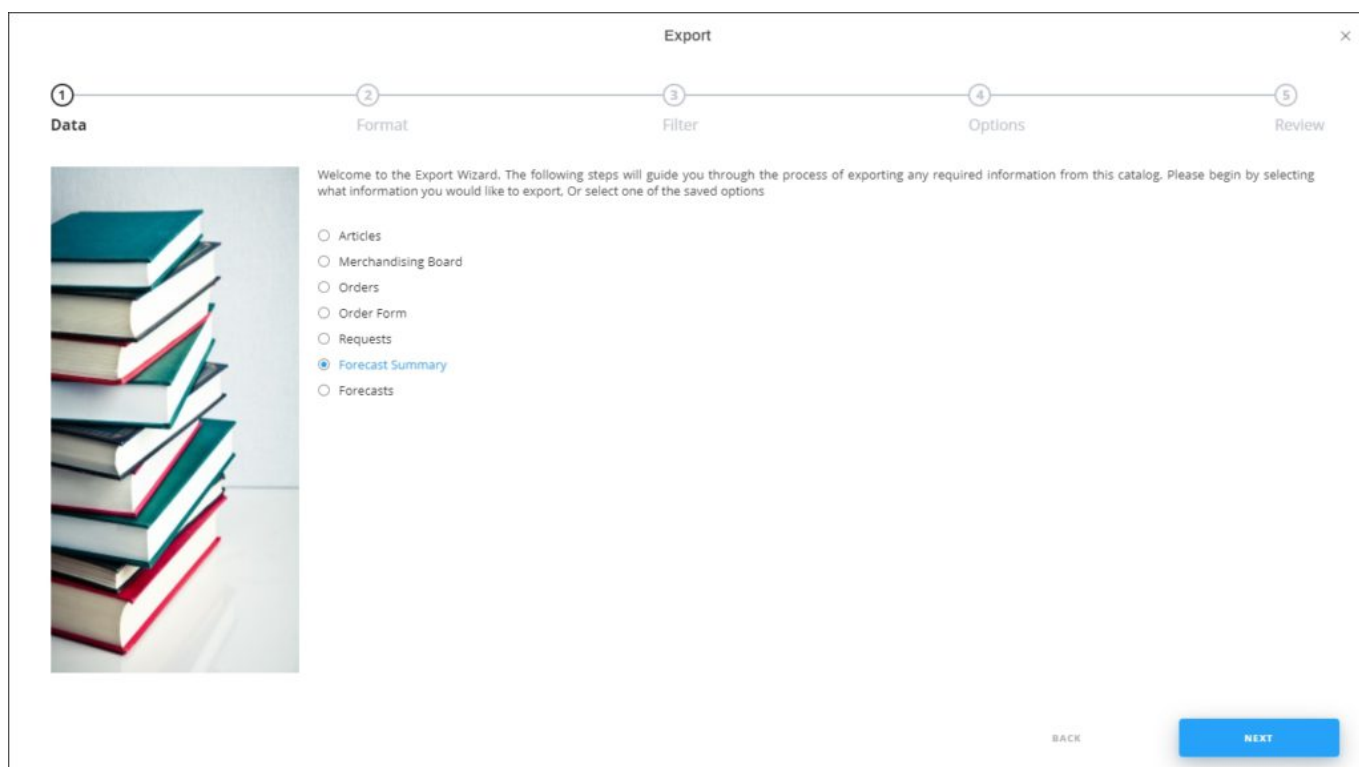


Export forecast summary

To export forecast summary, follow these steps:

