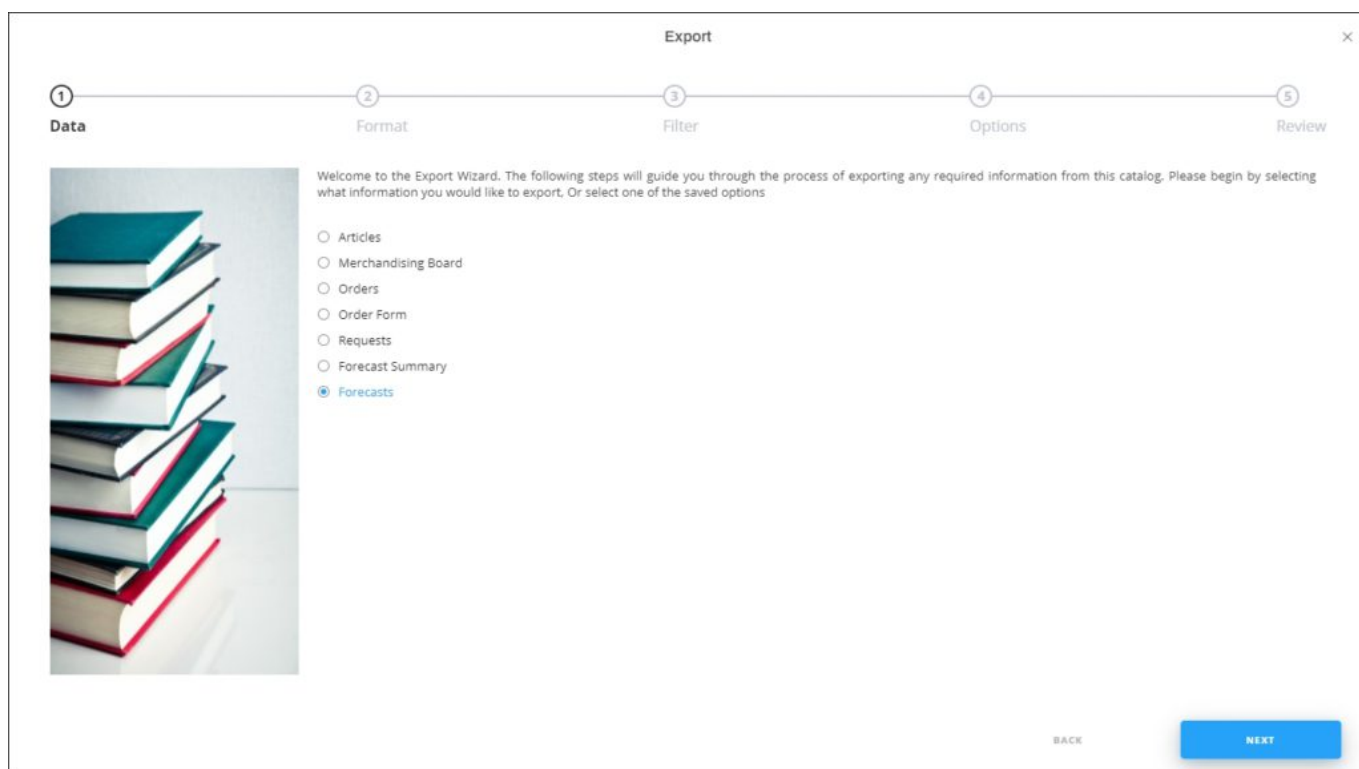


# Export forecast

To export forecasts, follow these steps:


1. Click **Export**, the following window appears:



If options are saved, a menu appears enabling you to select the export option you want as shown below:

**Export** ×

① **Data**      ② **Format**      ③ **Filter**      ④ **Options**      ⑤ **Review**



