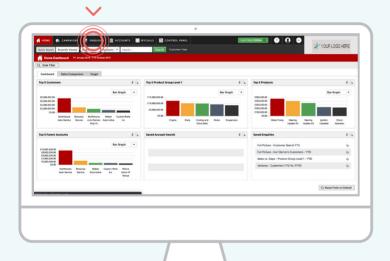


How To Drill Down To Multi-Drill

Desktop

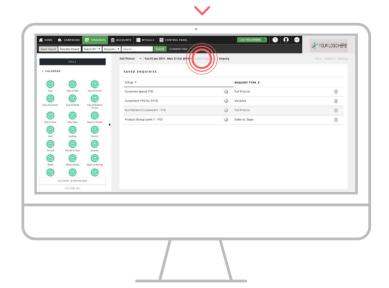
01 GO TO ENQUIRIES.....

Click on enquiries from the black navigation bar at the top of the screen.



02 CHOOSE ENQUIRY

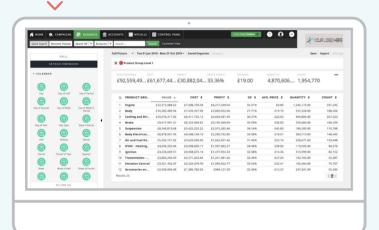
Choose your enquiry type from the dropdown at the top of the page under the search bar or click on "Saved Enquiries" to load the saved enquiry you'd like to start with.



03 DRILL

If you created/create a new enquiry, click your initial drill option.

In this example, we have clicked on the Product Group Level 1 bubble.



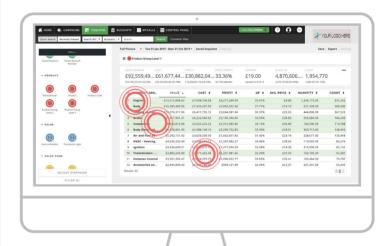
PRO TIP

There is a magnifying glass above the first rows of your enquiry. This is a search bar that will let easily locate the customer, product, or other search criteria that you'd like to select without having to scroll down to find it.

04 MULTI-DRILL

To multi-drill, click on each line that you'd like to include in your next drill.

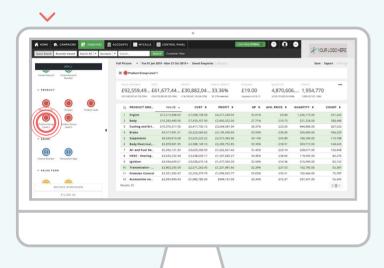
You can click on as many or as few lines as you'd like to select them.



US phone: (847) 868-8175 UK phone: 0845 508 7355 mail: support@sales-i.com sales-i.com

05 ENABLE MULTI-DRILL

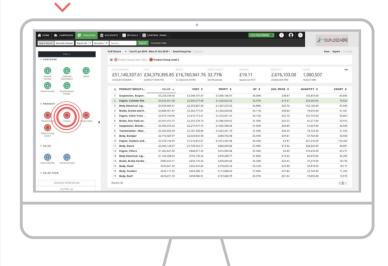
With your lines selected, click on the Product Group Level 2 bubble, then click the Drill button on the top left-hand side of the screen.





Select the line or lines your like to drill into further and on the left-hand side of the screen, click whichever drill bubble you'd like in order to further break down the lines you selected.

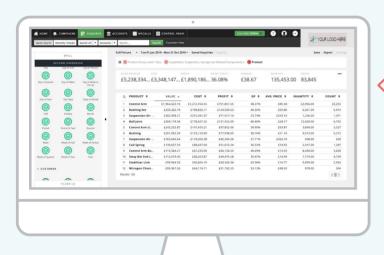
In this example, we clicked on the product bubble.



US phone: (847) 868-8175 UK phone: 0845 508 7355 mail: support@sales-i.com sales-i.com

07 UPDATED RESULTS...

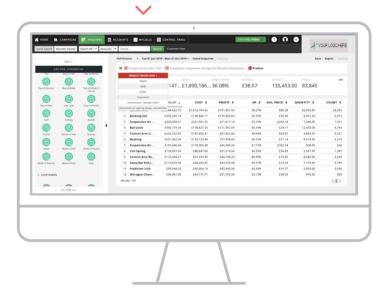
Your results table will now reflect all of the lines you multi-selected on the previous page, broken down by the drill option chosen.





You can see the items that you included on your multi-drill by hovering your mouse over the drill trail at the top of the enquiry.

In this example, the cursor is hovering over Product Group Level 1 to show that Brake, Engine, and Body were all broken down into their respective Product Group Level 2 categories.



US phone: (847) 868-8175 UK phone: 0845 508 7355 mail: support@sales-i.com <u>sales-i.com</u>