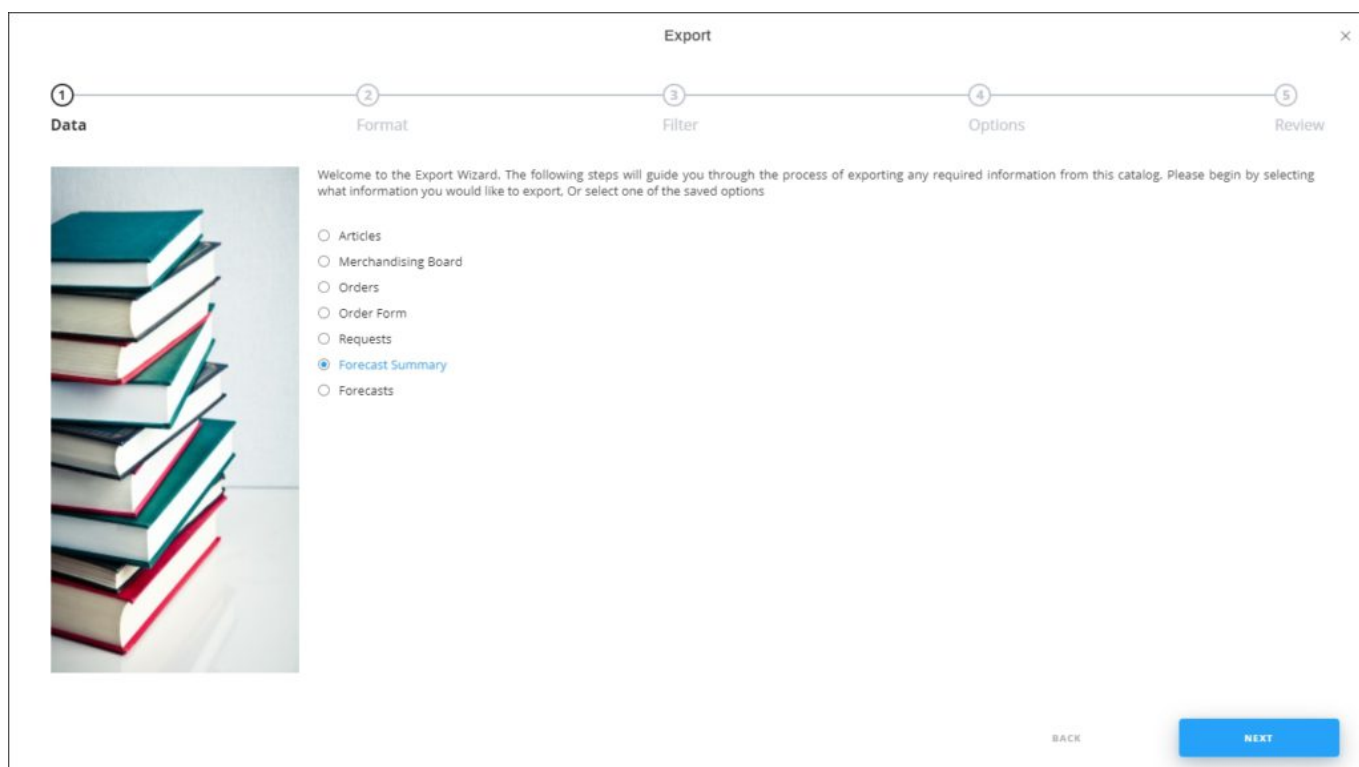


Export forecast summary

To export forecast summary, follow these steps:

