Import forecast
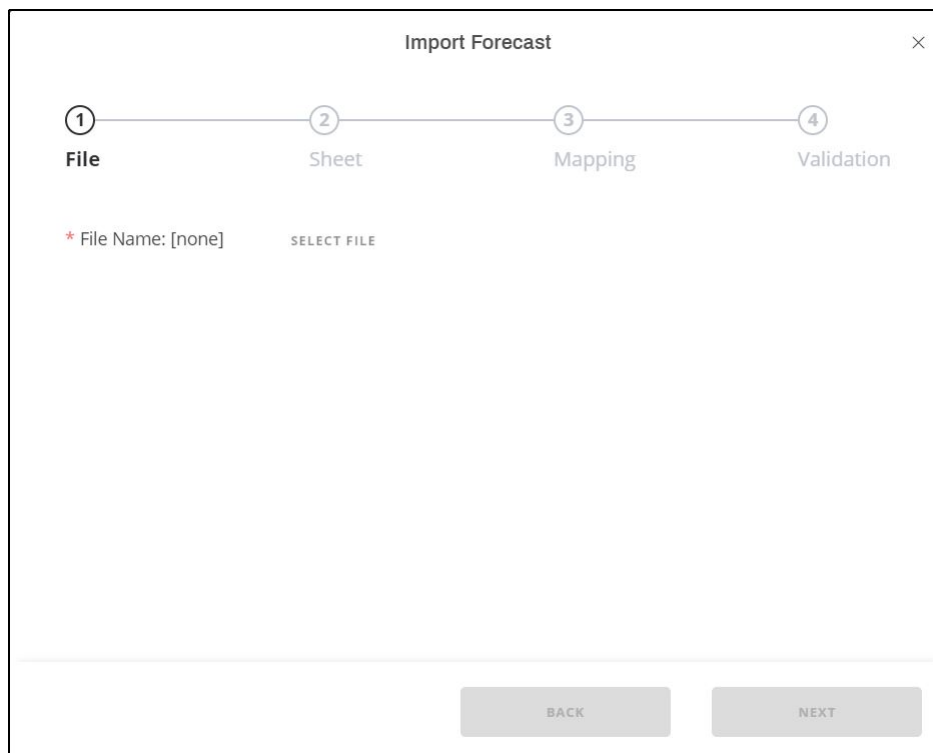
To import a file with forecast articles and quantities, follow these steps:

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

2. Click **Select File** to browse for the file you want to import then click **Next**, the following window appears:

3. Select the sheet you want from the dropdown list then click **Next**, the following window appears:

4. Select the column of the sheet that matches each field then click **Next**, the following window appears:

If the file contains invalid rows, you can either click **Get Results** to check the invalid rows and fix the file then import it again, or click the checkbox next to "Skip invalid rows" and import the valid rows.

5. Click **Import**, a message appears informing the user that the forecast is imported successfully.

Note:

- If the catalog has more than one buy window, another field appears to enable you to map the buy window as shown in the below example:

Import Forecast ✕

✓────────✓────────③────────④
File   Sheet   **Mapping** Validation

* BUY WINDOW

Buy Window   ⊗

* CUSTOMER CODE

Customer Code   ⌄

LOCATION CODE

Location Code   ⌄

* COLORWAY NUMBER

Colorway Number   ⌄

* QUANTITY

Quantity   ⌄

BACK   NEXT