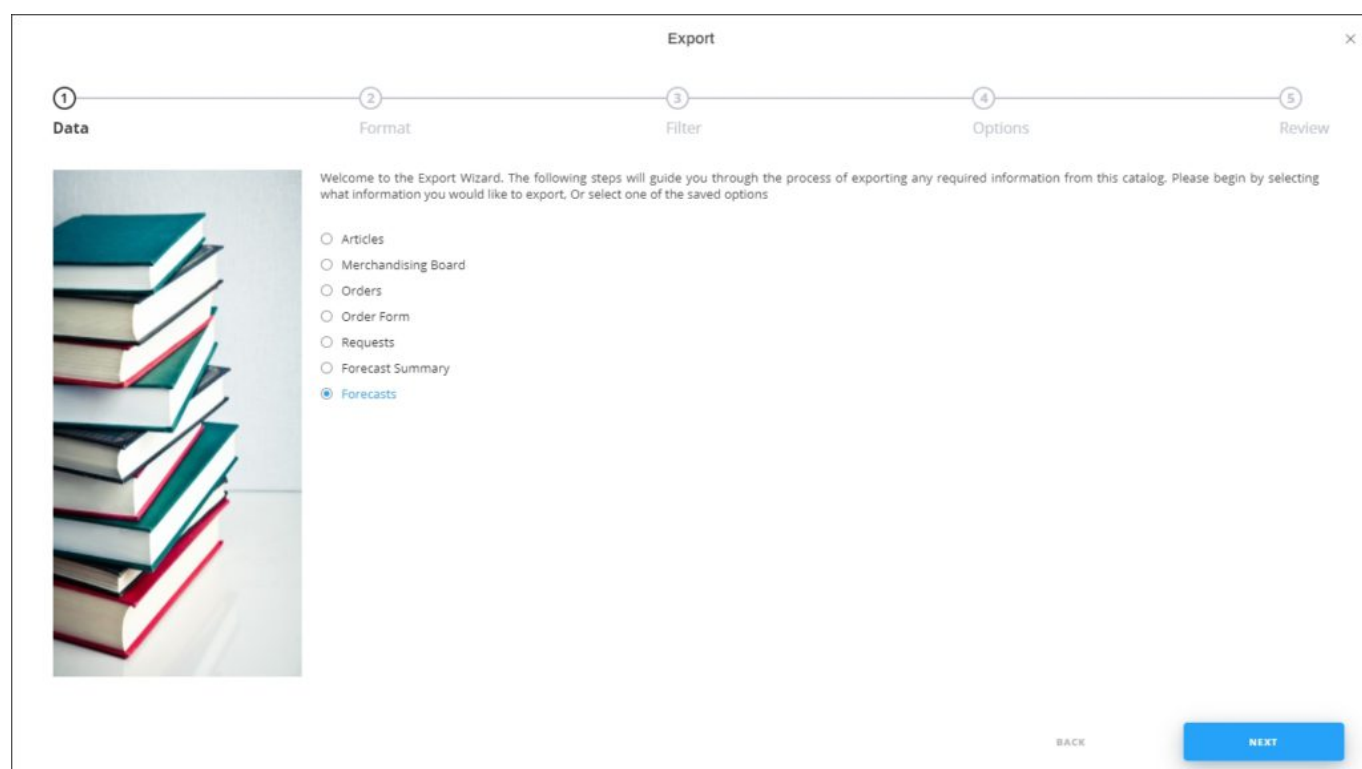


Export forecast

To export forecasts, 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 ————— 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

