



## Inter-est Insight FAQ's

**Q: How do I see my most recent estimates at the top of the list in the Inbox?**

A: Click on the Edited Column so that the small black triangle is pointing down this will then put the most recently received or saved estimates at the top

**Q: How do I see if there are any new estimates returned?**

A: Inter-est Insight will update itself every half-hour but if you want to force it to update just click F5 on the top of your keyboard

**Q: Where are my Notifications (Preloads)?**

A: These can be found in the Attention box

**Q: What do the numbers mean alongside the Inbox i.e. (9/20)?**

A: The 9 indicates how many unread estimates there are and 20 indicates the total number of estimates

**Q: What does unread mean?**

A: Estimates that are unread are in **bold** this means that since the status was changed they have not been opened

**Q: Where are my older estimates and how do I get to them?**

A: Estimates that haven't been edited for over 1 month are hidden from view but can be retrieved by using the search facility