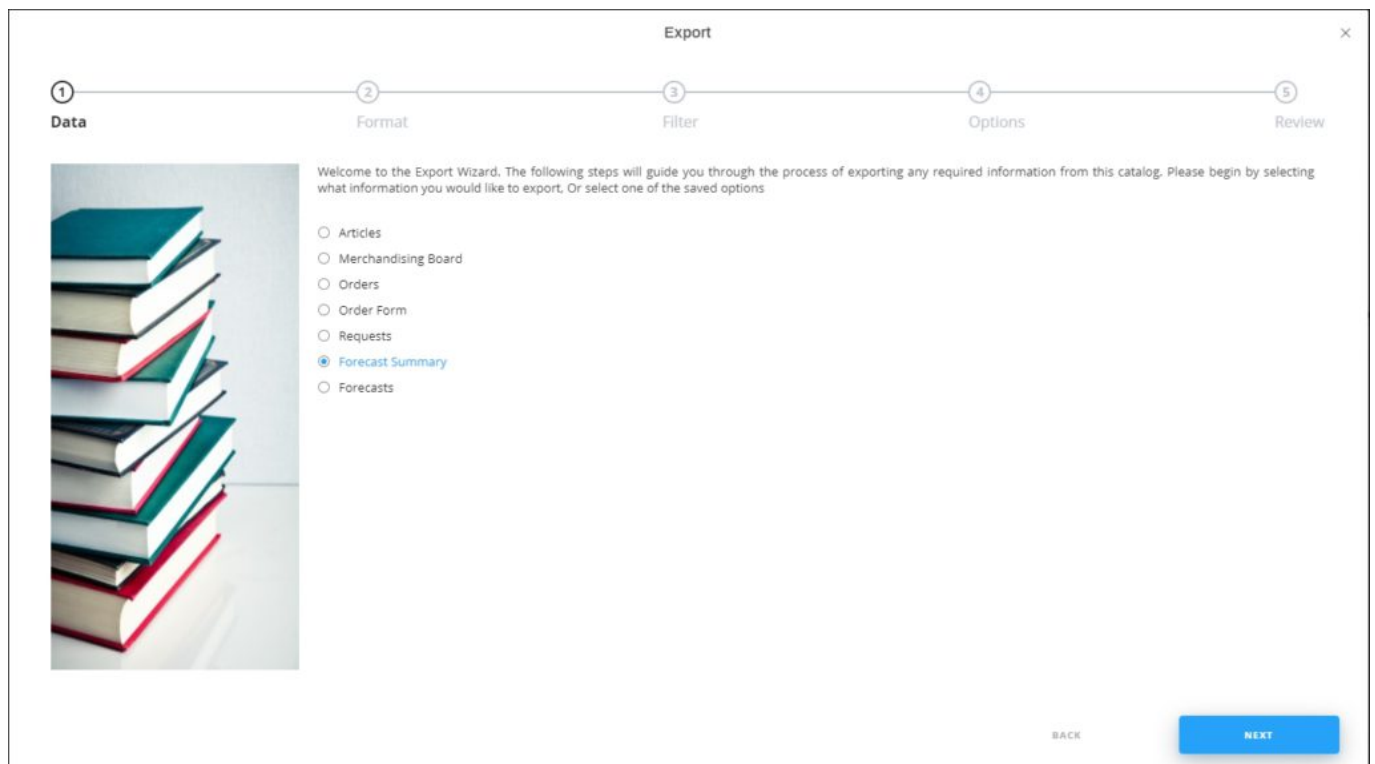


## Export forecast summary

To export forecast summary, follow these steps:

1. 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 side of the window, there is an image of a stack of books. To the right of the image, a welcome message 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 message is a list of options with radio buttons: Articles, Merchandising Board, Orders, Order Form, Requests, Forecast Summary (which is selected and highlighted in blue), and Forecasts. At the bottom right of the window, there are two buttons: "BACK" and "NEXT".

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

Export

1

2

3

4

5


Data

Format

Filter

Options

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 "Forecast Summary", if no option is selected, then click **Next**, the following window appears:

Export


✓ Data

2 Format

3 Filter

4 Options

5 Review



Select the file format of the required output

☒ Excel

BACK

NEXT

3. Click **Next**, the Options 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

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

The screenshot shows a software window titled "Export" with a close button (X) in the top right corner. A horizontal progress bar at the top contains five steps: "Data" (with a green checkmark), "Format" (with a green checkmark), "Filter" (with a circled 3), "Options" (with a circled 4), and "Review" (with a circled 5). Below the progress bar, on the left, is a vertical image of a stack of books. To the right of the image is a search bar with the placeholder text "Select a customer" and a small "X" icon to its right. At the bottom right of the window are two buttons: "BACK" and "NEXT".

Select the customer you want, then click **Next**.

4. 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

5. 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
1	Article Number	Buyer Forecast	Buyer Forecast Di	Ordered Quantity	Seller Buyer Diffe	Seller Forecast	Seller Forecast Di	Article Name	
2	98693	150	-70	80	-100	50	-50	Sweater	
3	26202	0	0	20	0	0	0	Tshirt	
4	68781	0	0	120	0	0	0	Cap	
5	58836	0	0	170	0	0	0	Cap	
6	18498	0	0	100	0	0	0	Sweatshirts	
7	18139	100	240	340	0	0	0	Sweatshirts	
8	16293	200	-54	146	0	0	0	Cap	
9	60408	0	0	0	0	100	-100	Sweatshirts	
10	1400	150	-70	80	-100	50	30	Sweatshirts	
11	98552	0	0	0	0	100	-100	Sweatshirts	
12	99420	0	0	0	0	50	-50	Sweatshirts	
13	99121	0	0	0	0	150	-150	Running Shoes	
14	20529	0	0	0	0	100	-100	Sweatshirts	
15	98665	0	0	0	0	150	-150	Sweater	
16									
17									

◀ ▶
Forecasts
⊕

⏪  ⏩