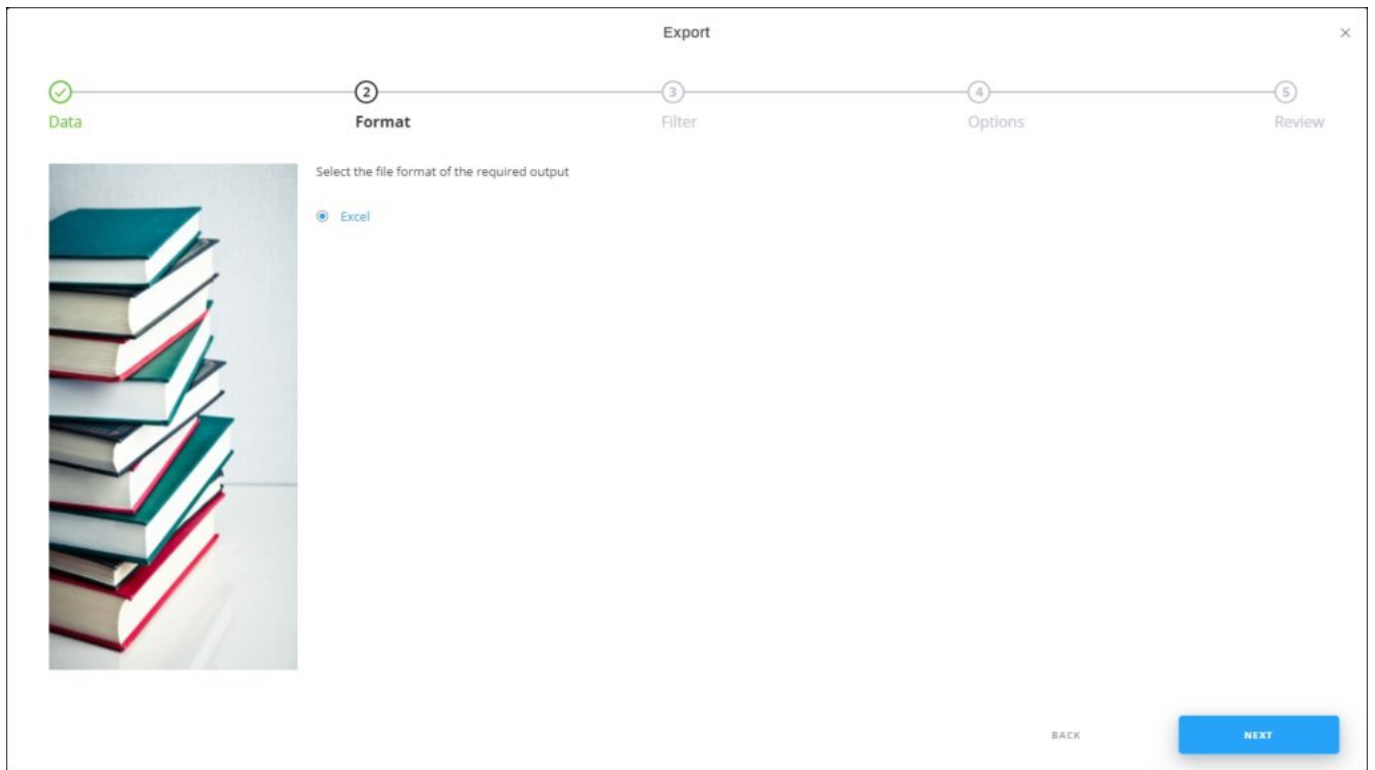
Select an option ▼

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

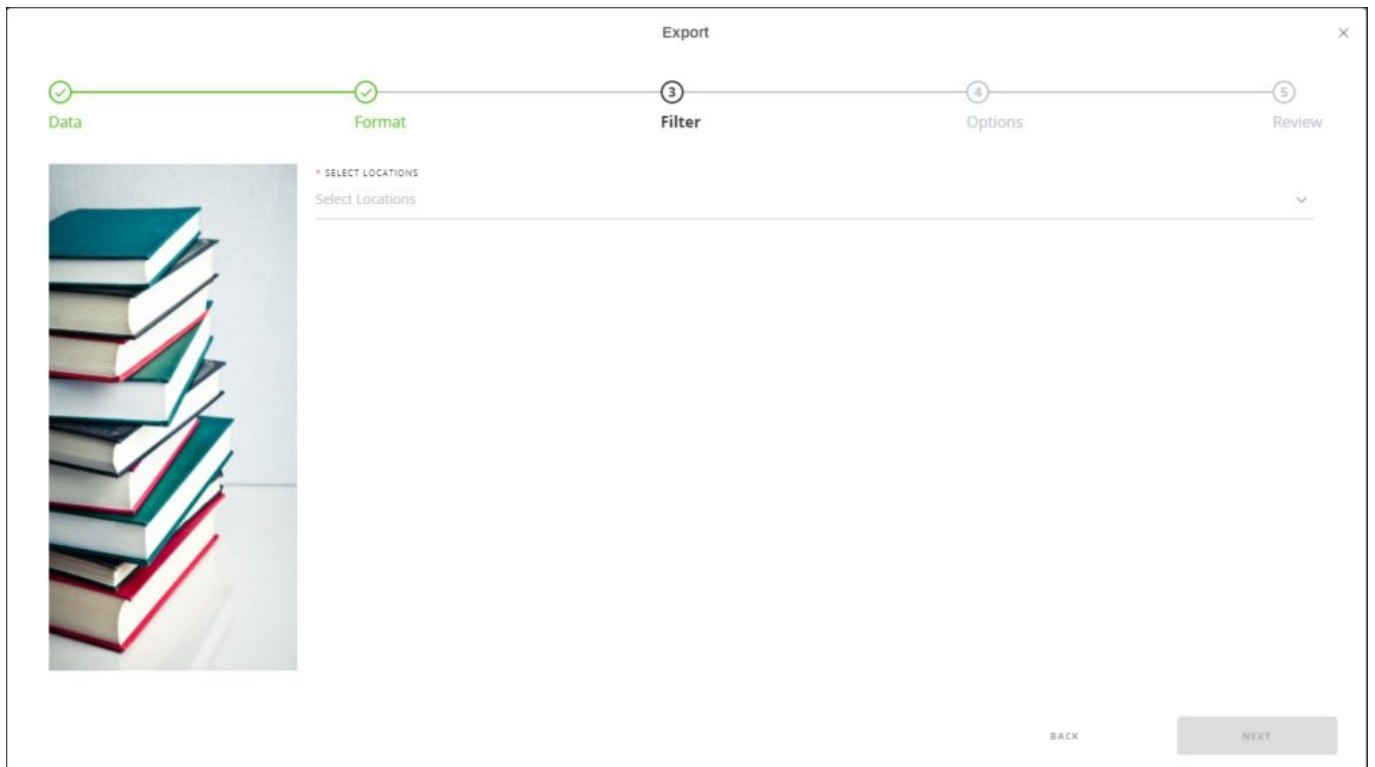
BACK NEXT

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.

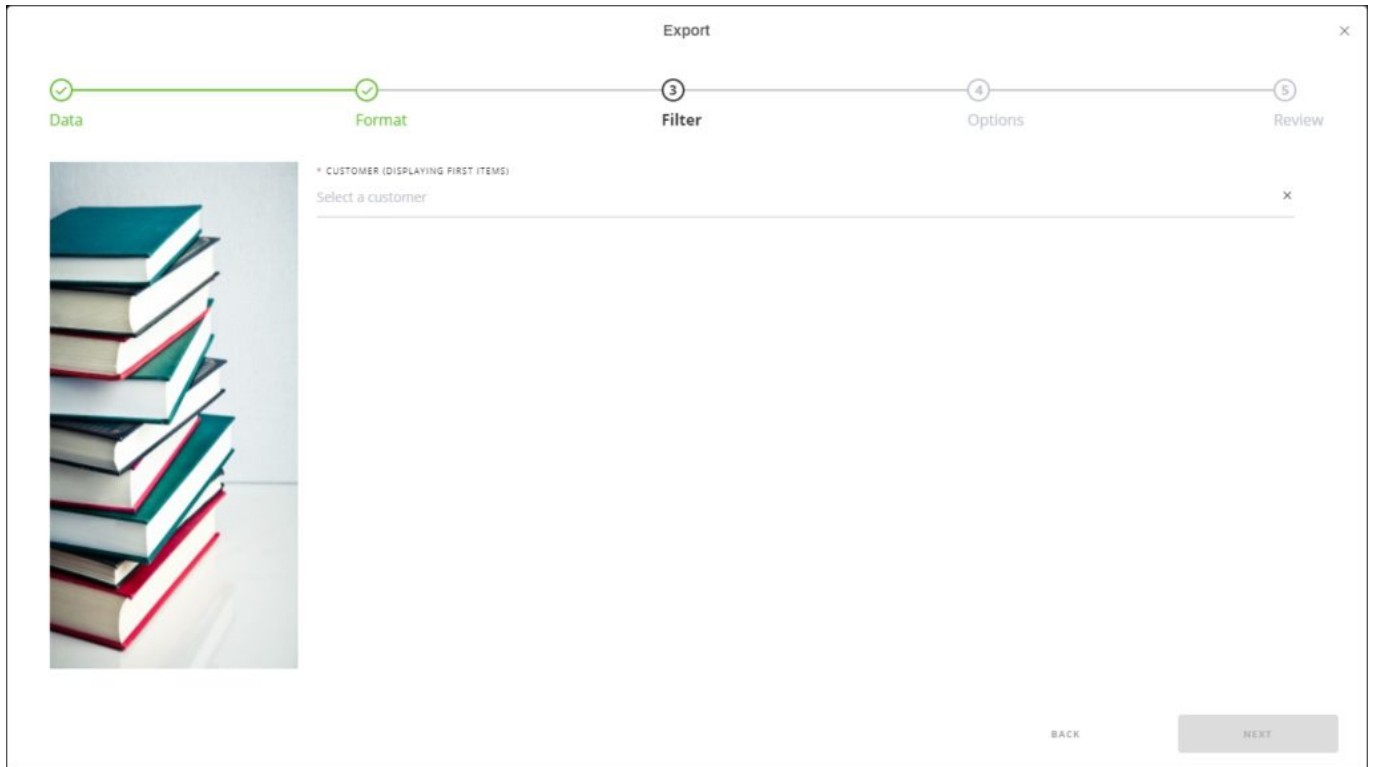
2. Select "Forecasts", if no option is selected, then click **Next**, the following window appears:



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 ×

✓ ✓ ✓ ④ ⑤
Data Format Filter Options Review

 * Select the attributes you would like to include in the output


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

[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
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