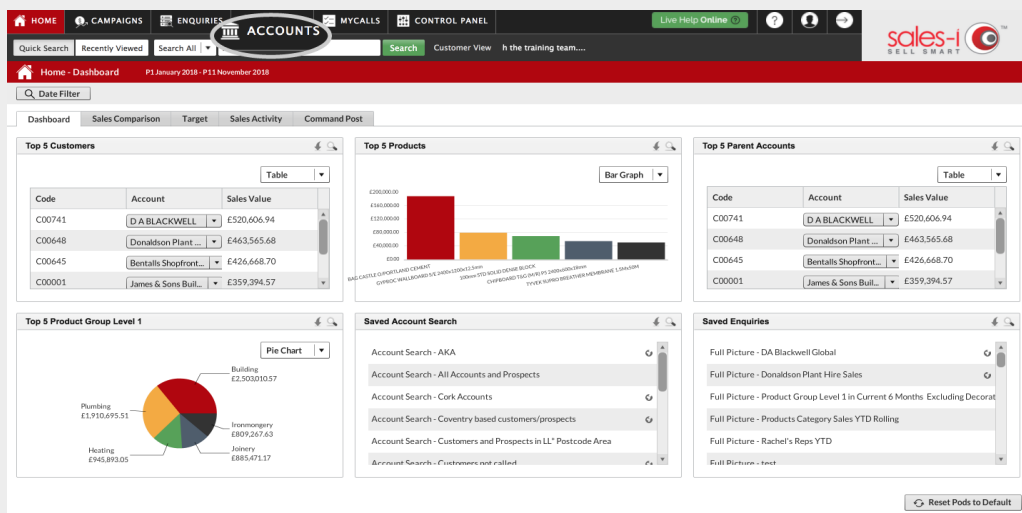# HOW TO SEARCH - DESKTOP

This guide will show you how to use the search facility on the desktop version of sales-i
so you can quickly find relevant information you may need.
Please Note: This function may not be available to you, please contact your power user if not.

**01** From the sales-i home screen, click on **Accounts**.

**02** Now, you can decide if you would like to search for **Accounts, Contacts** or both.

To Select both tick **ALL**.

You can also decide whether you would like to select **Customers** or **Prospects** too. Tick the box next to whichever option you'd like to search for.

**03** Once you are happy with your search criteria, type the name of the Account/Contact you would like to search for in the **Search for: box** and then select the green **Search** button.