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

SELECT ONE OF THE SAVED OPTIONS

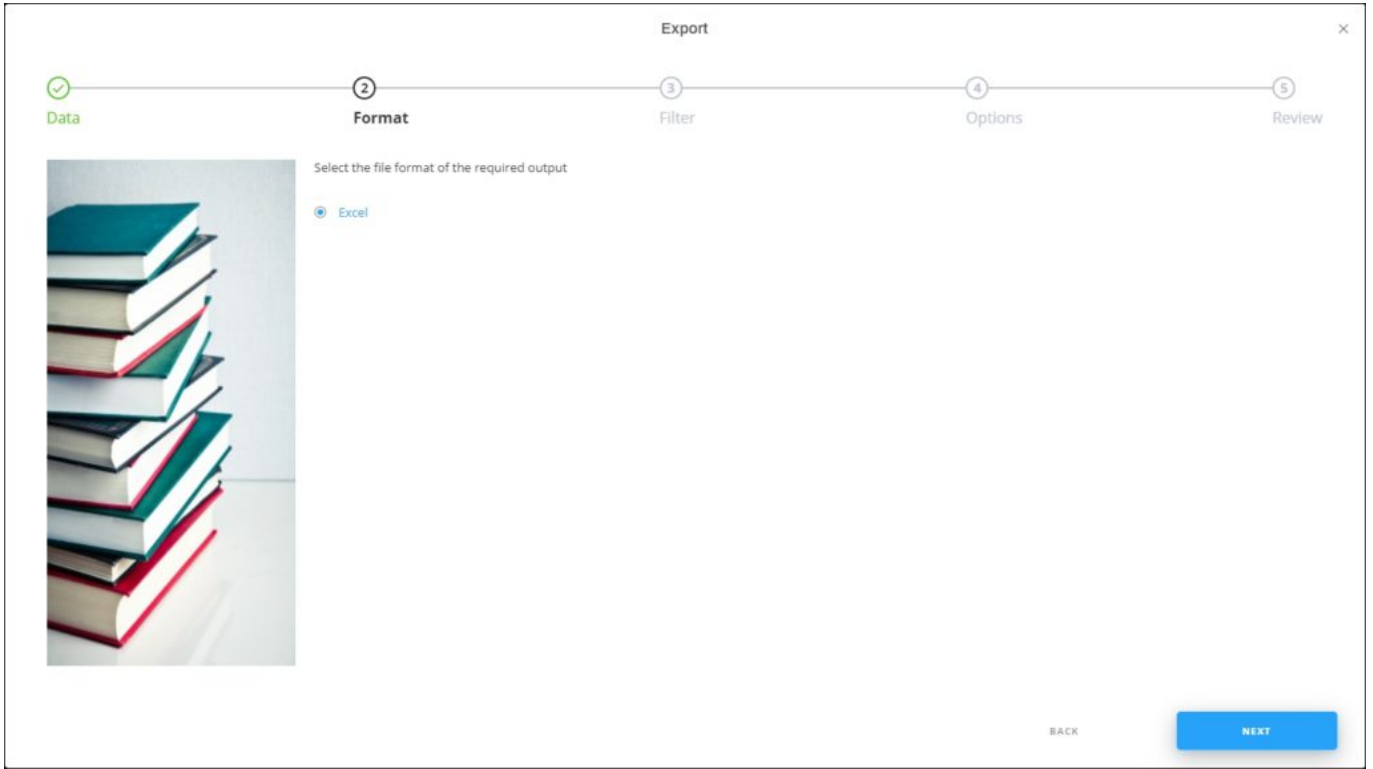
Select an option ▼

- Articles
- Merchandising Board
- Orders
- Order Form
- Requests
- Forecast Summary
- Forecasts**

