

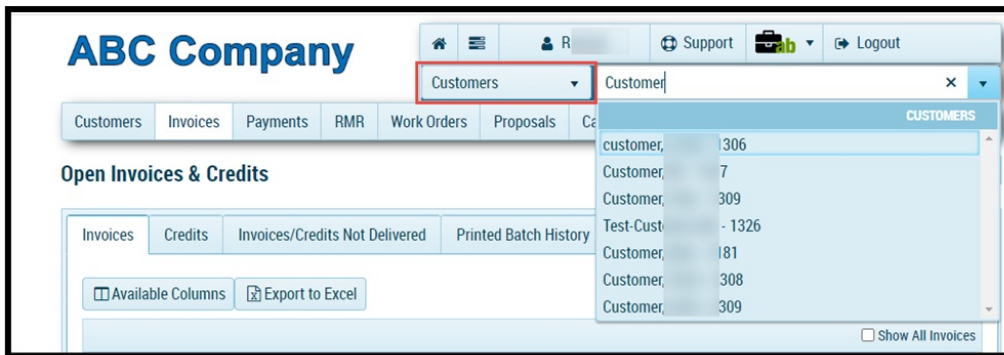
# AlarmBiller – Multiple ways of looking up a Customer

10/24/2024 3:54 pm EDT

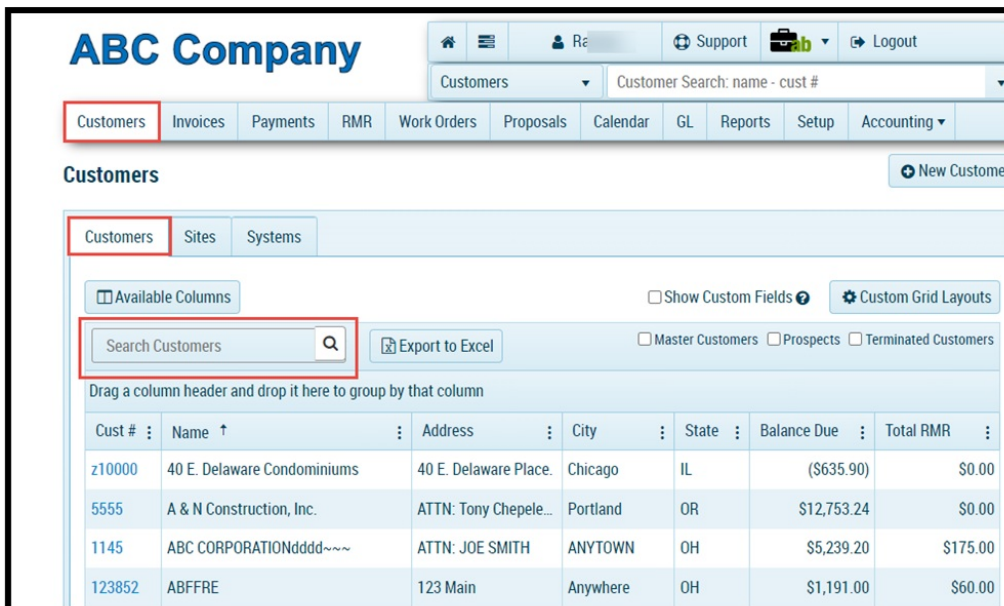
In AlarmBiller a customer can be looked up in multiple ways.

1. Search using the quick search at the top (enter the customer number or name and then push the Enter key):

\*Note: a terminated customer will not show up when searched for this way, use the second option below.



2. From the Customers tab, using the search window (by customer number or name):



If searching for a customer that has been 'Terminated' the 'Terminated Customers' option needs to be checked (enabled):

Customers Invoices Payments RMR Work Orders Proposals Calendar GL Reports Setup Accounting ▾

### Customers + New Customer

Customers Sites Systems

Available Columns  Show Custom Fields ?

Master Customers  Prospects  Terminated Customers

Drag a column header and drop it here to group by that column

Cust #	Name ↑	Address	City	State	Balance Due	Total RMR
9014144	5, ss	s	s	AR	\$0.00	\$0.00
5556	Action Business Systems Inc.	151 E. Olive	Newport	OR	\$0.00	\$0.00
z10001	Advanced Project Solutions	4501 Femrite Drive	Madison	WI	\$0.00	\$0.00