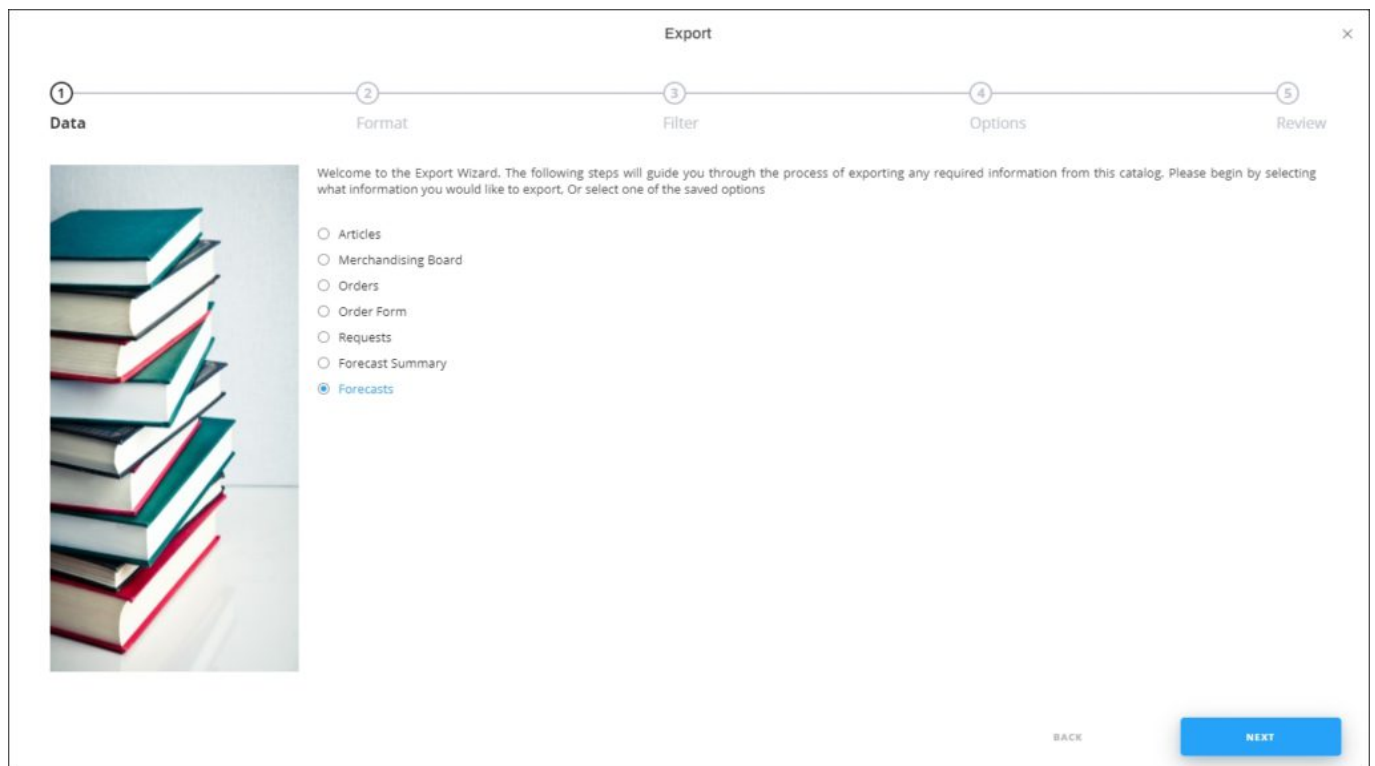


# Export forecast

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, 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, and Forecasts. The "Forecasts" option is selected. At the bottom right, 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

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:

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 Filter window appears:

Export

×


✓  
Data

✓  
Format

3  
Filter

4  
Options

5  
Review



\* SELECT LOCATIONS

Select Locations

BACK

NEXT

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 indicates five steps: "Data" (with a green checkmark), "Format" (with a green checkmark), "Filter" (with a circled 3 and highlighted in bold), "Options" (with a circled 4), and "Review" (with a circled 5). On the left side, there is a placeholder image of a stack of books. The main content area is titled "\* CUSTOMER (DISPLAYING FIRST ITEMS)" and contains a search bar with the text "Select a customer" and a small "X" icon to its right. At the bottom right, there are two buttons: "BACK" and "NEXT".

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:

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
⊕