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

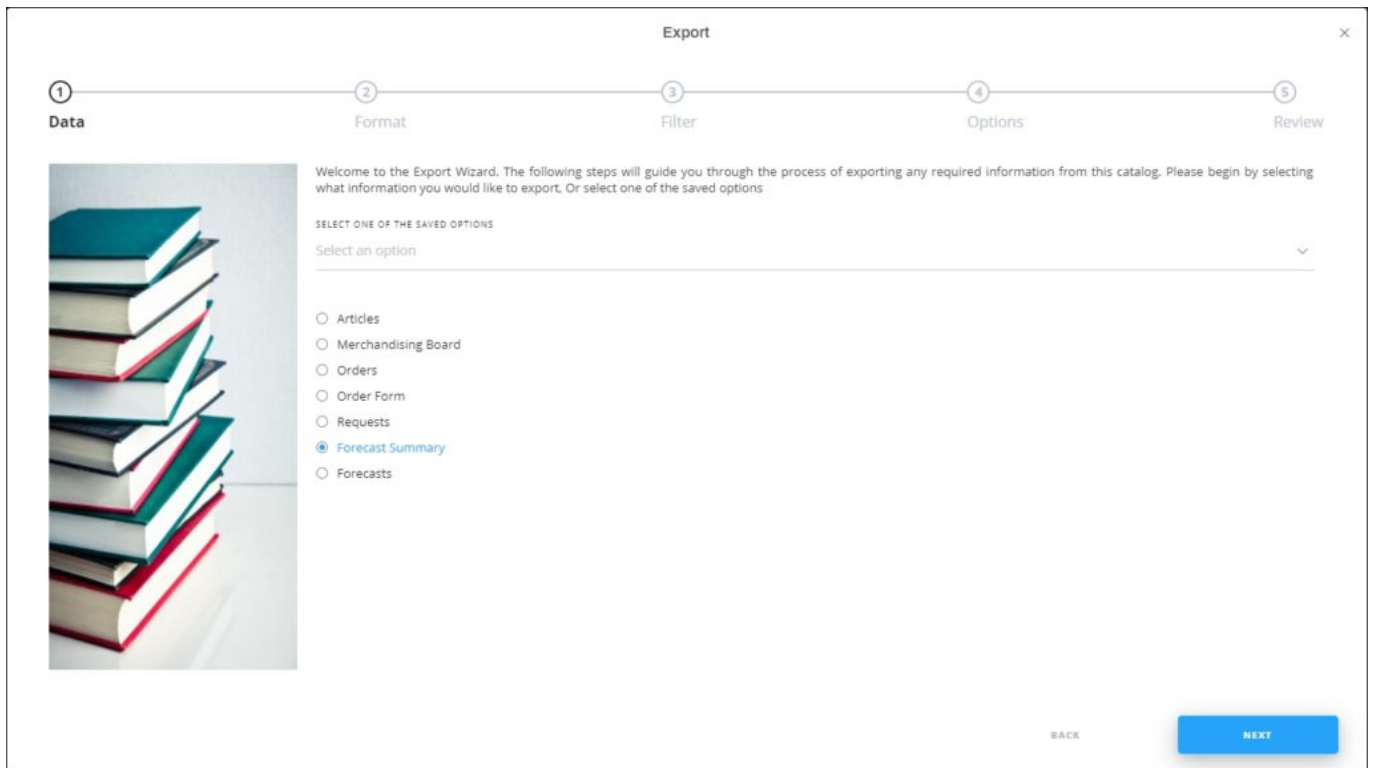


The screenshot shows a window titled "Export" with a close button (X) in the top right corner. A progress bar at the top indicates five steps: 1. Data, 2. Format, 3. Filter, 4. Options, and 5. Review. The "Data" step is currently active. On the left side of the window, there is an image of a stack of books. To the right of the image, there is a list of options with radio buttons:

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

Below the list, there is a "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" message. 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:




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

This screenshot shows the 'Format' step of an export process. At the top, a progress bar indicates five steps: Data (completed), Format (current), Filter, Options, and Review. The 'Format' step is active, showing a radio button selected for 'Excel'. To the left is an image of a stack of books. At the bottom right, there are 'BACK' and 'NEXT' buttons.

