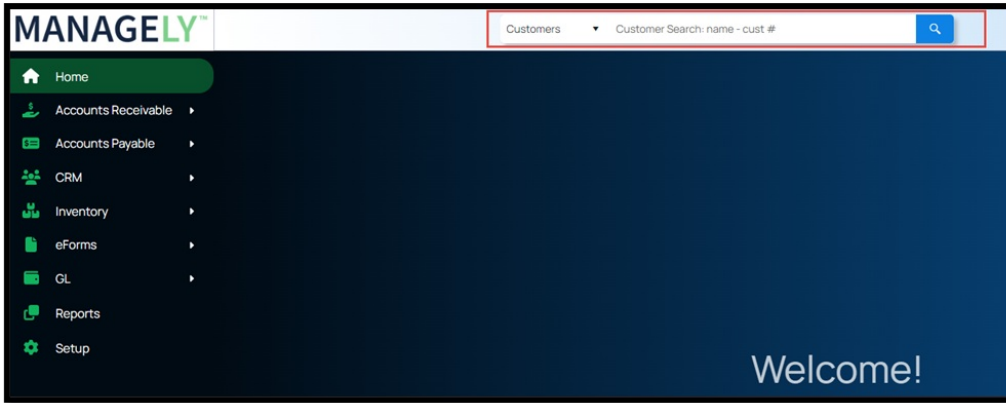# Managely – Multiple Ways of looking up a Customer

Last Modified on 10/24/2024 3:47 pm EDT
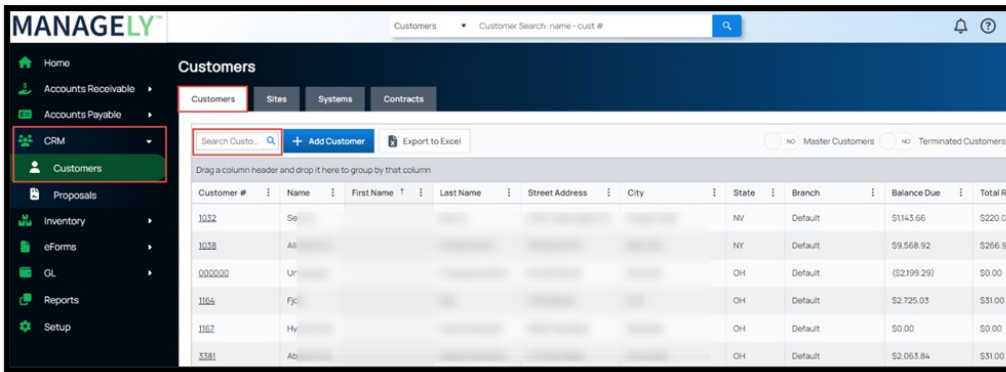
There are multiple ways of looking up a customer in Managely.

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' toggle needs to be enabled: