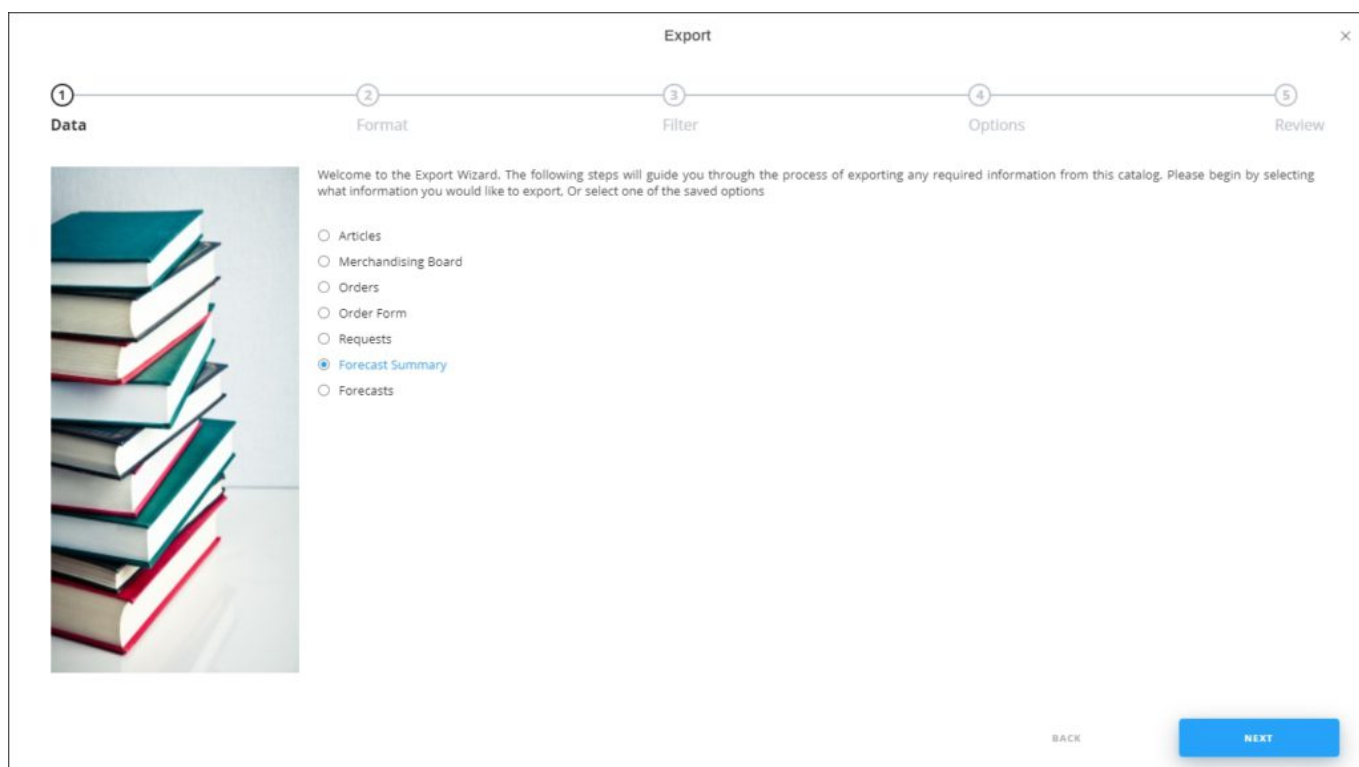


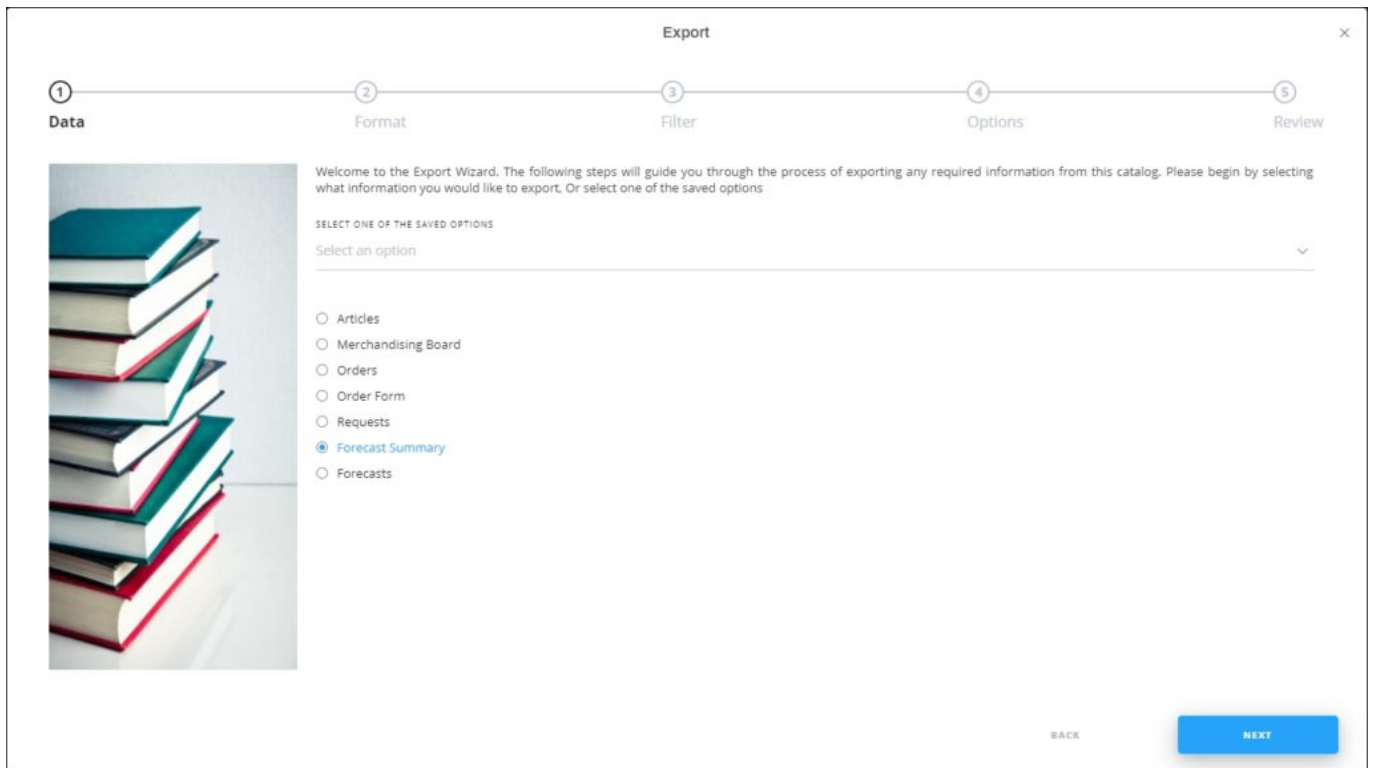
## Export forecast summary

To export forecast summary, 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:




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

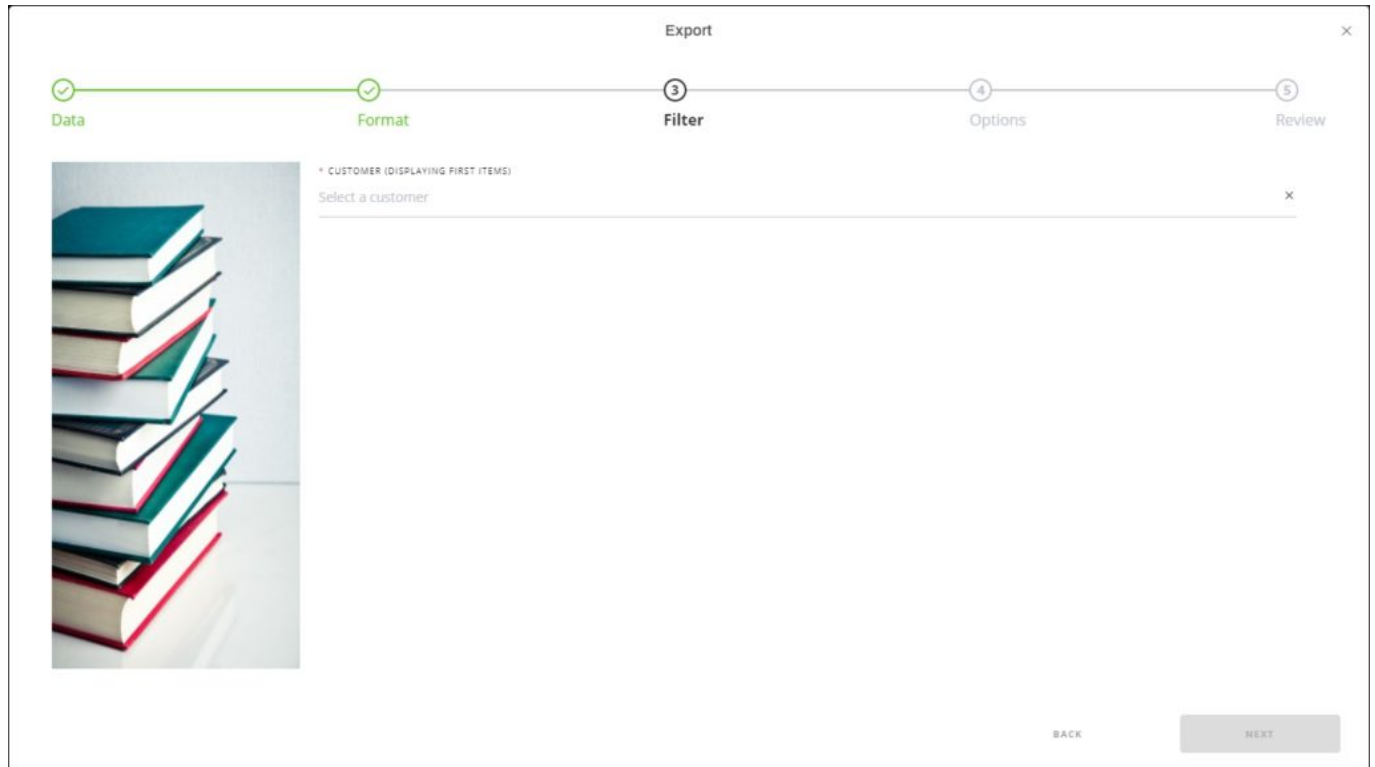


We are now ready to generate the exported data. Please note that, depending on the size of the data, it might take a few seconds to a few minutes for your file to be generated.

SAVE OPTION BACK FINISH

This screenshot shows the 'Options' step of the export process. The progress bar now shows four steps completed: Data, Format, Filter, and Options. The 'Options' step is active, with a message indicating readiness to generate data. The 'Review' step is still marked with a circle but not yet completed. At the bottom, there are 'SAVE OPTION', 'BACK', and 'FINISH' buttons.

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:

