# How To Save An Enquiry

Apple / iOS

If you run an Enquiry on a regular basis, it may be useful to save it for future reference.

Saved Enquiries automatically update to display the latest sales data – this is especially useful when you have an Enquiry with more complex parameters, such as multiple filters (i.e. 5 different products).

Your saved enquiries can be accessed and loaded from your Home page, saving you valuable time.
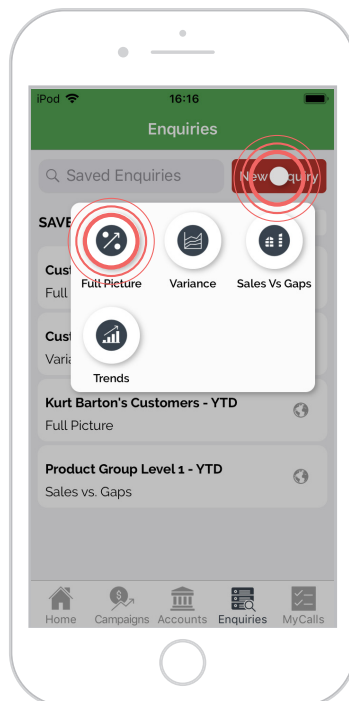
01 GO TO ENQUIRIES

Choose the Enquiries feature from the navigation at the bottom of the screen
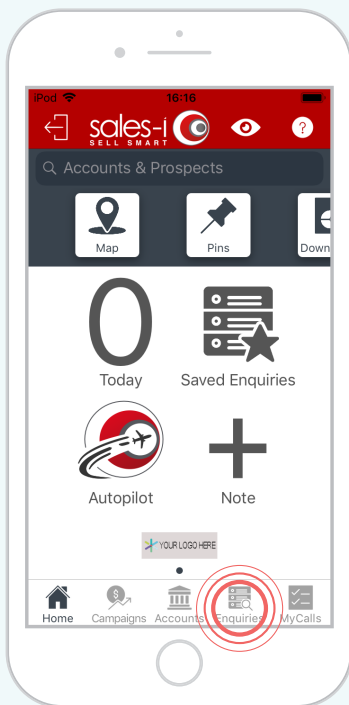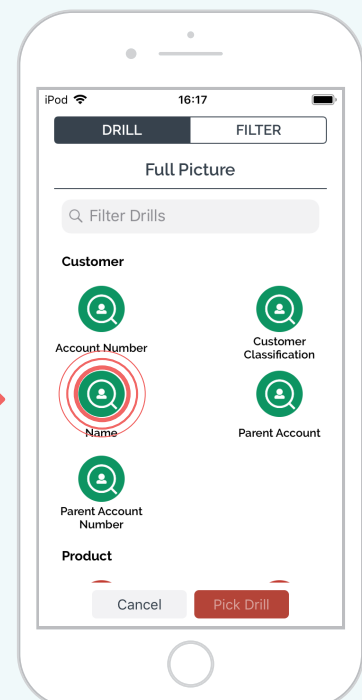
02 NEW ENQUIRY

Click the New Enquiry button in the top right-hand corner of the screen and choose from the options, which enquiry you'd like to run.

In this example, tap on Full Picture.

03 GATHER DATA

From the available bubbles select the option you wish to run, in this example we are using the Name bubble
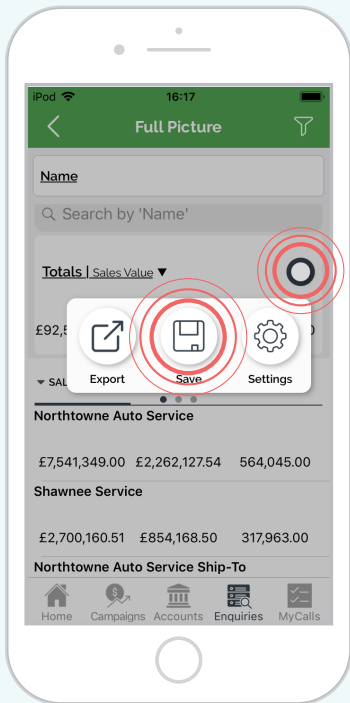
04 SAVE ENQUIRY

To save your enquiry tap on the 'Options' icon with 3 lines on the right-hand side, just under you set date range.
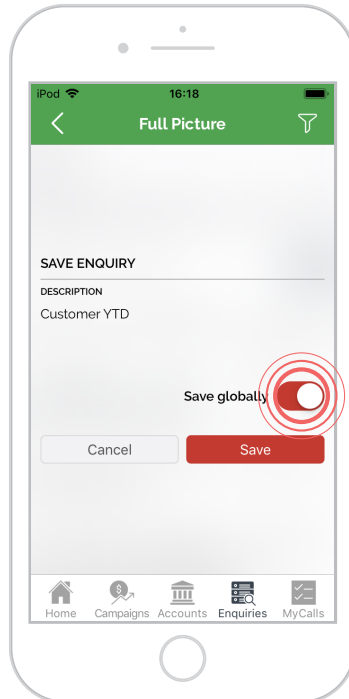
When tapping this button, it will show 3 additional option buttons.

Tap on the Save Enquiry button.

05 NAME ENQUIRY

Here you can name your Enquiry and choose if you want to save the enquiry 'Globally' (Power users only can save globally) by sliding the switch to the right.

06 SAVE

When you have named your enquiry tap the red 'Save' button.