FORECASTING SALES

1. Under the **Sales** tab, select **Manaage Sales Forecasts**
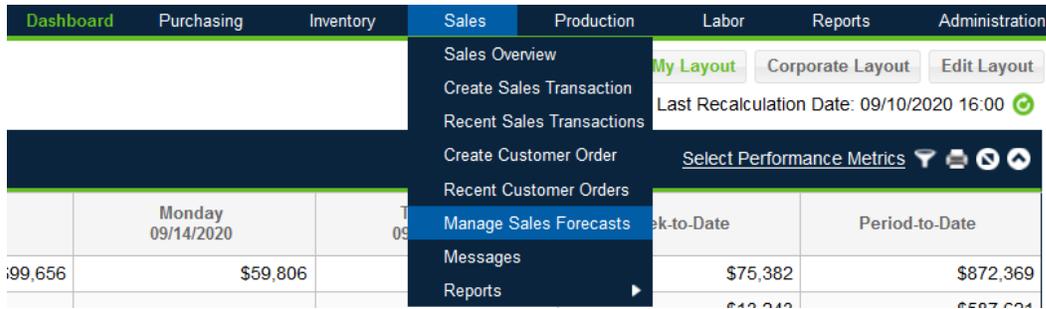
2. On the left, you will see the week ending dates that you can select to create a forecast for.

3. When you get into the week to be forecasted, you will notice there are already values in the top row. These are average of the past four weeks of sales data. You have the option to adjust these as you need to based on any upcoming events or holidays.

4. Once you are done, click the save button in the top right of the screen.