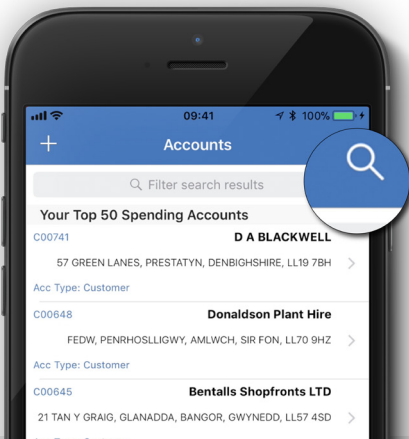


# HOW TO USE THE ACCOUNTS SEARCH FACILITY ON YOUR APPLE iOS DEVICE

This guide will show you how to use the accounts search facility on your Apple device so you can quickly find relevant information you may need.

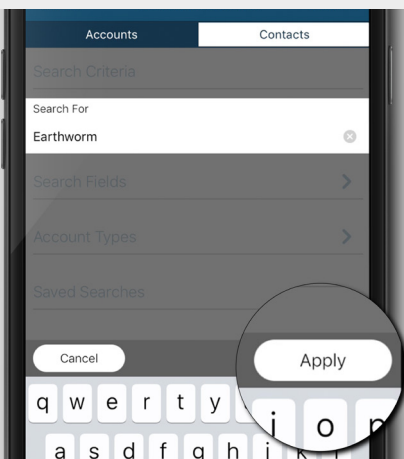
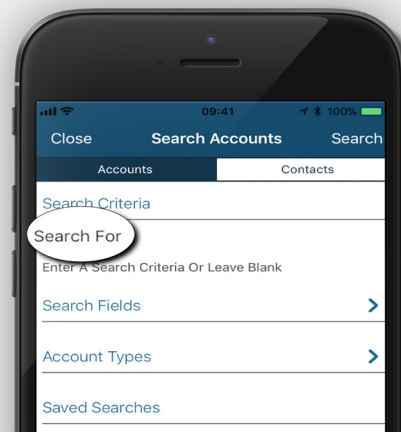
**01** Tap **Accounts** from the menu at the bottom of the screen.



**02** Accounts in the sales-i App will default to show you a list of your Top 50 Spending Accounts. To start a new search tap the **magnifying glass icon** in the top right corner of the screen.

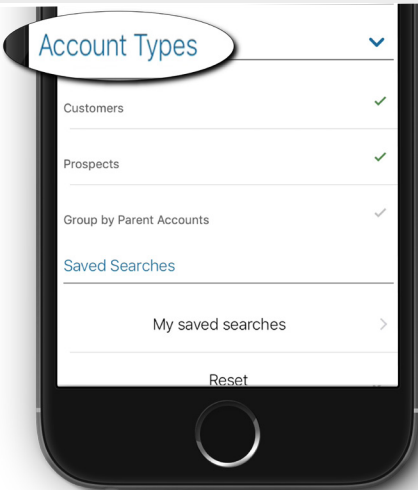
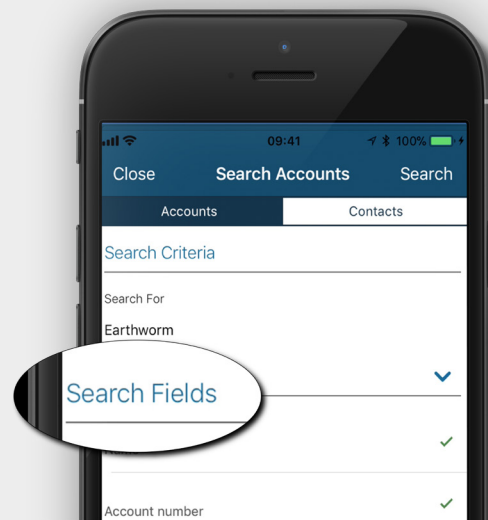
Note: **Filter search results** allows you to filter down the results list of a search - this does not conduct a new search.

**03** This will bring you to the Accounts Search screen. From here, tap on the **Search For** bar.



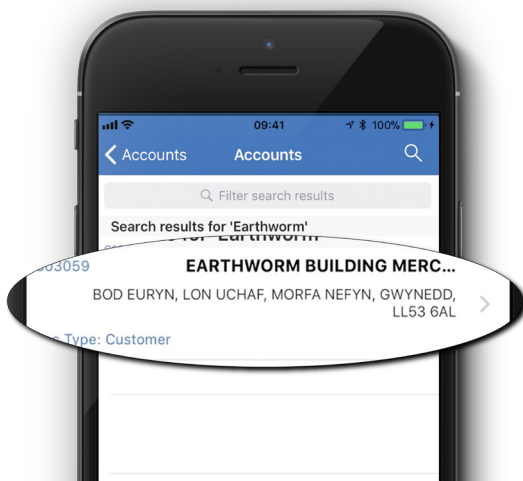
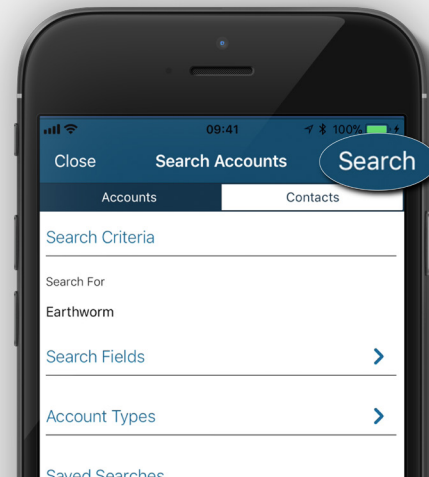
**04** Enter your search criteria and tap **Apply**.

**05** By default, the Account Search is set to search by **Name** and **Account Number**. If you want to change this, tap **Search Fields** and choose the criteria you want to search by.



**06** You can also specify the type of account you want to search for under **Account Types**. You can choose to search by **Customers**, **Prospects** or to **Group by Parent Accounts**.

**07** When you're happy with your search criteria, tap **Search** in the top right corner of the screen to view your results.



**08** Tap on a Customer to access their Account Card.