

# SKY Customer Overview

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Upon opening Customer, a grid displays listing Customers with favorites at the top. Select the Star to make a Customer a favorite. This grid operates much like an Excel spreadsheet. For more information on how the grid functions, see [Using Grids in Agvance SKY](#).

Select the **Filters** button to determine how to search for Customers. Choose the *Search By* then indicate the *Search Criteria*. The columns selected here determine which ones are included in the search. For example, if searching by phone number, select *Phone 1* and *Phone 2* to search both of those columns for the phone number entered.

*Starts With* will search First Name, Last Name or Last Name, First Name. If there is a middle initial, it is recommended to use *Starts With* and type the last name, then first name.

Determine if *Active* or *Inactive* Customers should be included. Additionally, a *Location* can be selected to show only Customers from that Location.

The screenshot displays the Agvance SKY Customer Overview interface. At the top, there is a search bar labeled "Search Customers..." and a user profile for "Anna Admin (SSI)". Below the search bar is a grid of customer records. The grid has columns for Favorite, Cust ID, Customer, Address, City, State, Zip, Location, Phone 1, Phone 2, and Xref. The first three rows are marked as favorites with a gold star icon. The grid is filtered to show only active customers. To the right of the grid is a search filter panel with sections for "Search By" (Contains, Starts With), "Search Criteria" (Filtered Columns: Customer), "Active Status" (Active, Inactive), and "Locations" (Filtered Locations). A "Filter Results" button is located at the bottom right of the filter panel. The grid also includes a "Items per page" dropdown set to 25.

Favorite	Cust ID	Customer	Address	City	State	Zip	Location	Phone 1	Phone 2	Xref
★	239873	Larry Baker	2500 N 114...	Shelbyville	IL	62565	SSI Farm S...	217-774-21...	217-774-23...	BakLa
★	AndBa	Barry Ande...	2220 N 100...	Assumption	IL	62510	SSI Farm S...	217-226-23...	217-226-12...	
★	CarAd	Adam Car...	201 E Oak ...	Montrose	IL	62445	SSI Farm S...	217-852-96...		
☆	000001	Steve Sprout	1091 Clous...	Armstrong	IA	51514	SSI Farm S...	712-868-78...		Sprou
☆	000002	Transfer C...					SSI Farm S...			
☆	1_TPA	George De...	7772 Wran...	Kokomo	IN	46901	SSI Farm S...			
☆	1_TPB	Fred Farmer	46 Edgewa...	Muskego	WI	53150	SSI Farm S...			
☆	1_TPC	Bart Simps...	4295 Eagle ...	Alden	IL	60001	SSI Farm S...	618-370-42...		
☆	123Pro	123 Proce...	1815 N Main	Sullivan	IL	61951	SSI Farm S...			

Selecting a Customer name opens the [Overview](#) page.

