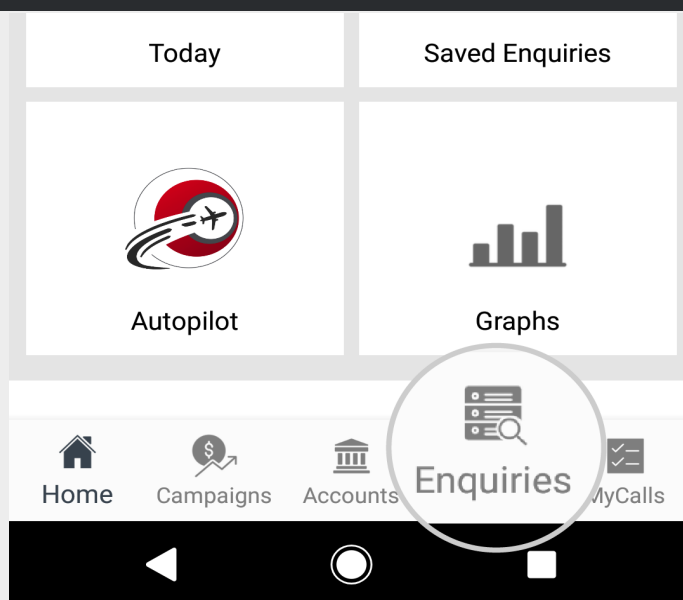


HOW TO USE ENQUIRIES ON YOUR ANDROID DEVICE

The Enquiries section of sales-i allows you to interrogate customer and product transaction data. Each enquiry works in a similar way, but each does a slightly different job. This how to guide shows you how to run a Variance enquiry.

01 From the navigation bar at the bottom of the screen, tap **Enquiries**.




Enquiries

Enquiries

 Full Picture

 **Variance**

 Trends

 Sales vs Gaps

02 You will see menu options for all Enquiry types: **Full Picture**, **Variance**, **Trends** and **Sales vs. Gaps**; as well as access to your existing **Saved Enquiries** and the option to **Start With Filter**.

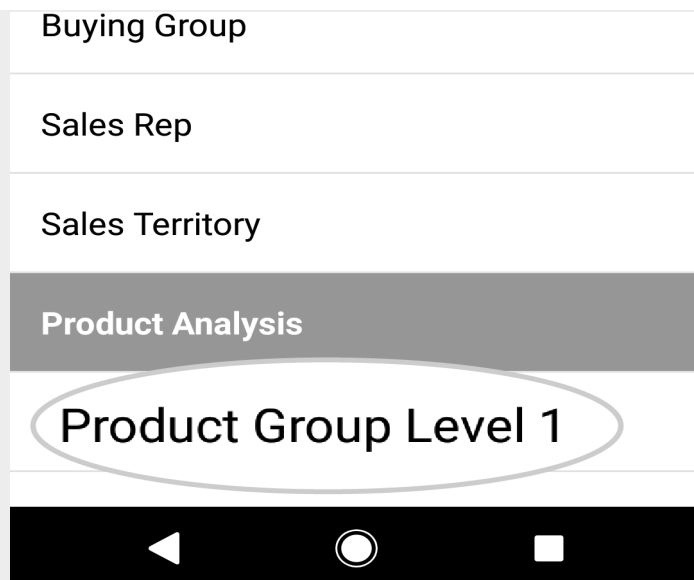
Variance is a good enquiry for us to start with. It compares this year to last year, and identifies growth or shrink in spend.

Tap **Variance** now.

03 This next screen is your Enquiries home page. You'll see four main sections: Customer Analysis, Product Analysis, CRM Field and Transaction Analysis.

These are the four categories through which the system can drill into information for you depending on what you're trying to find out.

For now, just tap **Product Group Level 1** from Product Analysis, which is the second category.



04 sales-i has now run this query for you, making a comparison between the sales of your products for this year and last year. The results can be seen in the table.

- 1) The totals bar in light green at the top of the page shows an overall sum total for each of the columns described below. Red arrows indicate a shrink in spend, green arrows indicate a growth in spend.
- 2) The Variance column displays the difference in sales between this year and last year.
- 3) The final two columns are this year's sales and last year's sales. Range 1 is always the closest date range (current YTD) whereas Range 2 is always the furthest date range (previous YTD).

Enquiries			
Variance			
... > Product Group Level 1			
TOTALS: Product Group Level 1			
	Variance	Range 1	Range 2
	-840,287	10,091,123	10,931,411
P1 January 2018 - P11 November 2018 vs. P1 January 2017 - P11 November 2017			
10	Building		
	Variance	Range 1	Range 2
	-204,612	2,503,010	2,707,622
20	Roofing		
	Variance	Range 1	Range 2

Building			
Variance			
... > Product Group Level 1			
TOTALS: Product Group Level 1			
	Variance	Range 1	Range 2
	-840,287	10,091,123	10,931,411
P1 January 2018 - P11 November 2018 vs. P1 January 2017 - P11 November 2017			
10	Building		
	Variance	Range 1	Range 2

05 To get even more specific results (such as, which customers have purchased a certain product group) tap and hold on the line.

This reveals the Advanced Drill (**DRILL+**) at the top of the screen.

Tap this to be taken to your Enquiries home page where you can drill further into your data for this product group.

TOP TIP: QUICK DRILL PATH

You can also tap on a line to go down a pre-defined drill path.

Tapping a line in your results list will *always* take you down through Product Group Levels and end with Product.

Please Note: If you want to take a different step at any point on this drill path, you will need to tap and hold and use the advanced drill (**DRILL+**).

Enquiries			
Variance			
... > Bricklayers Sundries			
TOTALS: Product			
	Variance	Range 1	Range 2
	-42,046	113,158	155,204
P1 January 2018 - P11 November 2018 vs. P1 January 2017 - P11 November 2017			
P032141	4X1.5X1M PVC GABIONS		
	Variance	Range 1	Range 2
	-6,984	0	6,984