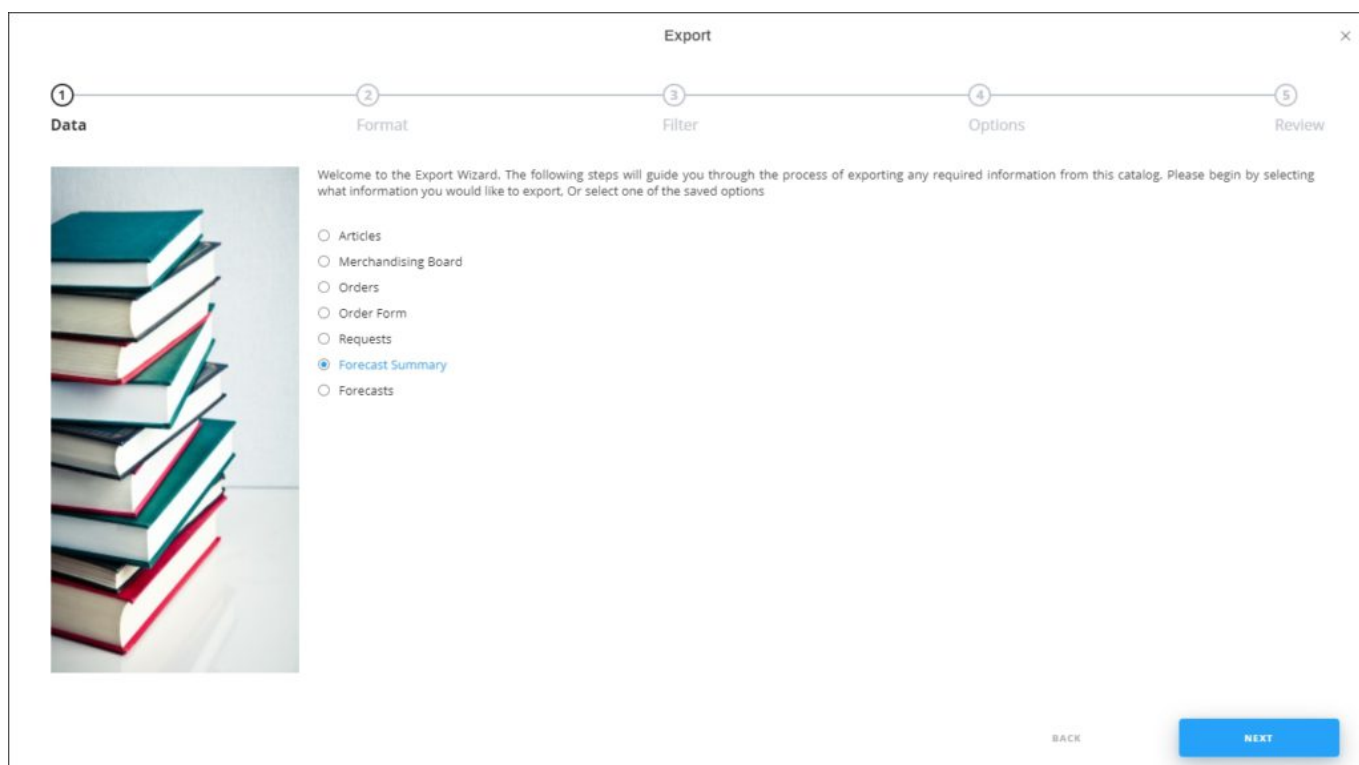


Export forecast summary

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

Export

1 Data 2 Format 3 Filter 4 Options 5 Review



Select the file format of the required output

Excel


BACK NEXT

Detailed description: This is a screenshot of a software interface titled 'Export'. At the top, there is a progress bar with five steps: 'Data', 'Format', 'Filter', 'Options', and 'Review'. The 'Data' step is completed with a green checkmark. The 'Format' step is currently active, indicated by a circled '2'. Below the progress bar, on the left, is a vertical stack of several books with various colored covers (teal, white, red, black). To the right of the books, the text reads 'Select the file format of the required output'. Below this text, there is a radio button labeled 'Excel' which is selected. At the bottom right of the window, there are two buttons: 'BACK' and 'NEXT'. The 'NEXT' button is highlighted in blue.

