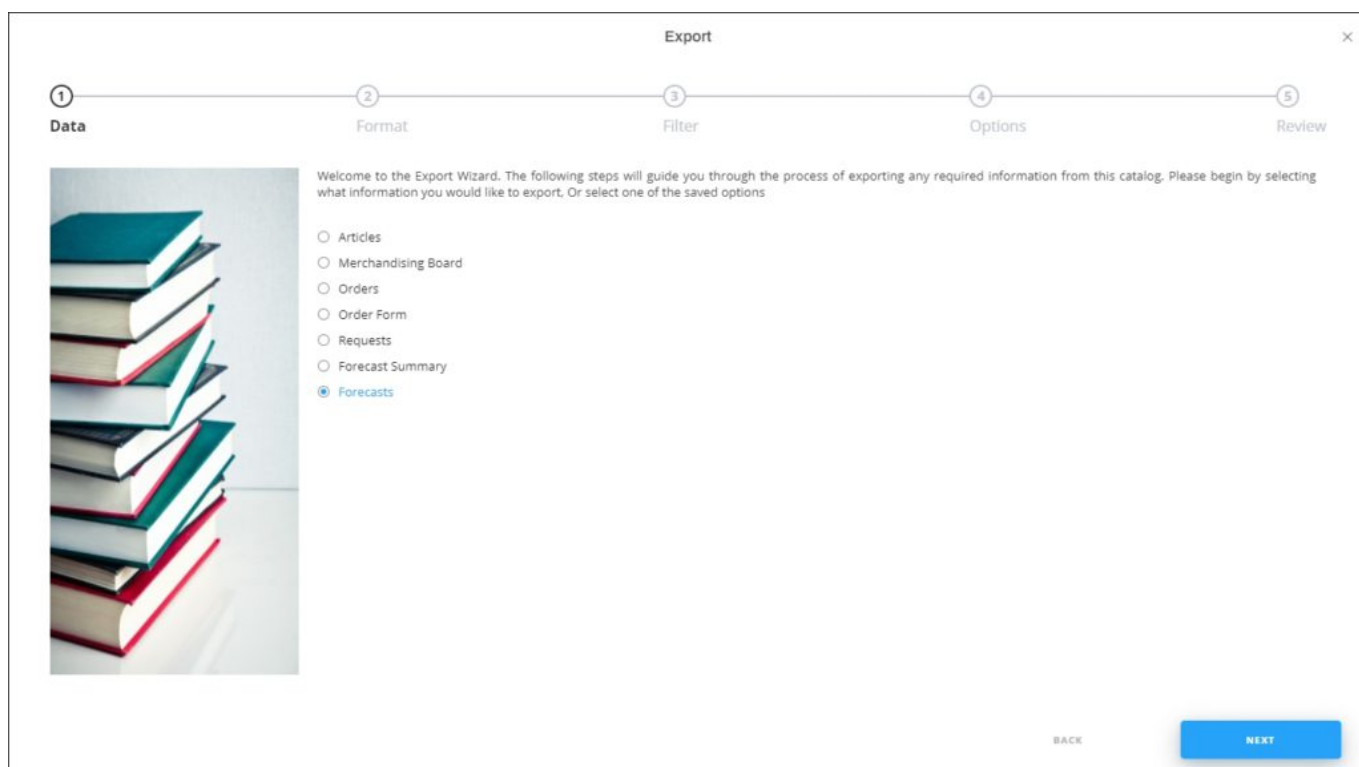


# Export forecast

To export forecasts, follow these steps:

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

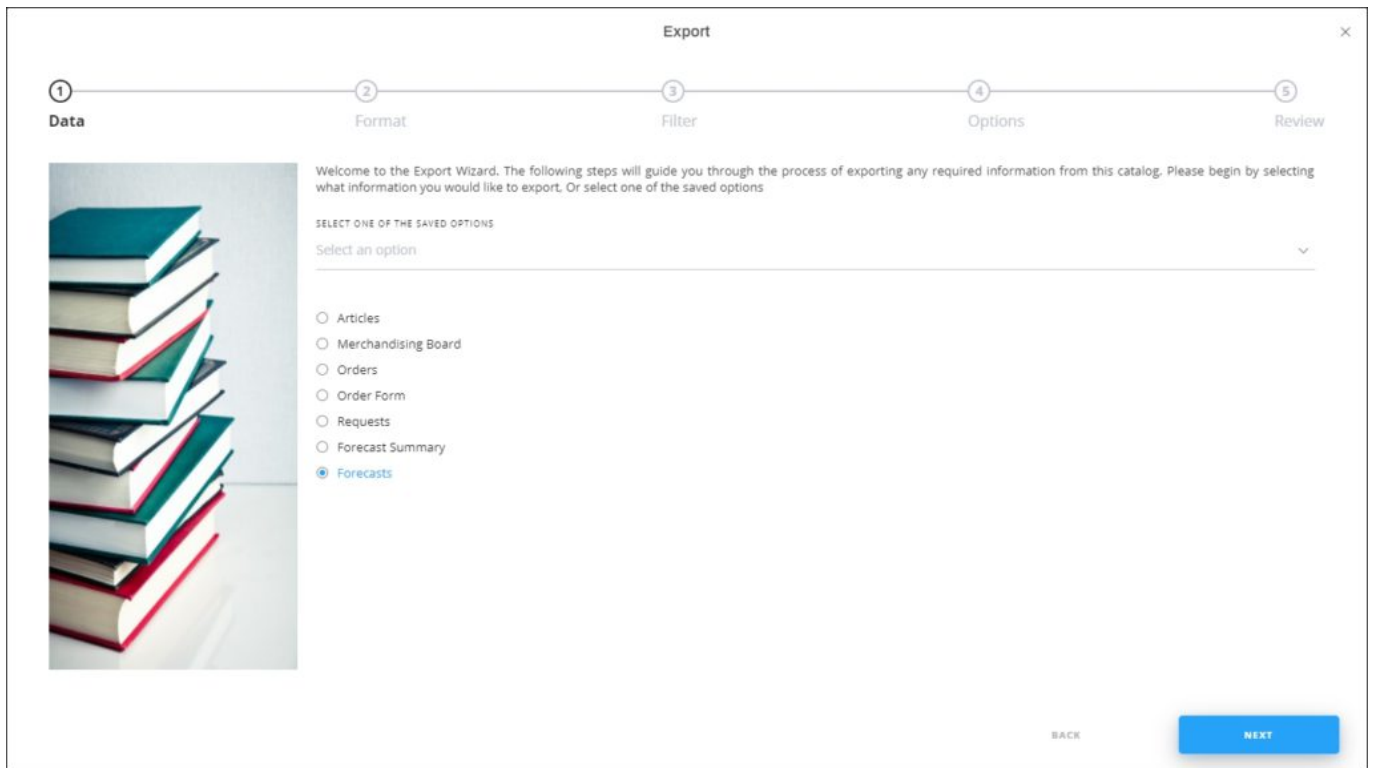


The screenshot shows a window titled "Export" with a close button (X) in the top right corner. A progress bar at the top indicates five steps: 1. Data, 2. Format, 3. Filter, 4. Options, and 5. Review. The "Data" step is currently active. On the left side of the window, there is an image of a stack of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

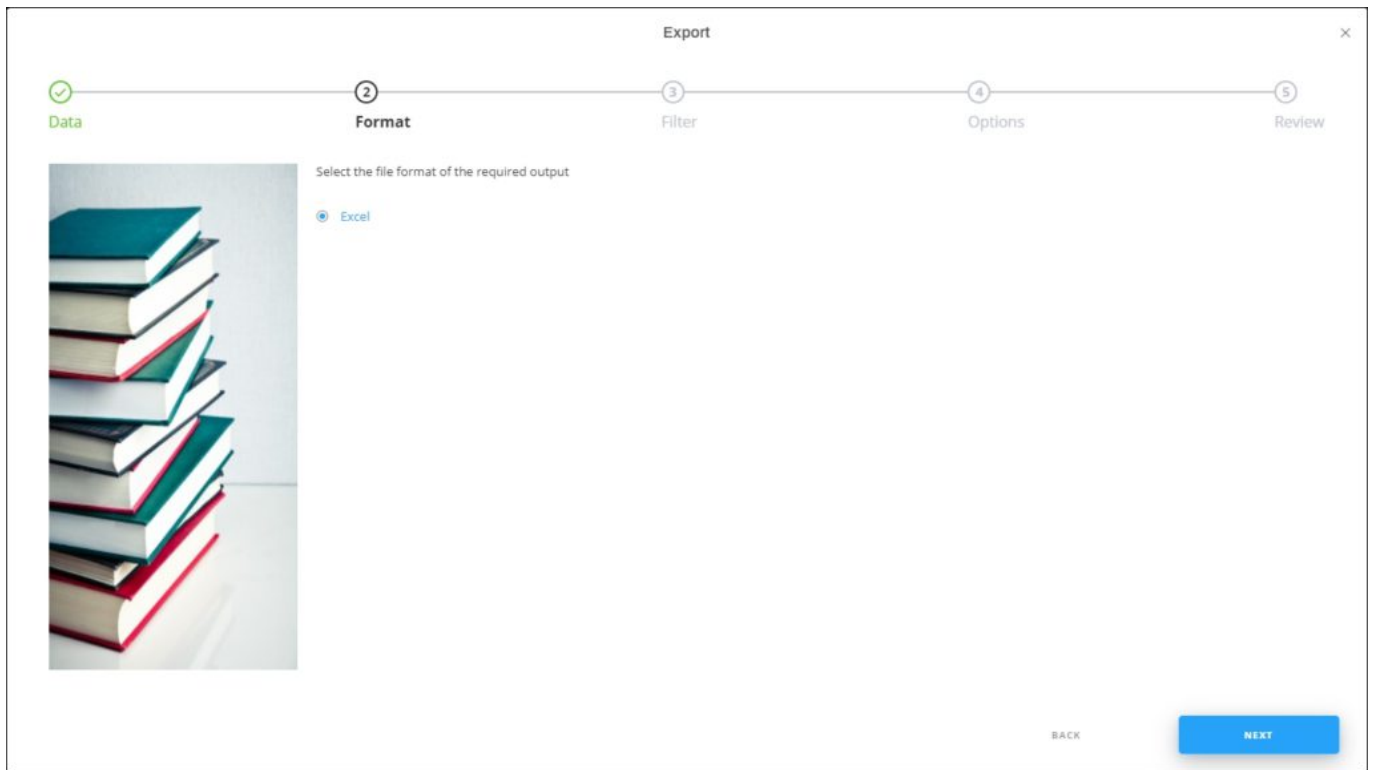
Below the list, there are two buttons: "BACK" and "NEXT". The "NEXT" button is highlighted in blue.