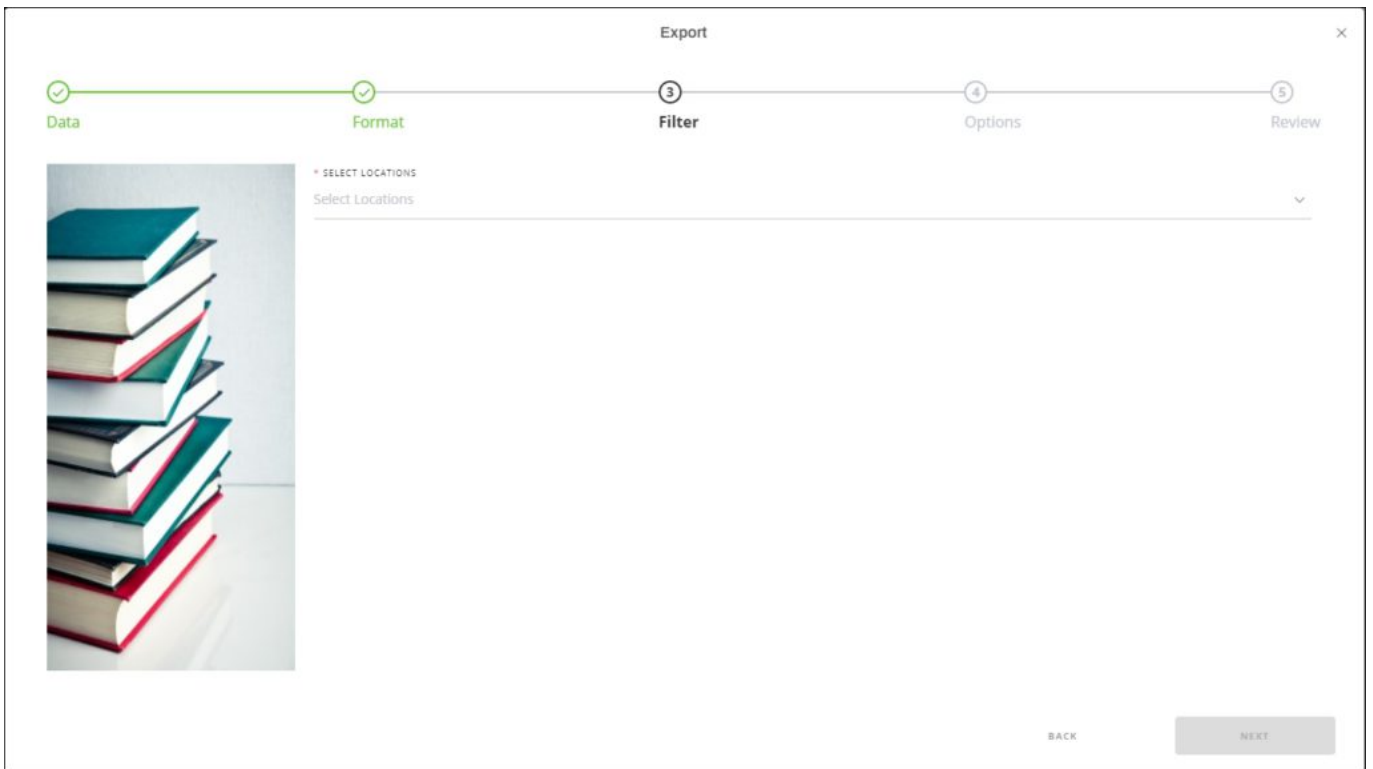
BACK NEXT

Select the option you want, the Format window is skipped. You can delete any of the saved options by hovering the mouse over it then clicking the **Delete** icon.

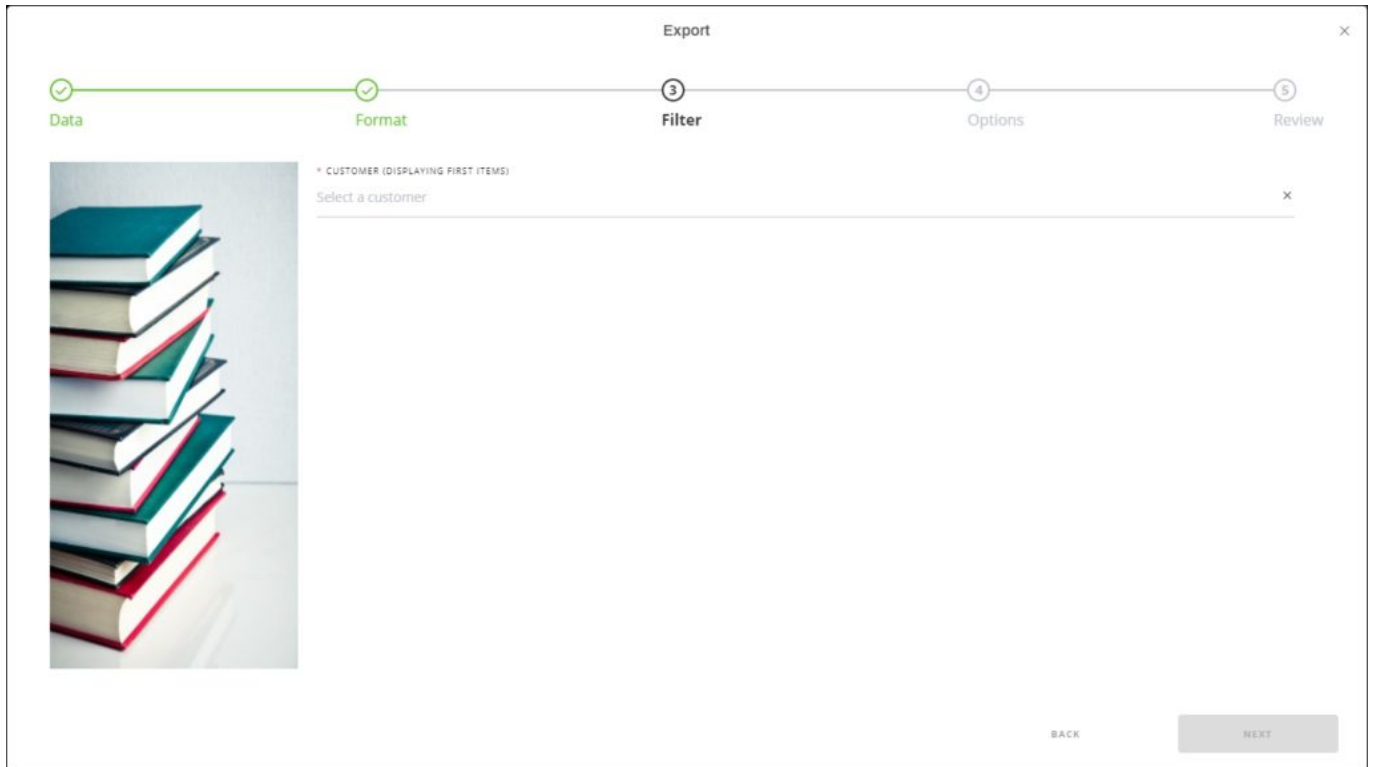
2. Select "Forecasts", if no option is selected, then click **Next**, the following window appears:



