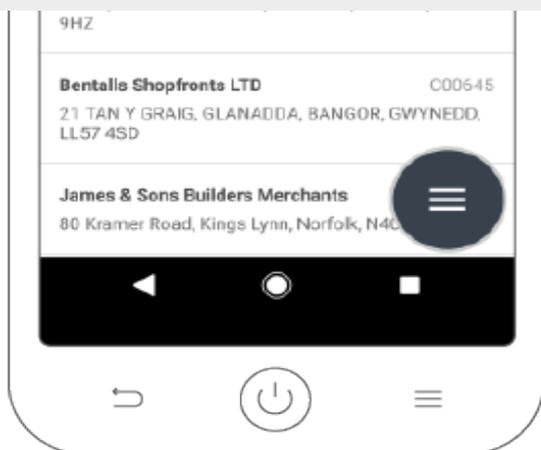
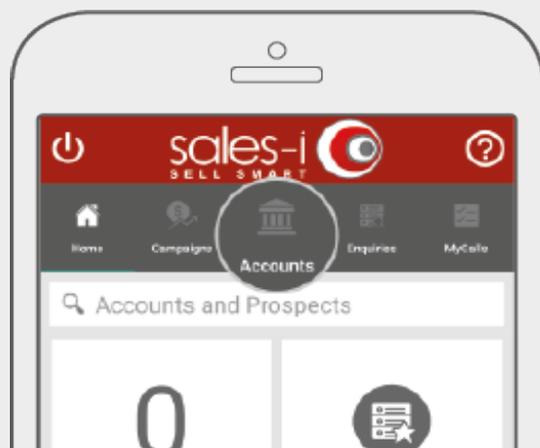


HOW TO USE THE ACCOUNTS SEARCH FACILITY ON YOUR ANDROID DEVICE

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

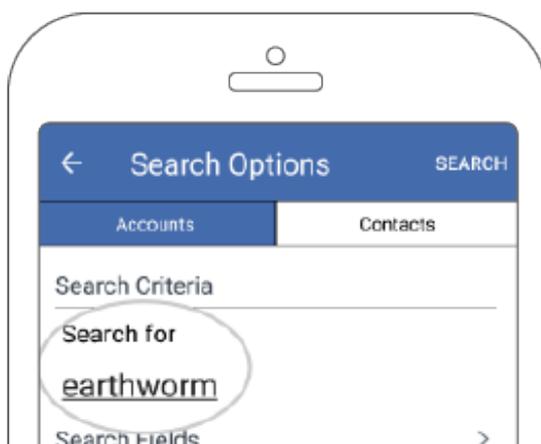
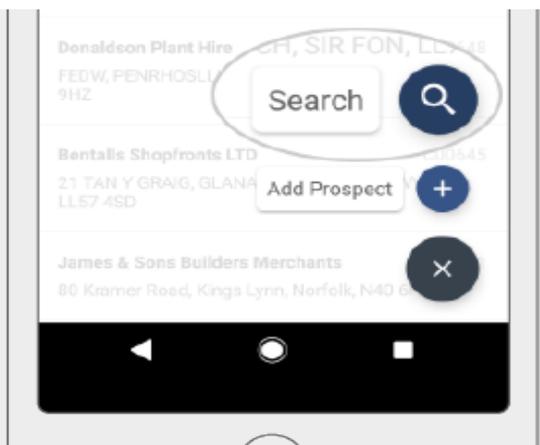
01 Tap **Accounts** from the menu at the top of the screen.



02 Accounts in the sales-i app will default to show you a list of the Top 50 Spending Accounts you can access. To start a new search tap the **three lined action button** in the bottom right corner of the screen.

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

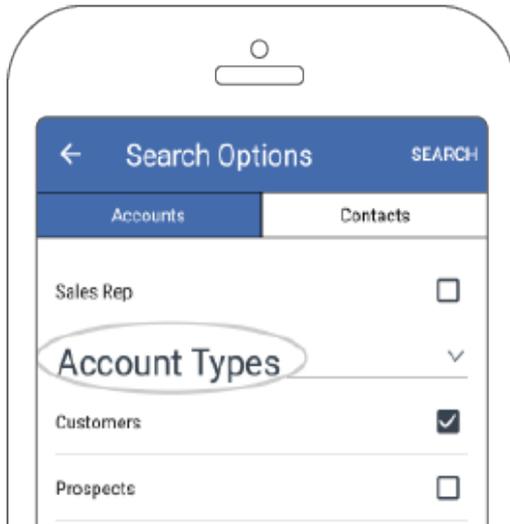
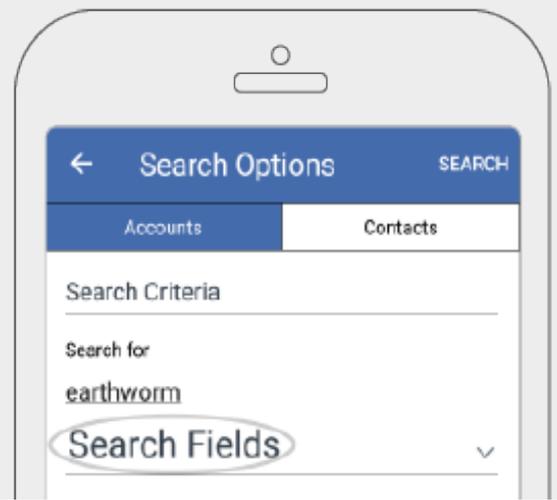
03 Tap the **magnifying glass Search icon**.



04 This will bring you to the Accounts Search screen.

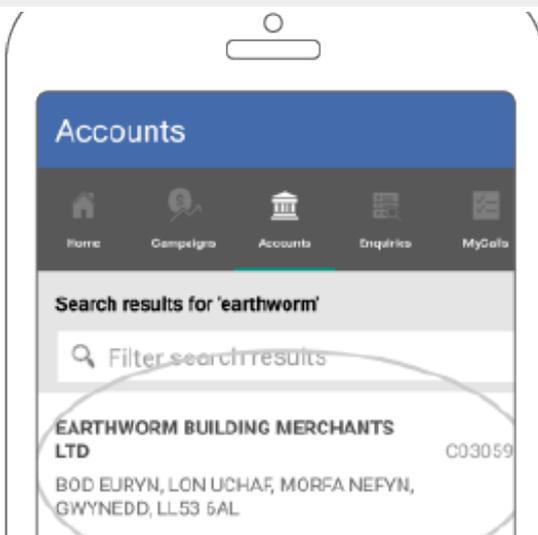
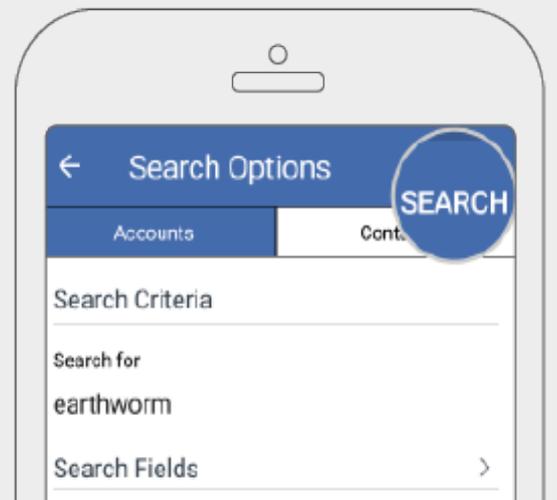
From here, tap on the **Search For** bar, enter your search criteria and tap your keyboards **Enter** key.

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 to view more information, including, for the first time, Insights.