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

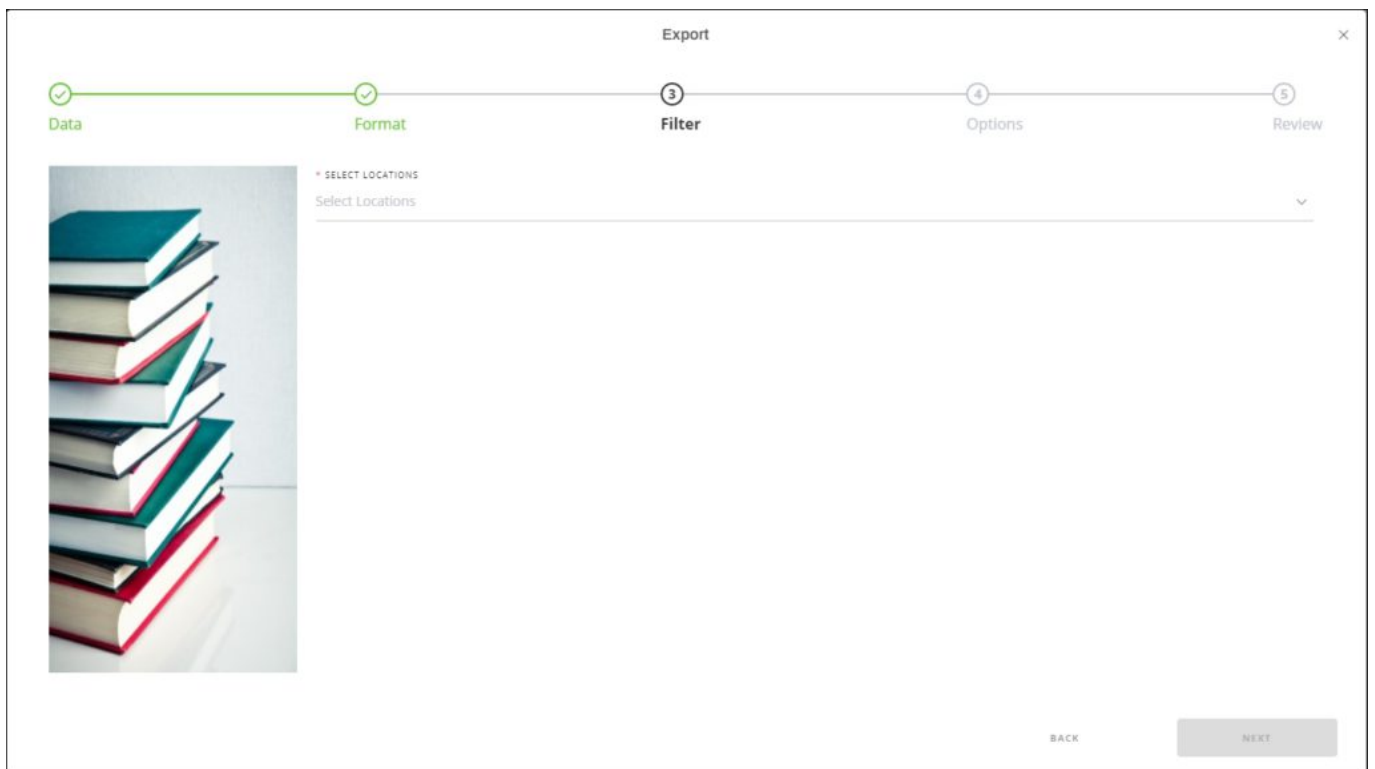


Select the option you want, the Format window is skipped. You can delete any of the saved options by hovering the mouse over it then clicking the **Delete** icon.

