SKY Customer Overview

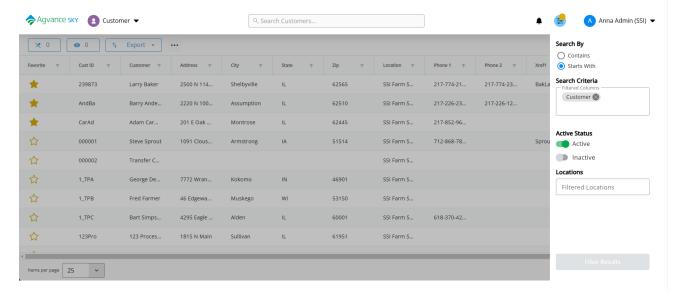
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Upon opening Customer, a grid displays listing Customers with favorites at the top. Select the Star to make a Customer a favorite. This grid operates much like an Excel spreadsheet. For more information on how the grid functions, see **Using Grids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



Selecting a Customer name opens the Overview page.

