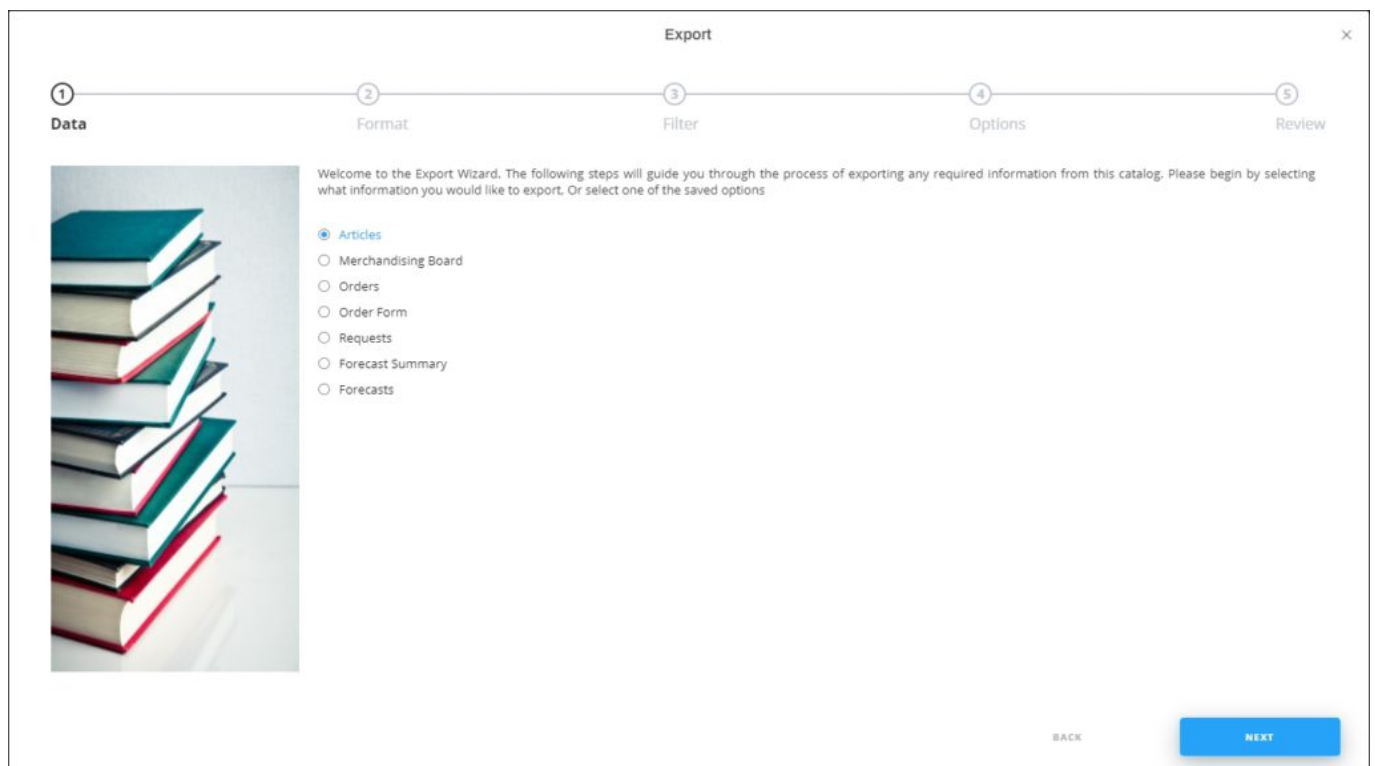


# Export

Through the Export function, you can export articles, the merchandising boards, orders, order forms, requests, and forecasts (if this feature is activated for the selected catalog), to different file formats: Excel, PowerPoint, and PDF.

Click Export, the following window appears:



The screenshot shows a window titled "Export" with a close button (X) in the top right corner. A progress bar at the top indicates five steps: 1. Data, 2. Format, 3. Filter, 4. Options, and 5. Review. The "Data" step is currently active. On the left, there is an image of a stack of books. To the right of the image, there is a text box that reads: "Welcome to the Export Wizard. The following steps will guide you through the process of exporting any required information from this catalog. Please begin by selecting what information you would like to export. Or select one of the saved options". Below this text is a list of radio button options: "Articles" (selected), "Merchandising Board", "Orders", "Order Form", "Requests", "Forecast Summary", and "Forecasts". At the bottom right of the window, there are two buttons: "BACK" and "NEXT".

The following sections discuss how to export each of these actions.

## Notes:

- When exporting to PDF or Power Point, it is recommended not to export more than 5000 articles unless you have a powerful computer with large available memory. If you face any technical issues while exporting, please try again with a fewer number of articles.
- If the selected catalog is a line architecture catalog, Orders and Order Form options are not available.
- When exporting any of the available options in this wizard, the system automatically opens the folder to which the file is exported.