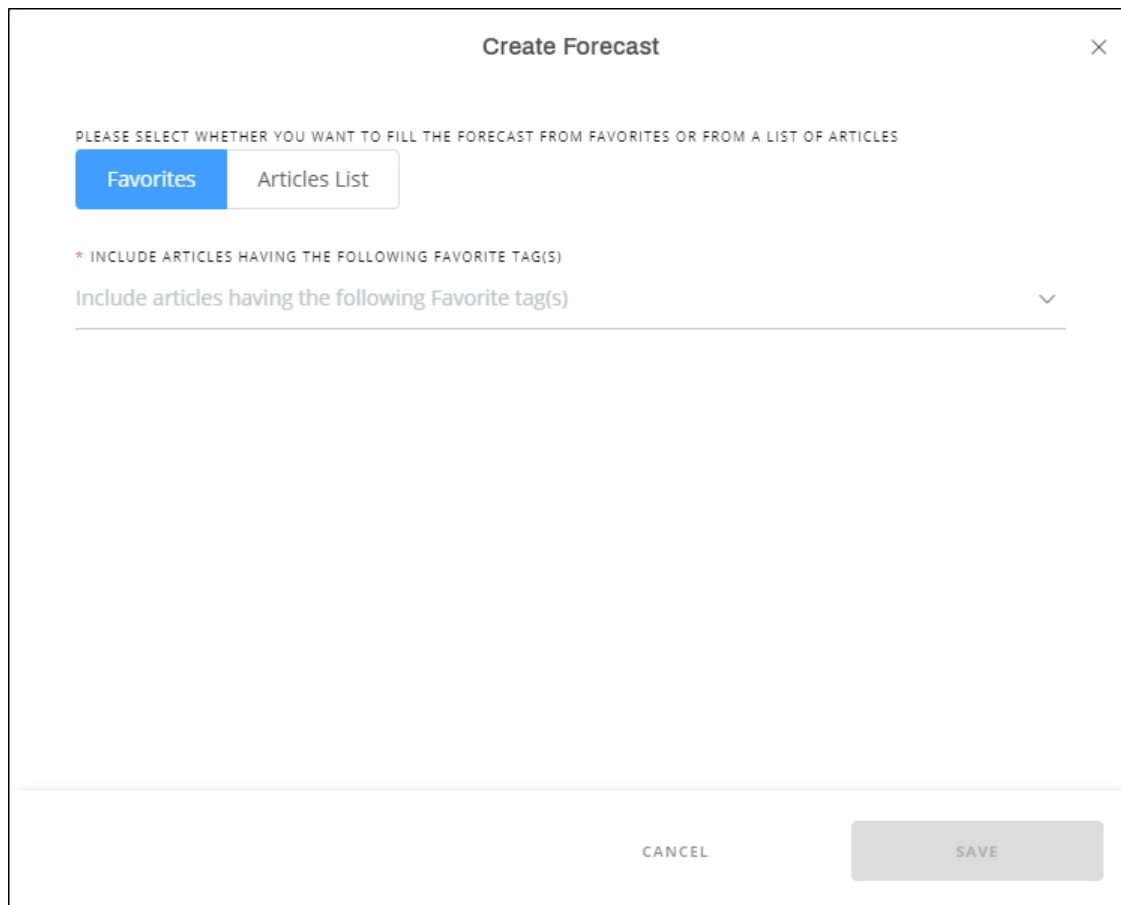


## Fill forecast

To add articles and quantities to a forecast, follow these steps:

1. Select the forecast you want, then click Fill Forecast, the following window appears:



The screenshot shows a 'Create Forecast' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a prompt: 'PLEASE SELECT WHETHER YOU WANT TO FILL THE FORECAST FROM FAVORITES OR FROM A LIST OF ARTICLES'. Below this prompt are two buttons: 'Favorites' (highlighted in blue) and 'Articles List'. Underneath the buttons, there is a red asterisk followed by the text '\* INCLUDE ARTICLES HAVING THE FOLLOWING FAVORITE TAG(S)'. Below this is a text input field with the placeholder text 'Include articles having the following Favorite tag(s)' and a downward arrow icon on the right. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'SAVE'.

2. Select the favorite tags you want their articles to be added to the forecast, or click Articles List if you want to paste the article numbers as shown below:

