Enquiries

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Specify an Enquiries Assessment to use when Creating an Enquiry.

To do so:

1. Click **Administration**.

2. Select **Correspondence**.

3. Select **Enquiries**.

4. Scroll down to **Enquiry Settings**.

5. Select the preferred option from the drop down box

6. Click on **Update**

Assessments will appear in the drop down if they fit the criteria below:

- The Assessment Type = "Enquiry"

- The Assessment is published

- The Assessment is enabled

Adding an Enquiries Assessment is optional.