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

Export

1 Data 2 Format 3 Filter 4 Options 5 Review

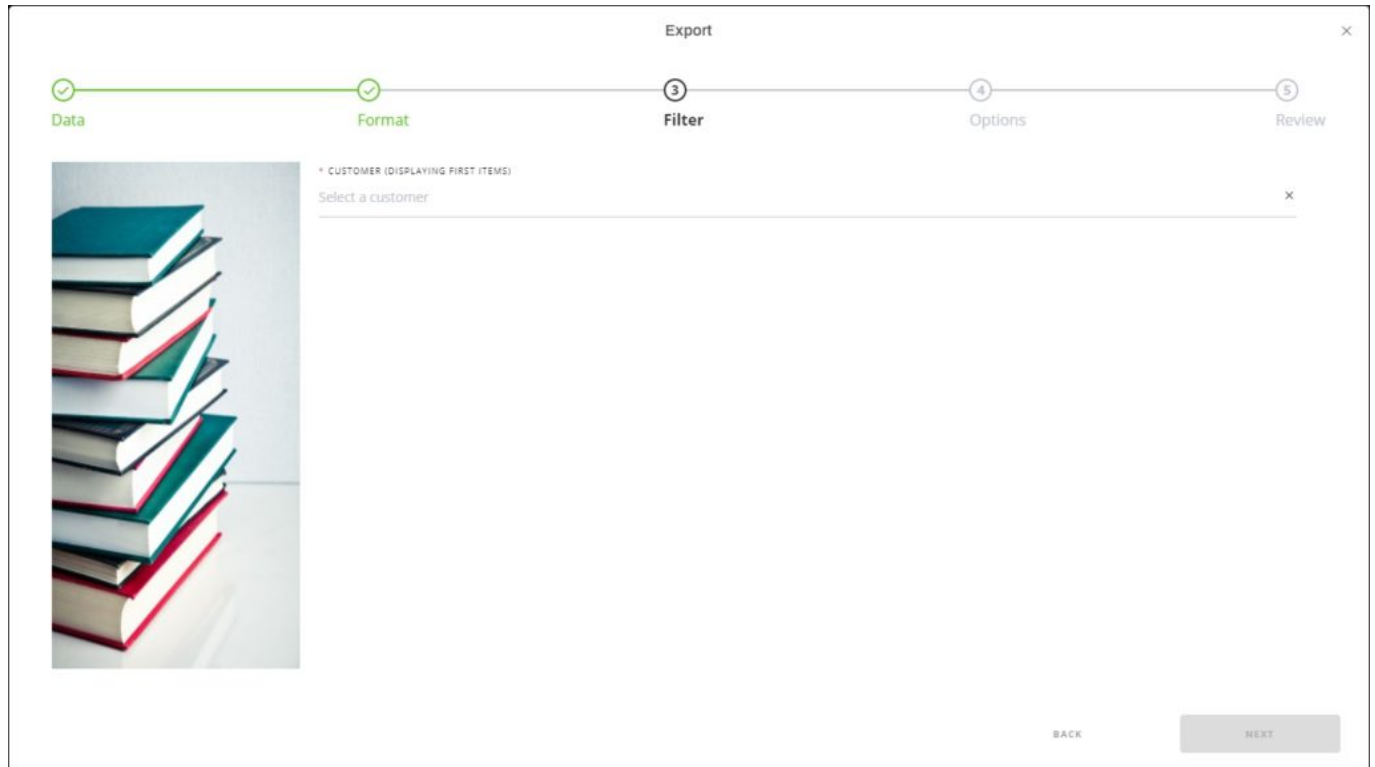


We are now ready to generate the exported data. Please note that, depending on the size of the data, it might take a few seconds to a few minutes for your file to be generated.

SAVE OPTION BACK FINISH

This screenshot shows the 'Options' step of the export process. The progress bar now shows steps 1 through 4 (Data, Format, Filter, Options) as completed, with step 5 (Review) as the current step. The text below the progress bar informs the user that the data is ready for generation. At the bottom, there are three buttons: 'SAVE OPTION', 'BACK', and 'FINISH'. The 'Stack of books' image remains on the left side of the window.

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:

