**INSTRUCTION SHEET- EXCEL TOOLS**

The following instruction sheet is created by the developer for better user experience.

USING THE TOOL

* Go to the dashboard sheet in the workbook related to the method the user wants to use.
* Select the item number from the given list, the user can also select the item/s from the dropdown given beside the item list.
* There is an option to select Item group (product family) as well, if the user requires it to. The procedure is same as selecting the item number.
* The user can see a graph depicting the forecasts for next five years as well as the values of forecasts in the table given below the graph.
* User can observe how the method performed during the training using the training graphs on the dashboard.
* Make sure to reset the list (by clicking on clear filter) before selecting another item/ item group.

MODIFYING THE TOOL

**CROSTON’S METHOD**

* The method uses the data from last five years (in present case, 2014-2018) to train the method and forecast the values for next five years.
* If user wish to change the years of training the data, he can go to the background sheet and click on the dropdown beside the row labels and select five years whose data he wants to use as training, the tool will automatically change the forecasts for the following years according to the first 5 year’s demands.
* When the user enters new data in the historical datasheet, the data will get updated in the pivot table as well.

**MOVING AVERAGE (4) METOHD**

* The method uses the data from last five years (in present case, 2014-2018) to train the method and forecast the values for next five years.
* If user wish to change the years of training the data, he can go to the background sheet and click on the dropdown beside the row labels and select five years whose data he wants to use as training, the tool will automatically change the forecasts for the following years according to the first 5 year’s demands.
* When the user enters new data in the historical datasheet, the data will get updated in the pivot table as well.

**HOLT’S WINTER METHOD**

* The method uses the data from last three years (in present case, 2015-2017) to train the method and forecast the values for next 6 or 12 months.
* If user wish to change the years of training the data, he can go to the background sheet and click on the dropdown beside the row labels and select three years whose data he wants to use as training, the tool will automatically change the forecasts for the following years according to the first 3 year’s demands.
* When the user enters new data in the historical datasheet, the data will get updated in the pivot table as well.