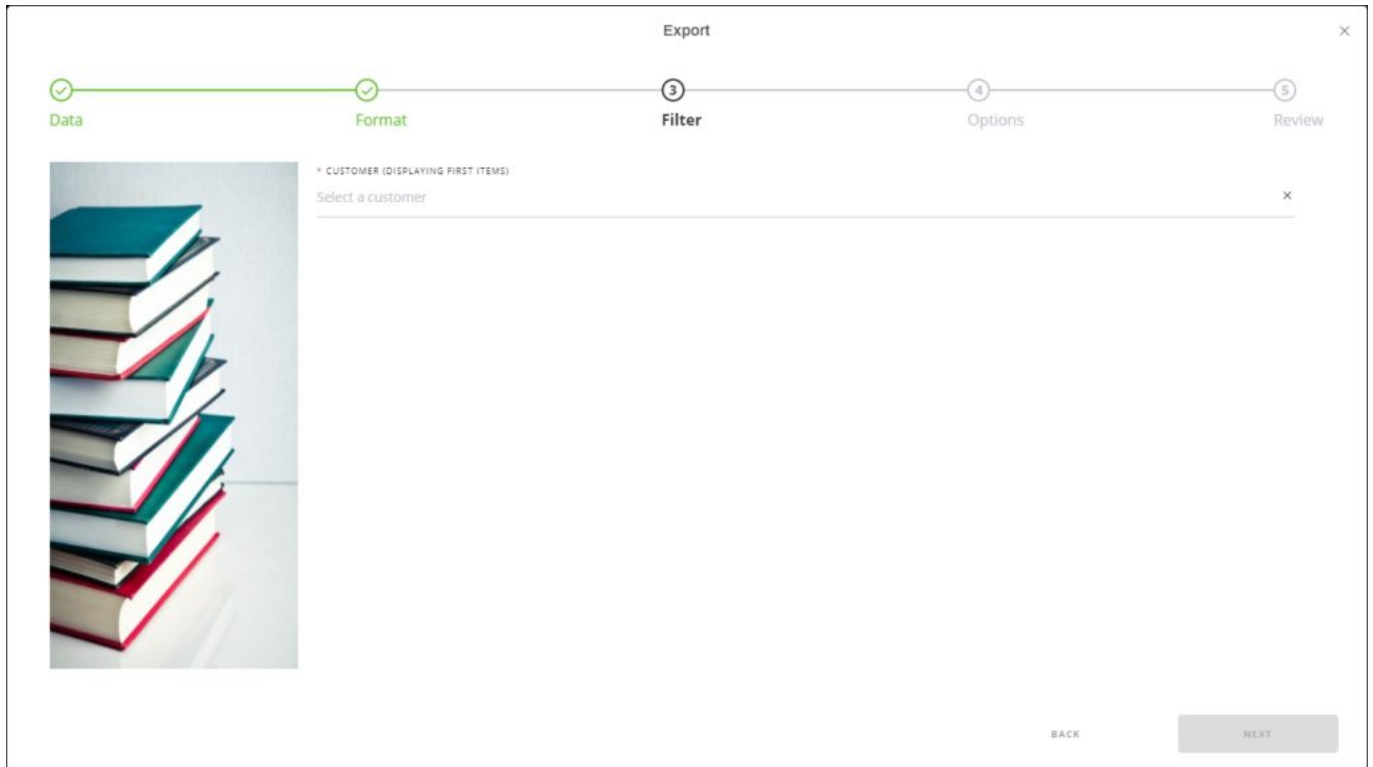
2. Select "Forecasts", if no option is selected, then click **Next**, the following window appears:



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



- Include all Attributes
- AgeGroup
- Article Name
- CarryOver
- Colorway
- Division
- Features
- Gender
- Limited
- MainDivision
- Note
- ProductType
- Sort Order
- Updated Date
- WOMEN
- Allocated
- BusinessSegment
- Category
- Concept
- Favorite Tags
- Forecast
- Id
- LimitedDesc
- Model Number
- PreLaunch
- RetailPrice
- Status
- WholesalePrice

BACK NEXT

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