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

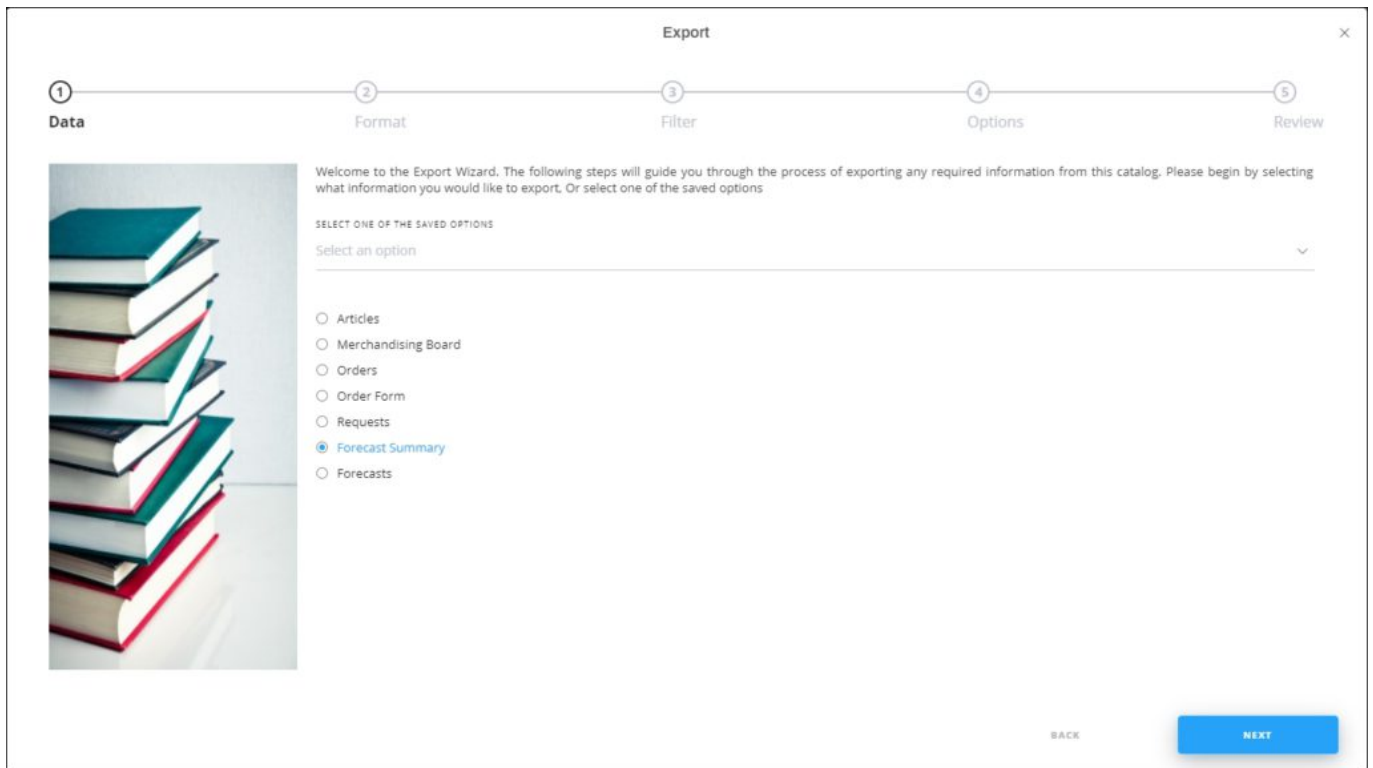


The screenshot shows a window titled "Export" with a close button (X) in the top right corner. A progress bar at the top indicates five steps: 1. Data, 2. Format, 3. Filter, 4. Options, and 