

Get a List of All Residential Customers

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Filters under the Customers tab can be used for obtaining a list of residential customers.

- 1) Click on the Customers tab up top
- 2) Click on Available Columns then Columns, scroll down and checkmark the option for 'Customer Type'
- 3) Your Last column now should be 'Customer Type' followed by 3 vertical dots. Click on those 3 vertical dots and under Filter -> under Contains type 'Residential'

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- 4) Click the Filter button.

The results will have your list containing only the residential customers.

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- 5) The list can export the list to Excel.