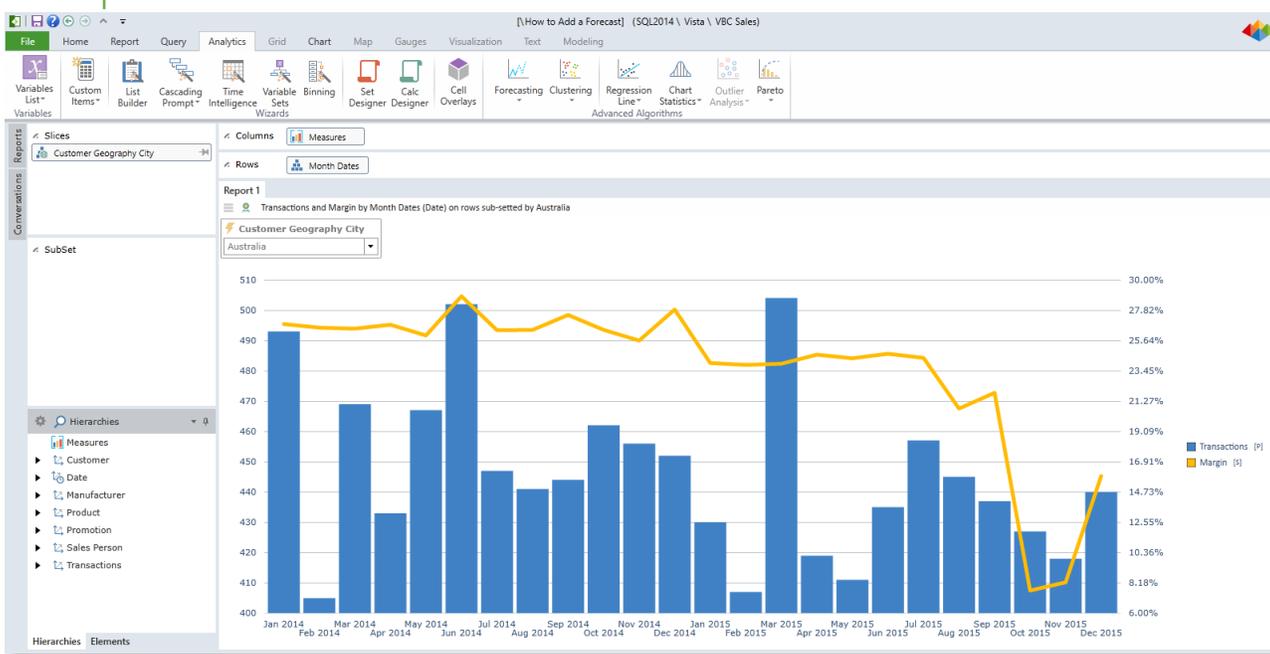
Quick Start Card

BI Office Forecasting

In BI Office, users can easily create predictive **Forecasts** and choose from a variety of different types and timelines. This smart function auto-generates R-Script that drives the forecast, and a trend is applied to the chart for advanced analysis.

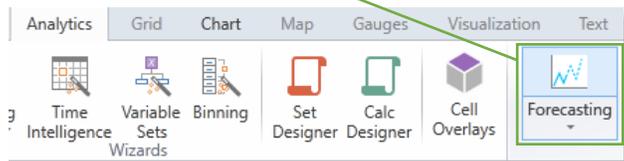
Open an Existing Report

Open an existing Data Discovery **trend** report that contains both a **Column** and **Line** chart.

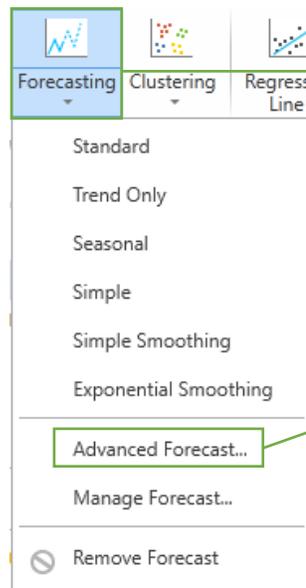


Create the Forecast

From the ribbon, select the **Analytics** tab. Then click the **Forecasting** button.



This adds a standard type **6-month** forecast line and column for six months in the future. This is based on the **R-Script** engine analysis from the dates trend.



Refactor the forecast by selecting the drop down arrow below the forecast button. Notice the different types of **forecasts** available. For any forecast, the default only shows a **6-month** forecast. In order to extend the forecast to twelve months, select the **Advanced Forecast** editor.

Edit the Forecast

First, select the **Algorithm** tab to define the **Forecast Type**, **Period of Data**, and **Number of Future Periods**.

Third, click on the **Final** tab to **Name** the forecast, give it a **Description**, **Save**, and set **Access**.

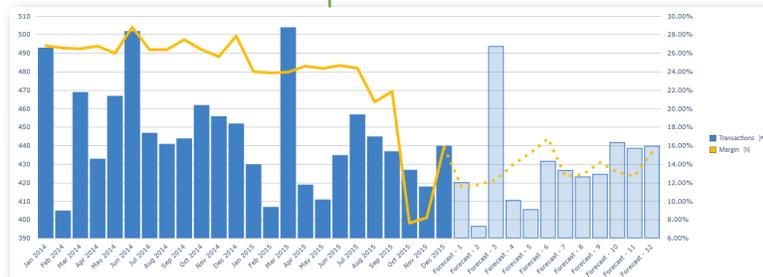
Then notice the different **Forecast Types**.

- Built In: Standard**
The default forecasting model using "Holt-Winters" which includes exponential smoothing with modeling for data that has both seasonality and trends.
- Built In: Trend Only**
"Holt-Winters" forecast model which includes exponential smoothing with modeling for data that has trends only.
- Built In: Seasonal**
"Holt-Winters" forecast model which includes exponential smoothing with modeling for data that has seasonality only.
- Built In: Simple**
"Holt-Winters" forecast model which includes exponential smoothing for data without either seasonality or trends.
- Built In: Simple Smoothing**

Second, click on the **R Script** tab to see the generated R Script and choose to customize if desired.

Finally, set **Custom Security** then

See the forecast update to reflect the desired number of **future periods** and the **seasonality** of the trend.



Interact with the Forecast

Use a slicer to make the trend chart **dynamic** and see the forecast update.

