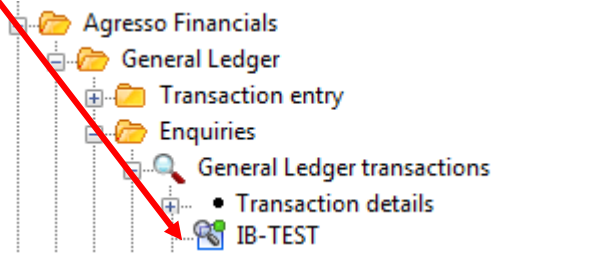


ENQ7 - Personal Menu for Enquiries

Every user will have a Personal Menu where they can copy their own built Enquiries or any global enquiries available within the menu.

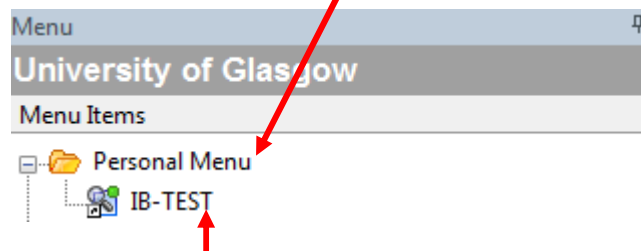
1. To place an enquiry into your personal menu the user must find where the enquiry is located. It is usually located in the area where they opened they enquiry initially and will have a green circle beside it.



2. The user will then Right Click the mouse button on the required enquiry and Send to the Personal Menu



3. The user will then click on the Personal Menu.



4. Double Click on the Enquiry to open