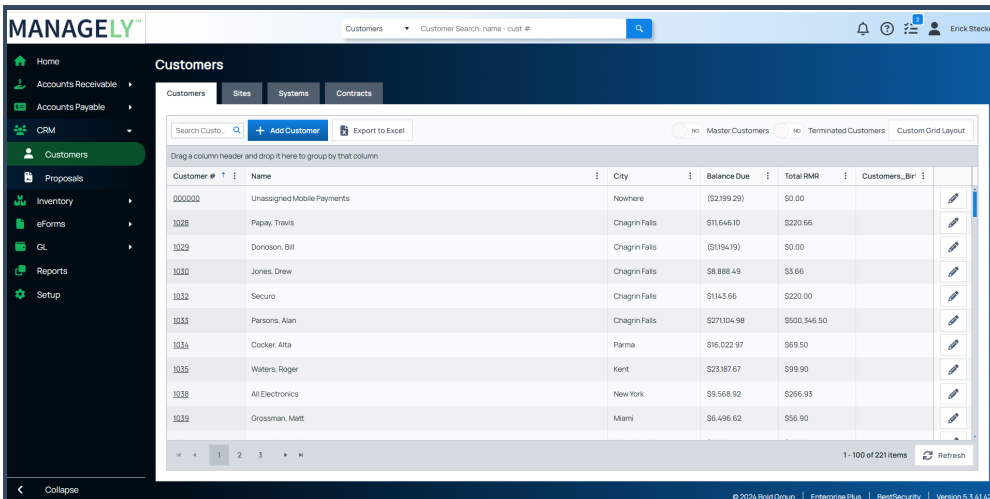


# How to Search for Customers by City in Managely

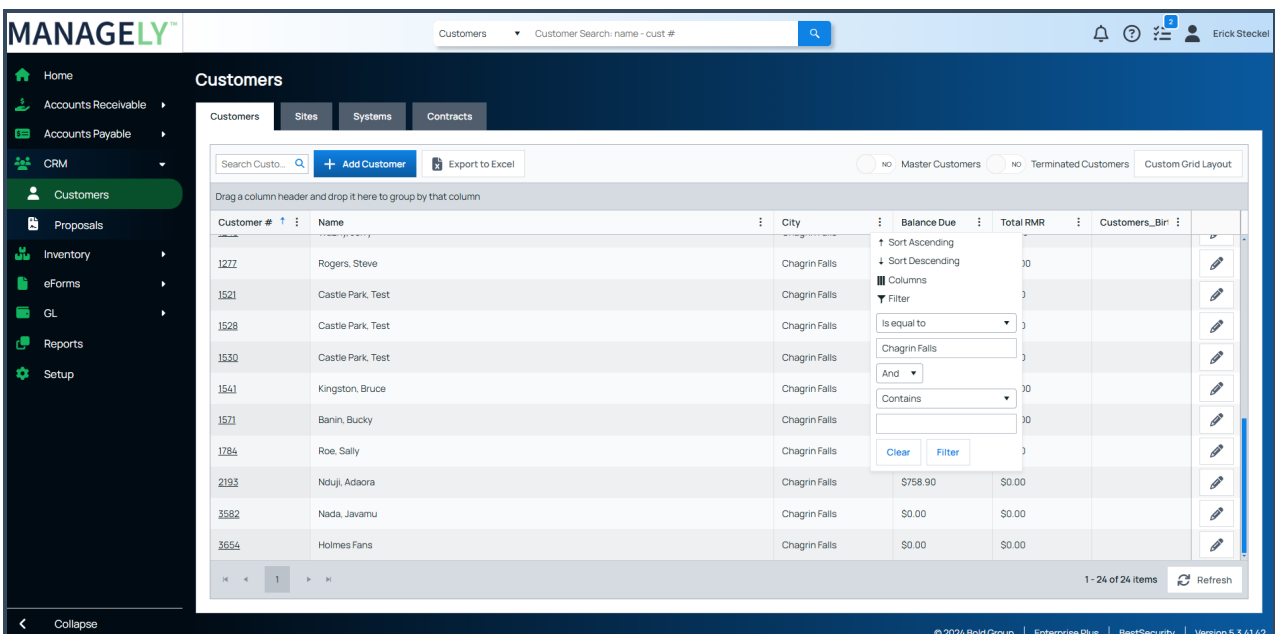
Last Modified on 11/05/2024 5:46 pm EST

Follow the steps below to search for customers by city.

1. Click on CRM > Customers



2. Click the three vertical dots (ellipsis) to the right of the 'City' column
3. Hover over filter
4. Click on the 'contains' drop down and change this to 'is equal to'
5. Type in the city
6. Select the filter button



You will now see all your active customers in that city (in our example we have 23 customers that live in Chagrin Falls)

- Home
- Accounts Receivable
- Accounts Payable
- CRM
- Customers**
- Proposals
- Inventory
- eForms
- OL
- Reports
- Setup

### Customers

Customers Sites Systems Contracts

Search Custo... + Add Customer Export to Excel

NO Master Customers  NO Terminated Customers Custom Grid Layout

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

Customer #	Name	City	Balance Due	Total RMR	Customers_Bir	
1277	Rogers, Steve	Chagrin Falls	\$4,921.13	\$93.00		
1521	Castle Park, Test	Chagrin Falls	\$63.93	\$0.00		
1528	Castle Park, Test	Chagrin Falls	\$0.00	\$0.00		
1530	Castle Park, Test	Chagrin Falls	\$0.00	\$0.00		
1541	Kingston, Bruce	Chagrin Falls	\$1,216.00	\$26.00		
1571	Banin, Bucky	Chagrin Falls	\$60.67	\$50.00		
1784	Roe, Sally	Chagrin Falls	(\$1.00)	\$0.00		
2193	Nduji, Adacora	Chagrin Falls	\$758.90	\$0.00		
3582	Nada, Jevanu	Chagrin Falls	\$0.00	\$0.00		
3654	Holmes Fans	Chagrin Falls	\$0.00	\$0.00		

1 - 23 of 23 items Refresh