5. Review. The "Data" step is currently active. On the left side of the window, there is an image of a stack of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

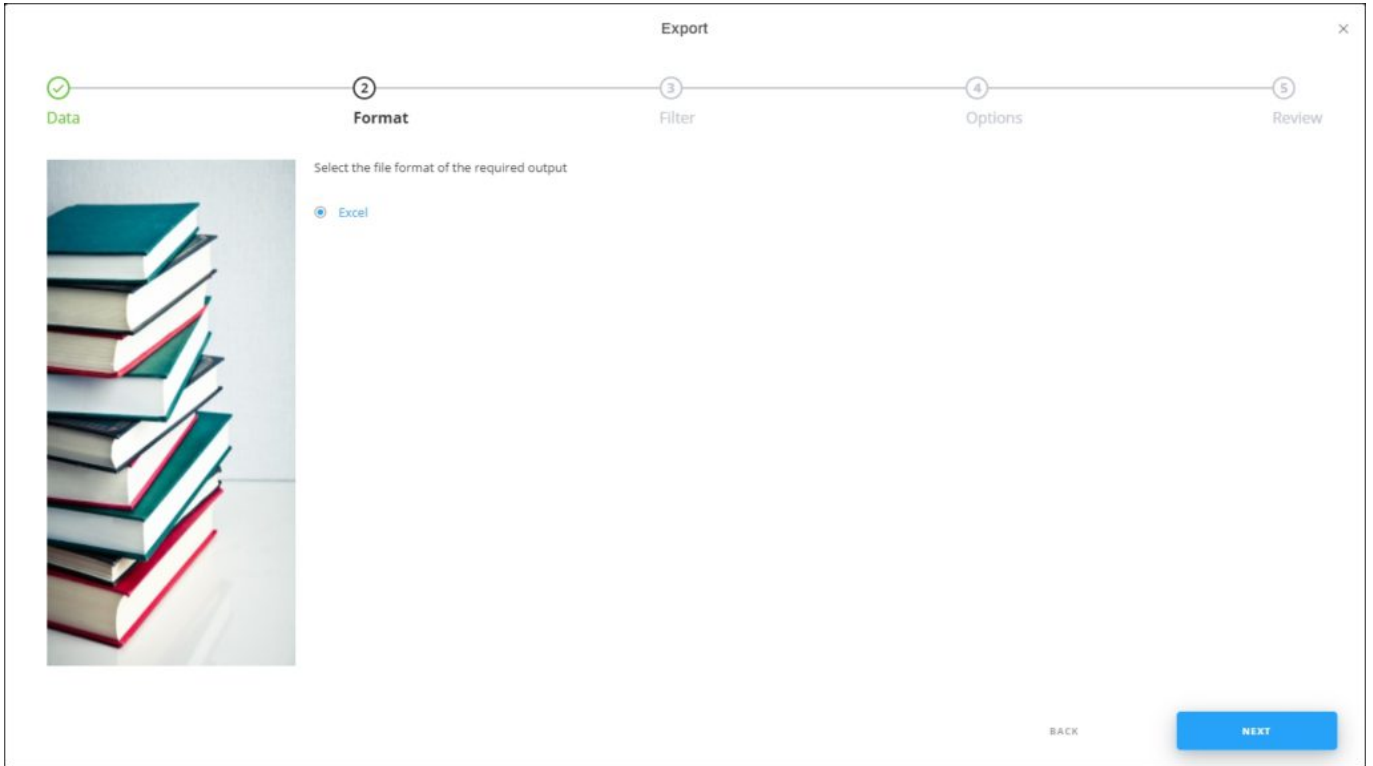
Below the list, there is a "BACK" button and a blue "NEXT" button.