3. Click **Next**, the Filter window appears:



If the selected customer is “Full Range”, the window appears as shown below to enable you to select the customer you want:




Select the customer and location, then click **Next**,

4. Select the location(s) then click **Next**, the Options window appears:

Export ×

✓ Data    ✓ Format    ✓ Filter    ④ Options    ⑤ Review

 \* Select the attributes you would like to include in the output


<input type="checkbox"/> Include all Attributes	<input type="checkbox"/> AgeGroup	<input type="checkbox"/> Allocated
<input type="checkbox"/> Article Name	<input type="checkbox"/> Article Name	<input type="checkbox"/> BusinessSegment
<input type="checkbox"/> CarryOver	<input type="checkbox"/> CarryOver	<input type="checkbox"/> Category
<input type="checkbox"/> Colorway	<input type="checkbox"/> Colorway	<input type="checkbox"/> Concept
<input type="checkbox"/> Division	<input type="checkbox"/> Division	<input type="checkbox"/> Favorite Tags
<input type="checkbox"/> Features	<input type="checkbox"/> Features	<input type="checkbox"/> Forecast
<input type="checkbox"/> Gender	<input type="checkbox"/> Gender	<input type="checkbox"/> Id
<input type="checkbox"/> Limited	<input type="checkbox"/> Limited	<input type="checkbox"/> LimitedDesc
<input type="checkbox"/> MainDivision	<input type="checkbox"/> MainDivision	<input type="checkbox"/> Model Number
<input type="checkbox"/> Note	<input type="checkbox"/> Note	<input type="checkbox"/> PreLaunch
<input type="checkbox"/> ProductType	<input type="checkbox"/> ProductType	<input type="checkbox"/> RetailPrice
<input type="checkbox"/> Sort Order	<input type="checkbox"/> Sort Order	<input type="checkbox"/> Status
<input type="checkbox"/> Updated Date	<input type="checkbox"/> Updated Date	<input type="checkbox"/> WholesalePrice
<input type="checkbox"/> WOMEN		

BACK    **NEXT**

5. Select the attributes you want to include in the Excel file then click **Next**, the **Review** window appears:

Export ×

✓ Data    ✓ Format    ✓ Filter    ✓ Options    5 Review



We are now ready to generate the exported data. Please note that, depending on the size of the data, it might take a few seconds to a few minutes for your file to be generated.

SAVE OPTION
BACK
FINISH

6. Click **Finish**, a window appears to enable you to enter the file name and the location where you want to store it.

The exported forecast file appears as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Location Code	Customer Code	Location Name	Customer Name	Publish Status	Type	Article Number	Forecast Qty	Submitted Order	Variance	Article Name	Model Number	
2	SHOP02	11111	Shop 2	Customer A	Published	Seller	60408	100	0	-100	Sweatshirts	FSD66	
3	SHOP02	11111	Shop 2	Customer A	Published	Seller	20529	100	0	-100	Sweatshirts	FSD54	
4	SHOP02	11111	Shop 2	Customer A	Published	Seller	1400	50	0	-50	Sweatshirts	FRX67	
5	SHOP02	11111	Shop 2	Customer A	Published	Buyer	1400	150	0	-150	Sweatshirts	FRX67	
6	SHOP02	11111	Shop 2	Customer A	Published	Buyer	16293	200	0	-200	Cap	FIV91	
7	SHOP02	11111	Shop 2	Customer A	Published	Buyer	18139	100	0	-100	Sweatshirts	FRX89	
8	SHOP01	11111	Shop 1	Customer A	Draft	Seller	99121	150	0	-150	Running Shoes	FRU81	
9	SHOP01	11111	Shop 1	Customer A	Draft	Seller	98552	100	0	-100	Sweatshirts	FSK51	
10	SHOP01	11111	Shop 1	Customer A	Draft	Seller	99420	50	0	-50	Sweatshirts	FSK36	
11	SHOP01	11111	Shop 1	Customer A	Draft	Seller	98665	150	0	-150	Sweater	FTM95	
12	SHOP01	11111	Shop 1	Customer A	Draft	Seller	98693	50	0	-50	Sweater	2012A245	
13													
14													
15													
16													
17													

Forecasts