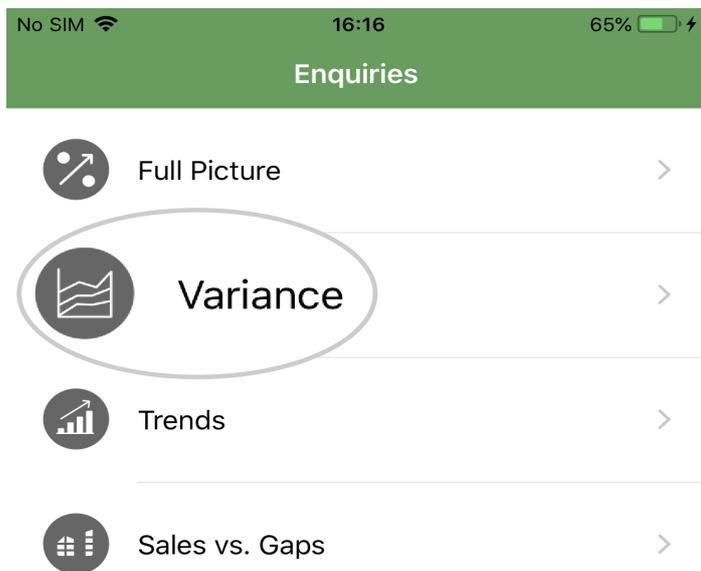
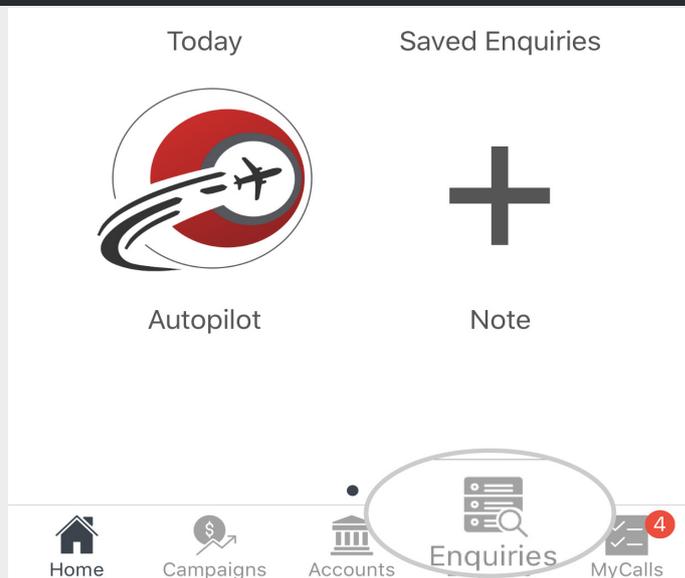


# HOW TO USE ENQUIRIES ON YOUR APPLE DEVICE

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**.



**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**.

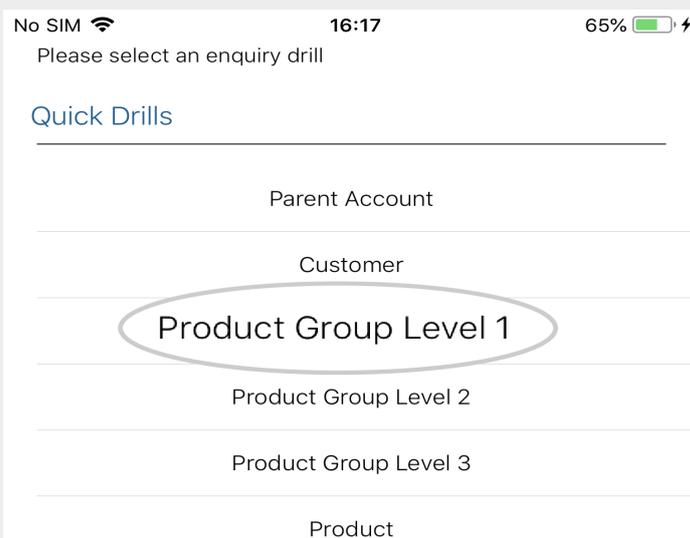
**Variance** is a good enquiry for us to start with. It compares this year to last year, and identifies growth or shrink in spend.

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 (as well as some **Quick Drills** for your convenience).

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 the **Quick Drills** section.



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 % variance in spend between this year and last year.
- 3) The Variance column displays the difference in sales between this year and last year.
- 4) The final two columns are this year's sales and last year's sales. Range 1 is always the closest date range (current YTD). Range 2 is always the furthest date range (previous YTD).

No SIM 16:17 65%

Enquiries Product Group Level 1

Product Group Level 1

**Totals** P1 January 2017 - P8 August 2017 vs. P1 January 2016 - P8 August 2016  
Group: Product Group Level 1 Order: Value

Totals	Variance %	Variance	Range 1	Range 2
-6.17%	-88,212.87	1,342,113.17	1,430,326.04	

Records - Ascending

Variance %	Variance	Range 1	Range 2	
<b>GENERAL OFFICE</b>				
17	-13.22%	-70,011.55	459,774.78	529,786.33
<b>FILING &amp; REC STORAGE</b>				
03	-16.89%	-19,590.74	96,410.73	116,001.47
<b>WRITING INSTRUMENTS</b>				
12	-12.48%	-14,877.68	104,374.42	119,252.10
<b>PAPER PRODUCTS</b>				

No SIM 16:21 67%

Enquiries Product Group Level 1

Product Group Level 1

**Totals** P1 January 2017 - P8 August 2017 vs. P1 January 2016 - P8 August 2016  
Group: Product Group Level 1 Order: Value

Totals	Variance %	Variance	Range 1	Range 2
-6.17%	-88,212.87	1,342,113.17	1,430,326.04	

Records - Ascending

Variance %	Variance	Range 1	Range 2
.55	459,774.78	529,786.33	

**FILING & REC STORAGE**  
03

More

05 To get even more specific results (such as, which customers have purchased a certain product group) swipe right-to-left on the line.

This reveals the **Advanced Drill icon**.

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 swipe right-to-left on the line and use the **Advanced Drill icon**.

No SIM 16:24 68%

Enquiries GENERAL OFFICE FASTENERS

...>FASTENERS

**Totals** P1 January 2017 - P8 August 2017 vs. P1 January 2016 - P8 August 2016  
Group: Product Group Level 3 Order: Value

Totals	Variance %	Variance	Range 1	Range 2
-31.05%	-18,605.91	41,314.88	59,920.79	

Records - Ascending

Variance %	Variance	Range 1	Range 2	
<b>CLIPS, CLAMPS AND SPINDLES</b>				
17-01-0712	-32.18%	-9,087.00	19,152.27	28,239.27
<b>CLIPS, PAPER AND DISPENSERS</b>				
17-01-0740	-42.08%	-6,773.94	9,323.86	16,097.80
<b>RUBBER BANDS</b>				
17-01-0748				