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

Export

1 Data 2 Format 3 Filter 4 Options 5 Review

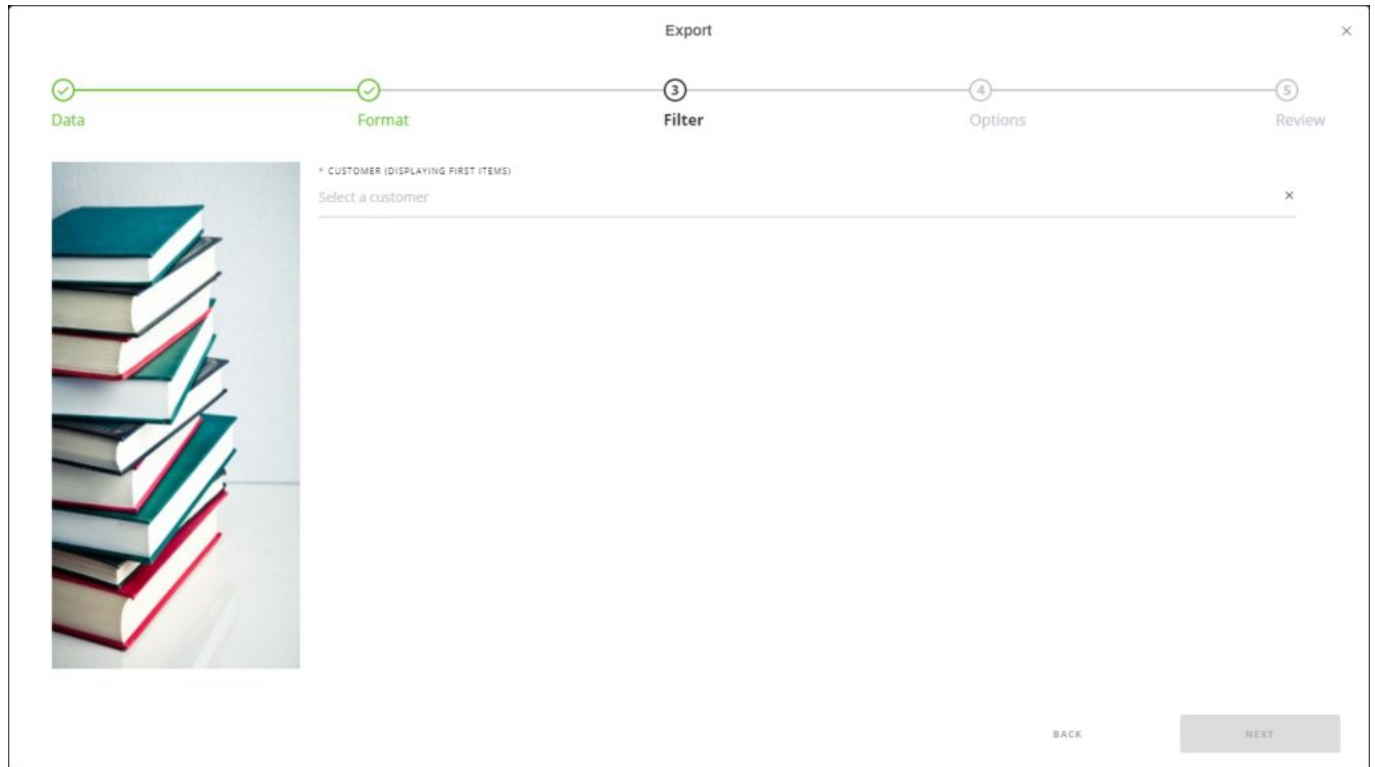


We are now ready to generate the exported data. Please note that, depending on the size of the data, it might take a few seconds to a few minutes for your file to be generated.

SAVE OPTION BACK FINISH

Detailed description: This is a screenshot of the same software interface, now at the 'Options' step. The progress bar shows that the first four steps ('Data', 'Format', 'Filter', and 'Options') are completed, each with a green checkmark. The 'Options' step is now active, indicated by a circled '4'. The stack of books image remains on the left. The text to the right of the books reads: '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.' At the bottom right, there are three buttons: 'SAVE OPTION', 'BACK', and 'FINISH'. The 'SAVE OPTION' and 'FINISH' buttons are highlighted in blue.

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 you want, then click **Next**.

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

