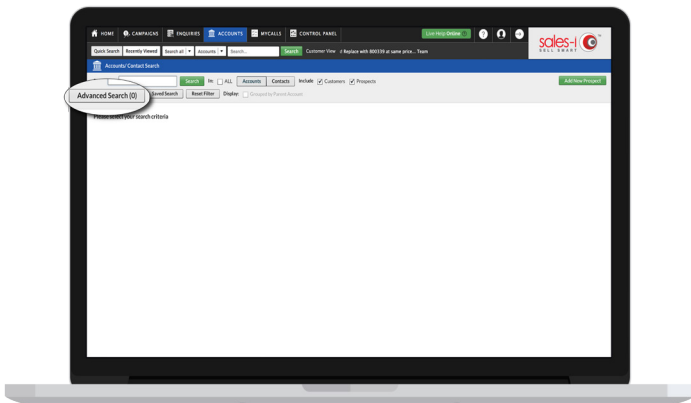
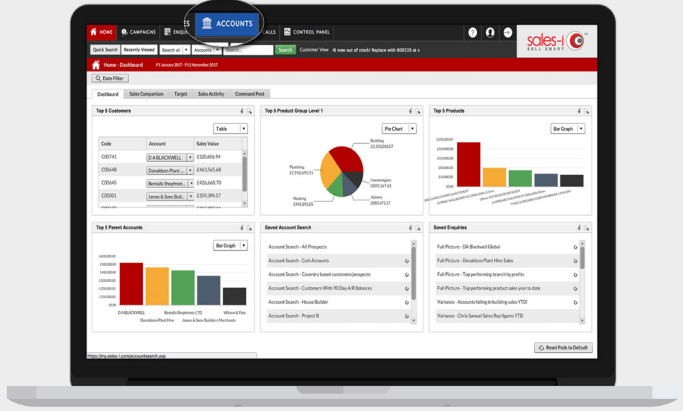


# HOW TO USE ADVANCED SEARCH

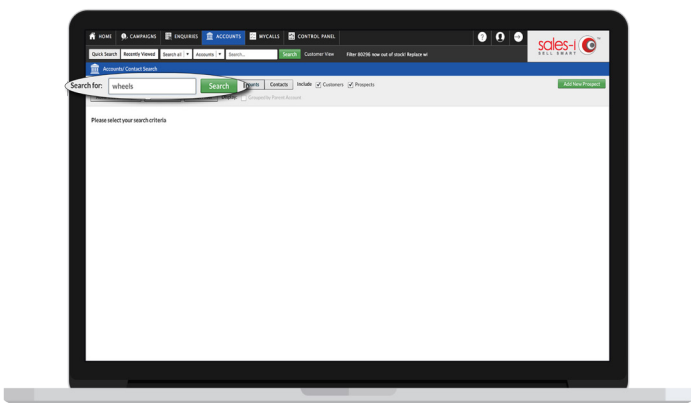
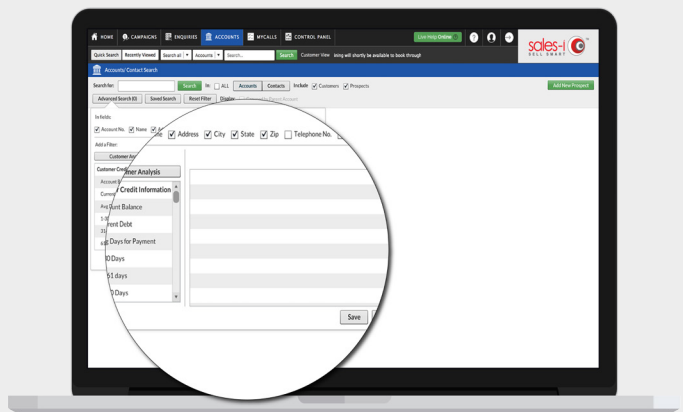
Define exactly what you're looking for in the Accounts view, making searches quicker and results more accurate.

**01** From the black navigation bar at the top of the screen, click **Accounts**.



**02** Select **Advanced Search**.

**03** Select the fields you wish to search within and then press **Save**.



**04** Type your criteria into the search bar and press **Search**.