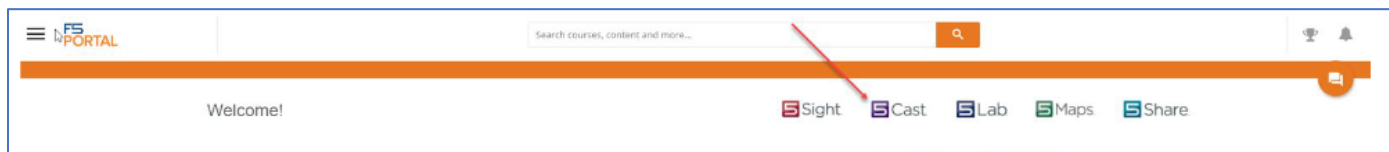
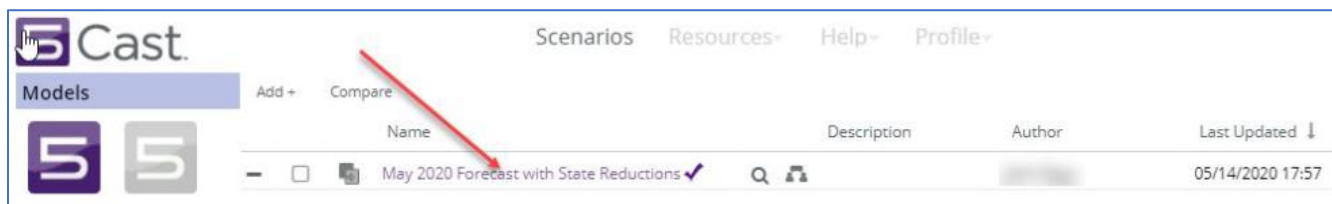


Downloading Five Year Forecast and Assumptions from Five Cast (Forecast5)

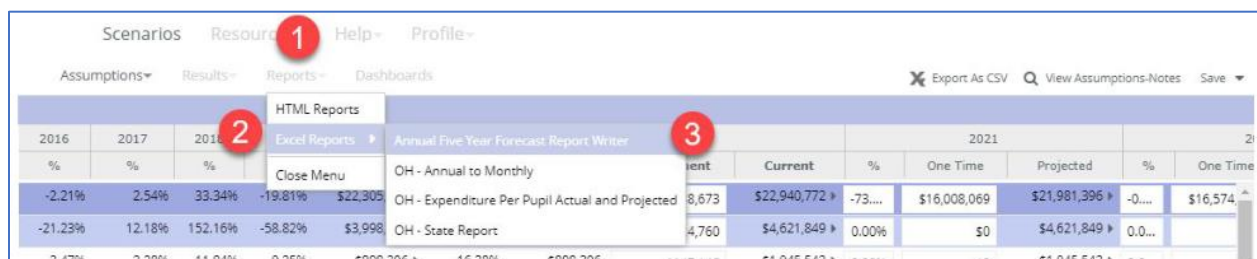
1. Enter the Forecast5 home screen and select '5 Cast.'



2. Select the appropriate forecast that has been BOE approved.



3. Select the 'Reports' > Excel Reports > Annual Five Year Forecast Report Writer



Note: This will download the assumptions file that you can then add additional text to. When you have completed this, you will save the file as a .pdf with the following naming convention:

District-IRN

If District has 2 names the following convention should be used:

DistrictName1-DistrictName2-IRN

4. Select the 'Reports' > Excel Reports > OH - State Report
5. This will download an excel file. Select the 'forecast' tab and verify the numbers. Once verified, save the forecast tab as .csv (comma delimited) file.
6. Upload the csv to the flat file editor, which will give an .seq file. Upload & submit the .seq file in the data collector.

*** Continue with step # 6 of the Redesign document, "USAS-R Five Year Forecast" available on the HCC State Software Redesign webpage. ***