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

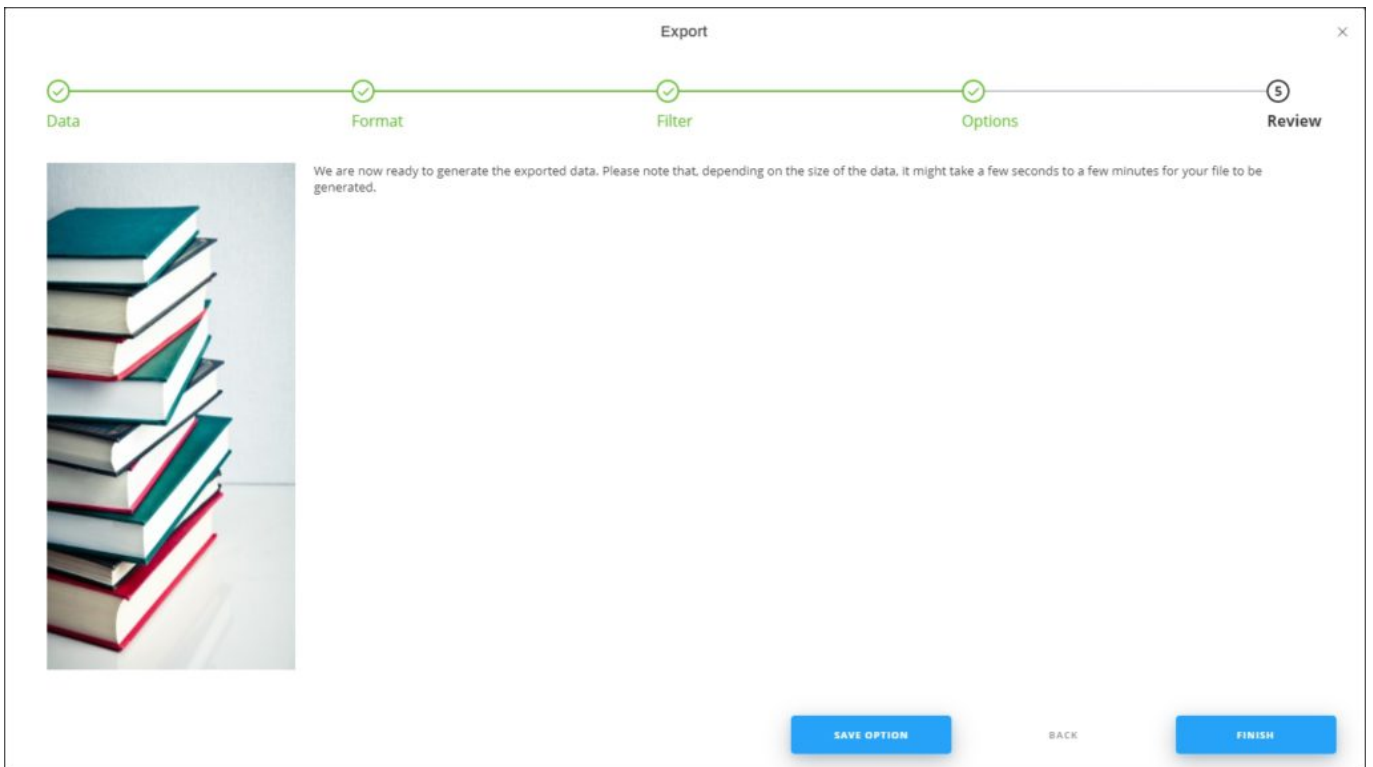


Select the option you want, the Format window is skipped. You can delete any of the saved options by hovering the mouse over it then clicking the **Delete** icon.

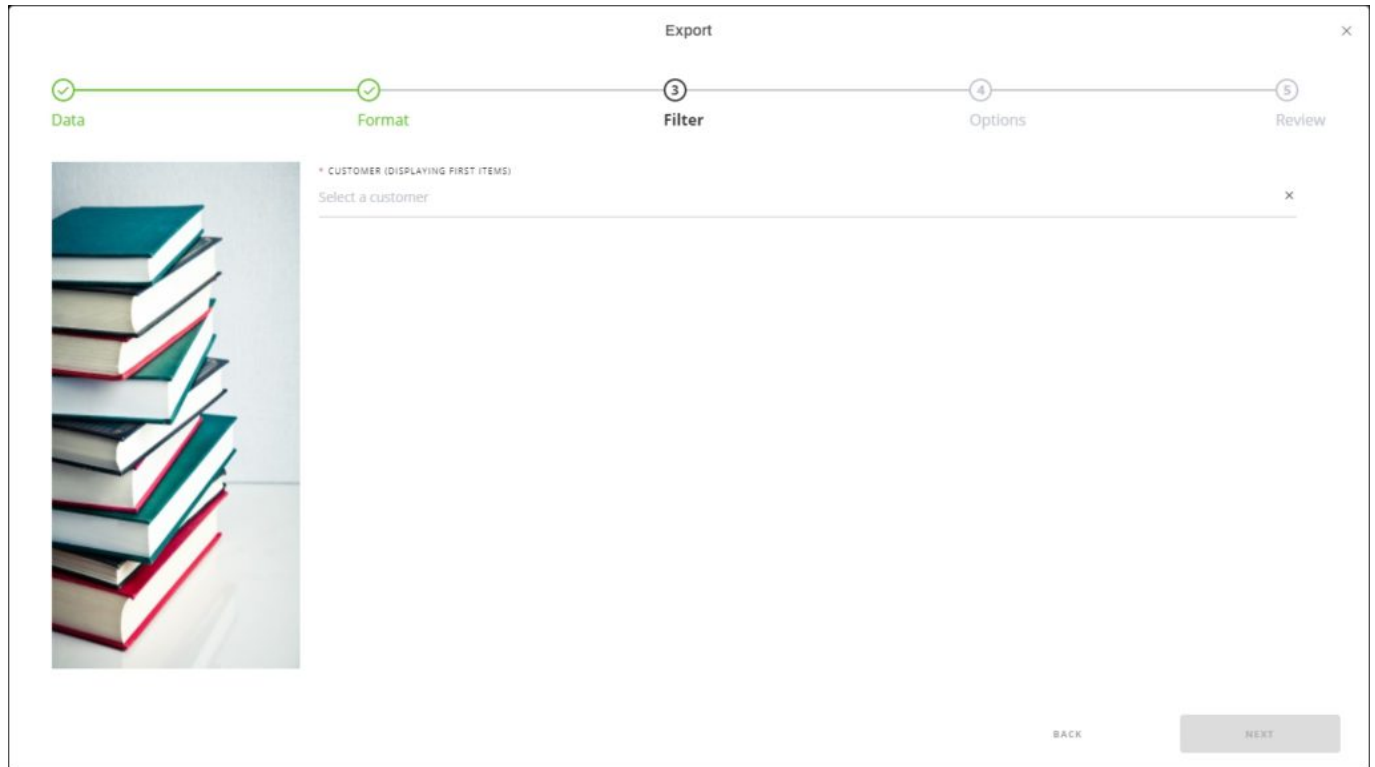
2. Select "Forecast Summary", if no option is selected, then click **Next**, the following window appears:



3. Click **Next**, the Options 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 you want, then click **Next**.

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

