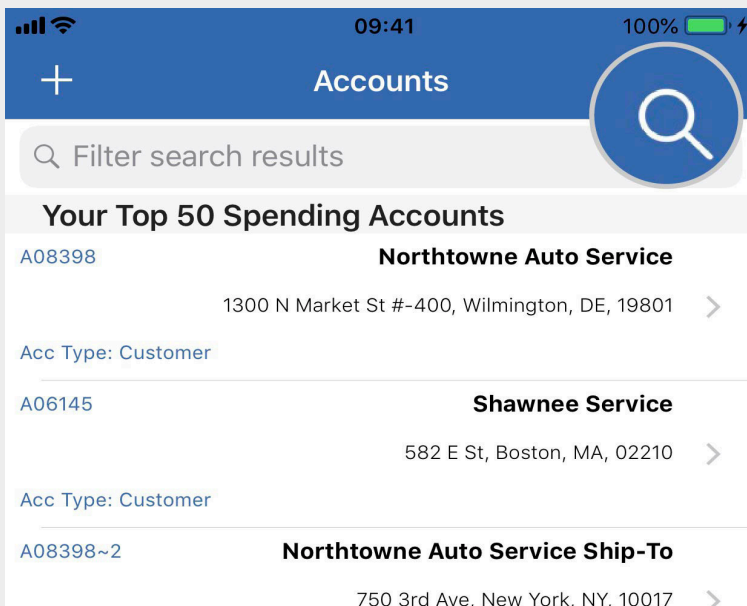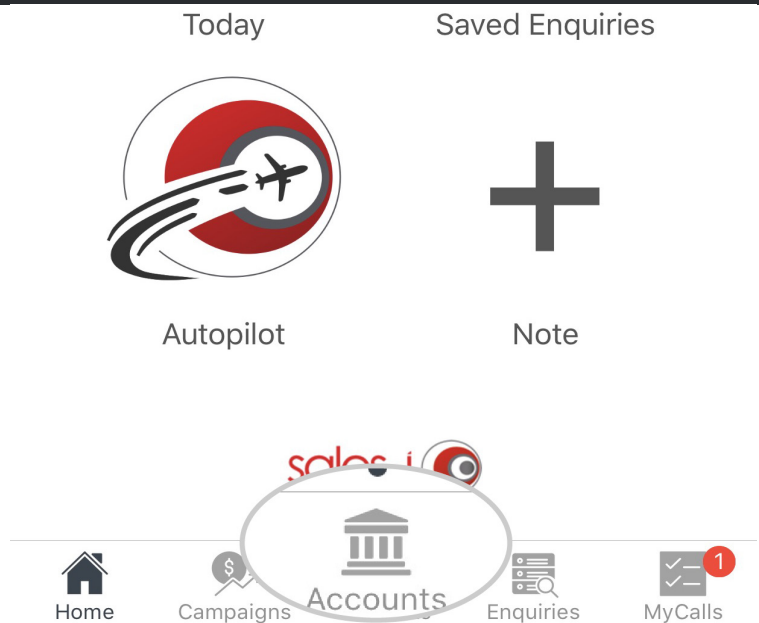# HOW TO USE ADVANCED SEARCH ON YOUR APPLE DEVICE
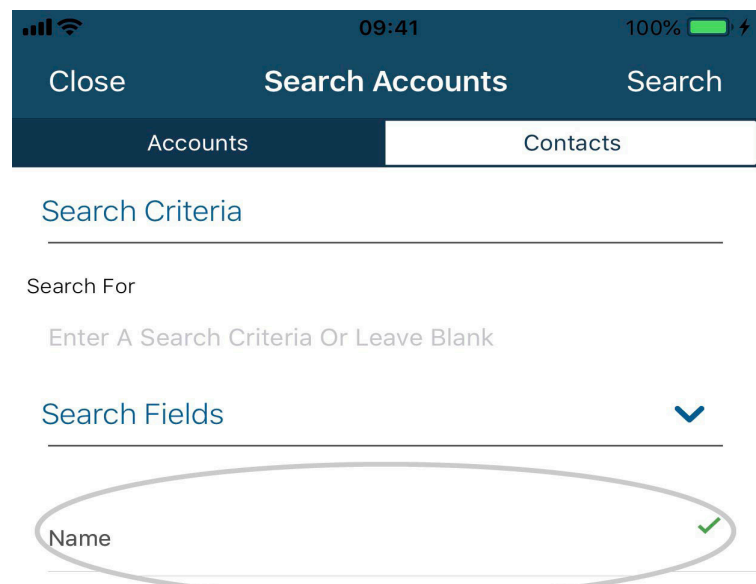
Define exactly what you're looking for in the Accounts view, making searches quicker and results more accurate.
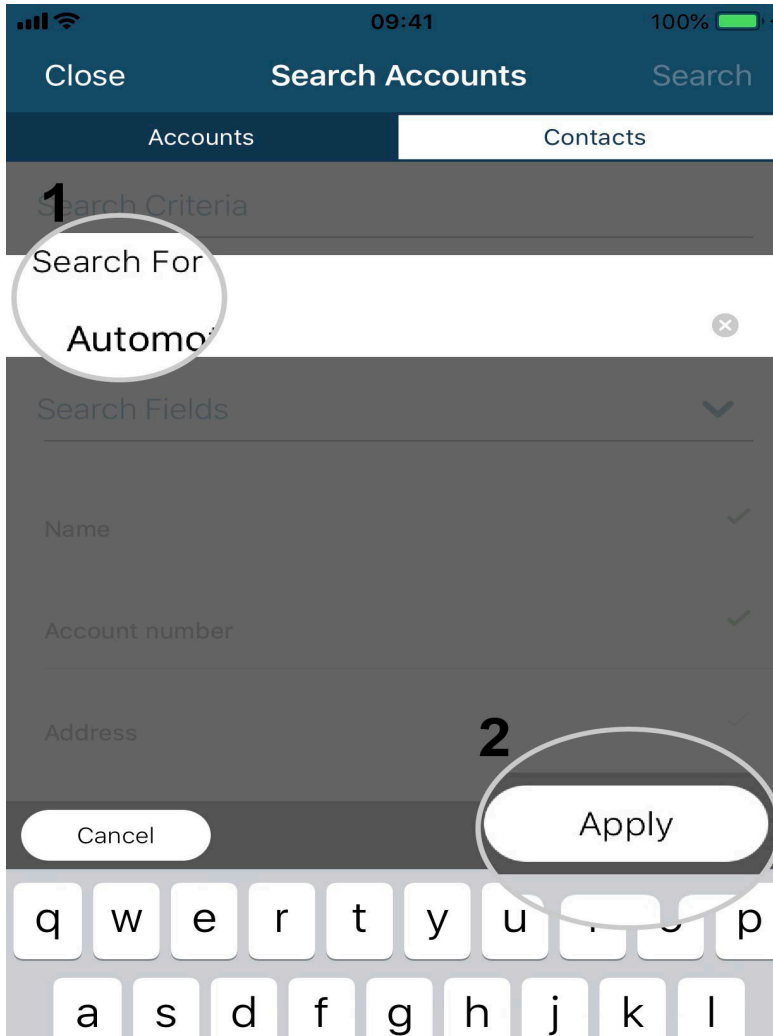
01 From the navigation bar at the bottom of the screen, tap **Accounts**.

Today

Saved Enquiries

Autopilot

Note

Home   Campaigns   Accounts   Enquiries   MyCalls

02 You will automatically see a list of your top 50 spending accounts. To conduct a new search and change the fields you would like to search in, tap the **magnifying glass icon** at the top of the screen.

09:41   100%

+   **Accounts**

Filter search results

Your Top 50 Spending Accounts

A08398   **Northtowne Auto Service**

1300 N Market St #-400, Wilmington, DE, 19801 >

Acc Type: Customer

A06145   **Shawnee Service**

582 E St, Boston, MA, 02210 >

Acc Type: Customer

A08398~2   **Northtowne Auto Service Ship-To**

750 3rd Ave, New York, NY, 10017 >

03 Select the fields you wish to search within (for example, ZIP/Postcode) by tapping on them to highlight the green tick on the right-hand side.

09:41   100%

Close   **Search Accounts**   Search

Accounts   Contacts

Search Criteria

Search For

Enter A Search Criteria Or Leave Blank

Search Fields   ⌄

Name   ✓

04 Type your criteria into the **Search** bar and then tap **Apply**.

05 Tap **Search** in the top right hand corner.

A list of results matching this criteria will now be visible on screen.