Messages (Enquiry)

Overview

The **Enquiry** section allows administrators to view and manage enquiries submitted by users through the application. It provides filtering options to quickly locate enquiries based on status, date, and sorting preferences.

Inbox

The **Inbox** displays all enquiries received from users.

If no enquiries have been submitted, the following message is displayed:

> **Data Not Found**

Filters

Administrators can use filters to quickly find specific enquiries.

Filter	Description
Order	Sort enquiries in **Ascending** or **Descending** order based on their creation date.
Status	Filter enquiries based on their current status.
Date Range	Display enquiries submitted within a selected date range.

After selecting the desired filters, click **Apply** to view the filtered results.

To remove all applied filters and restore the default view, click **Clear**.

Enquiry List

The Inbox displays all enquiries matching the selected filters.

Depending on the available data, the list contains enquiry details submitted by users.

If no enquiry matches the selected filters, the following message is displayed:

> **Data Not Found**

Best Practices

- Use the **Status** filter to quickly locate enquiries based on their current state.
- Apply a **Date Range** to view enquiries received during a specific period.
- Sort enquiries using the **Order** option for easier navigation.
- Click **Clear** to reset all filters before performing a new search.

> **Important:**
> The enquiry list is updated according to the selected filters. If no matching records are available, the system displays **Data Not Found**.

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