

Find or create an inquiry status

August 8, 2026

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Search the Inquiry Status list for an approved classification and create a new record only when no suitable status exists.

Before you start

- Access to Configurations and permission to view, create, or update sales configuration records.
- Use classifications approved by the organization's inquiry classification policy.

Steps

1. **Search** on [Inquiry Status](#) — Enters identifying text for the inquiry-status lookup.
2. **Apply filter** on [Inquiry Status](#) — Applies the current search criteria and refreshes the displayed list.
3. **New** on [Inquiry Status](#) — Starts a new Inquiry Status record.
4. **Ok** on [Inquiry Status](#) — Confirms the current action or dialog.
5. **Cancel** on [Inquiry Status](#) — Cancels the current action or dialog.

Result

Cancels the current action or dialog. Confirm this on [Inquiry Status](#).

Screens involved

Configurations > General Settings > Inquiry Status