Create Forecast

×

PLEASE SELECT WHETHER YOU WANT TO FILL THE FORECAST FROM FAVORITES OR FROM A LIST OF ARTICLES

Favorites

Articles List

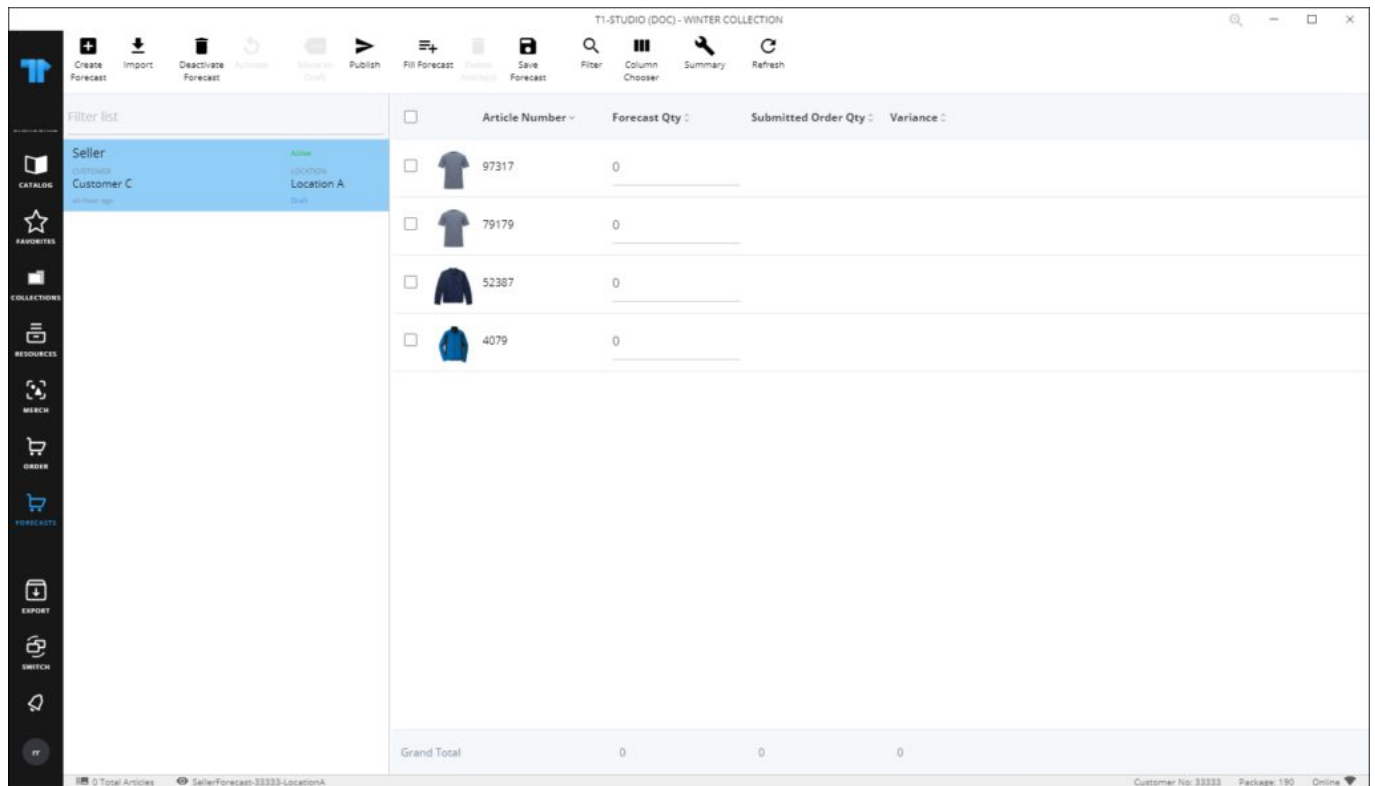
\* PROVIDE A LIST OF ARTICLES (ONE ARTICLE PER LINE)

Articles

CANCEL

SAVE

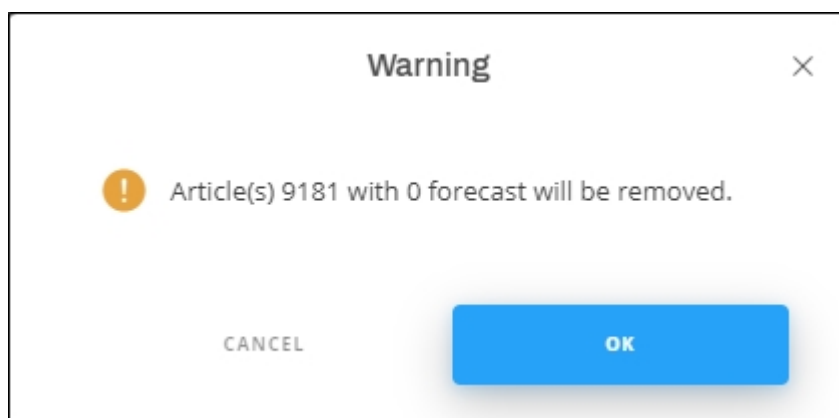
3. Paste the list of article numbers, articles are added to your forecast as shown below:



- Enter the forecasted quantity for each article then click **Save Forecast** from the toolbar, the forecast quantities are filled.

#### Note:

- If any of the articles have zero quantity, the following message appears and articles are removed from the forecast:



- When the forecast is published, the ordered quantities and variance are updated.

- If any of the articles in the forecast is dropped, or its segmentation is dropped, an icon is displayed next to its line informing you the same (i.e. Article is inactive, or Invalid segmentation).