

# How To Find A Saved Enquiry

Desktop

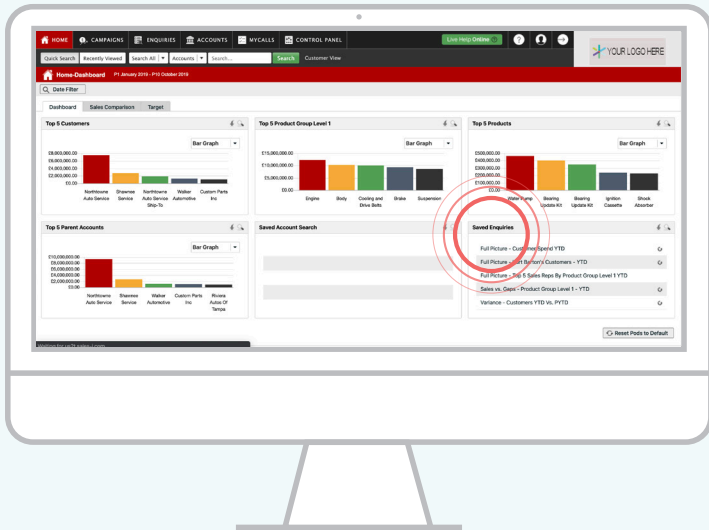
Viewing a saved enquiry is a quick way to pull up sales data for the customers or products that matter the most to you. This is especially helpful if it takes several steps to get to the sales you'd like to see.

## 01 FROM THE HOMEPAGE

If you are on the Home dashboard, you can access all your Saved Enquiries from the Saved Enquiries dashboard at once.

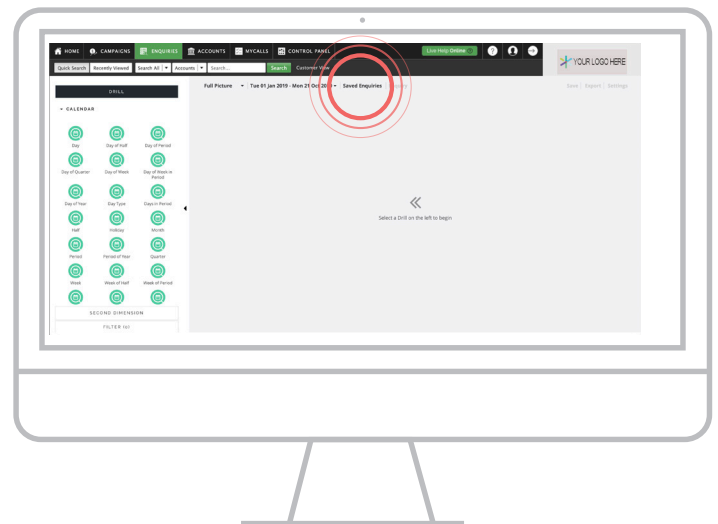
Your Saved Enquiries are grouped in alphabetical order by enquiry type.

Double click on the desired enquiry from the list to load the results.



## 02 FROM THE ENQUIRES SCREEN

Alternatively, if you are already in the Enquiries module, click on 'Saved Enquiries' option at the top of the screen.



# 03

## LOAD SAVED ENQUIRY

You will now see all the Saved Enquiries previously created on any platform; the Globally Saved Enquiry will have a globe icon to show these as well.

Click on title of the desired enquiry from available list to load the enquiry data.

