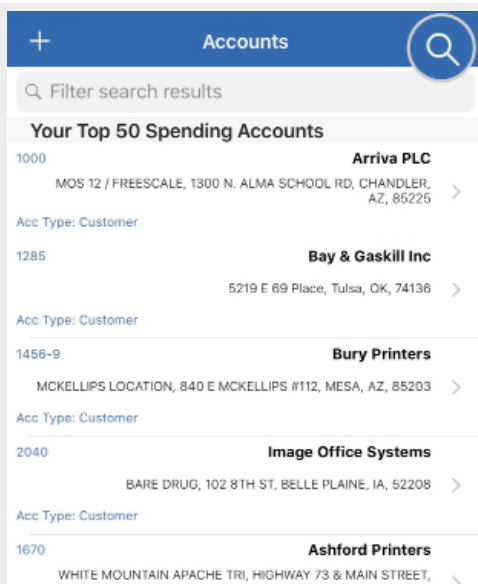
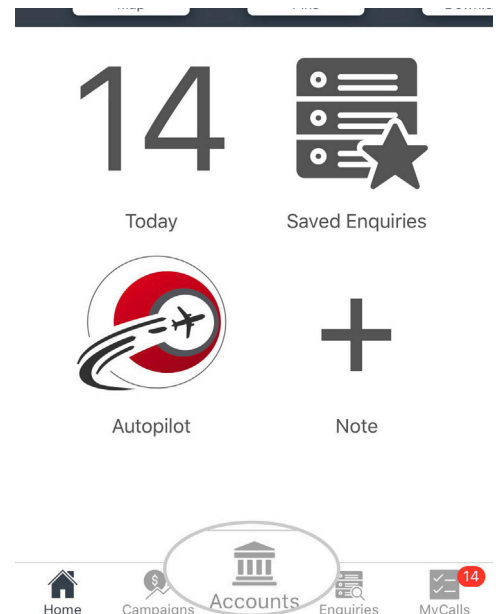


# HOW TO SEARCH FOR ALL OF YOUR ACCOUNTS IN A CERTAIN AREA - APPLE

Did you know you can search for all your accounts (prospects or customers) in a certain area? So, if you're due to see a customer, why not run a zip/post code or town search to see if there are any accounts nearby to visit.

**01** From the navigation bar at the bottom of the screen, tap **Accounts**



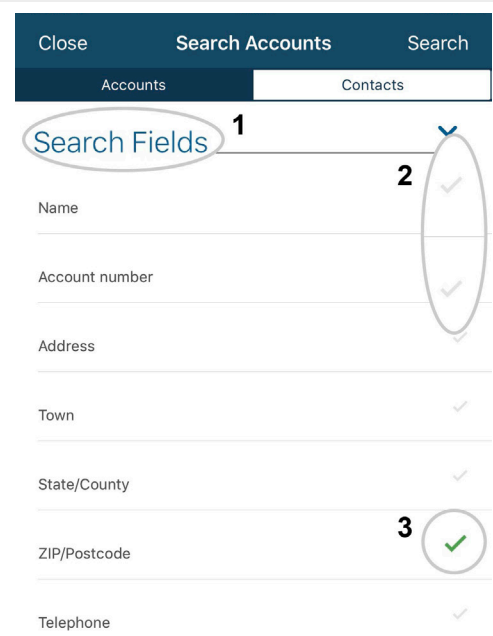
**02** Tap the **magnifying glass icon** in the top right hand corner of the screen.

**03** You will now see a list of Search Options.

Tap **Search Fields** to open up some further options.

Next, tap on **Name** and **Account Number** to untick them.

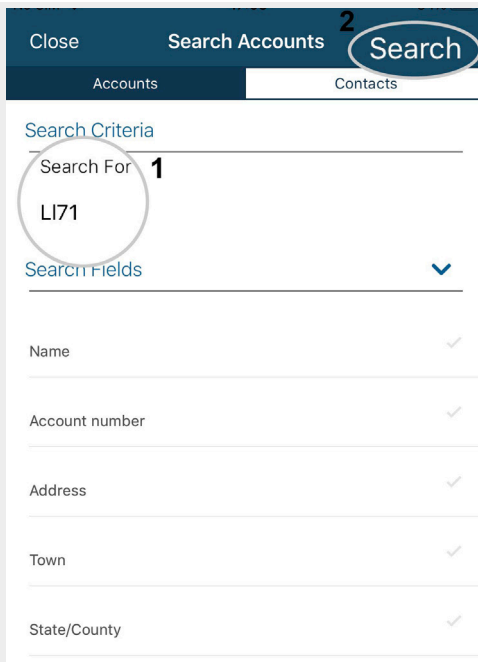
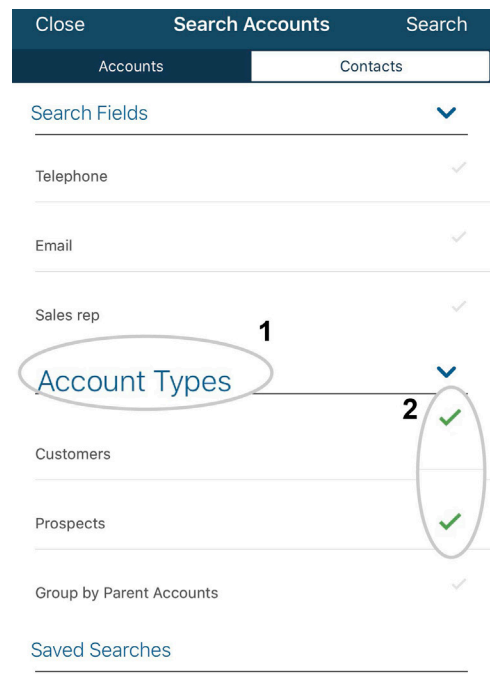
Finally, tick **ZIP/PostCode**, **Town** or **State/County** depending on what you would like to search for.



**04** By default the results would show you all of your accounts.

If you would like to see only Customers or only Prospects then scroll down and tap on **Account Types**.

Now, tick or untick **Customers** or **Prospects** as required.



**05** Now you need to type in what you would like to search for, so scroll back up and tap on **Search For**.

Enter the details of the postcode/town or State/county etc that you would like to search for and tap **Search** in the top right hand corner of your screen.

You will now see a list of all Accounts which match your criteria.

## TOP TIP: WILD CARD SEARCH

By default, sales-i will run a full or partial search, however if you want to narrow your search down e.g. to a particular postcode area you can do this by adding an asterisk (\*) to the end of your search criteria.