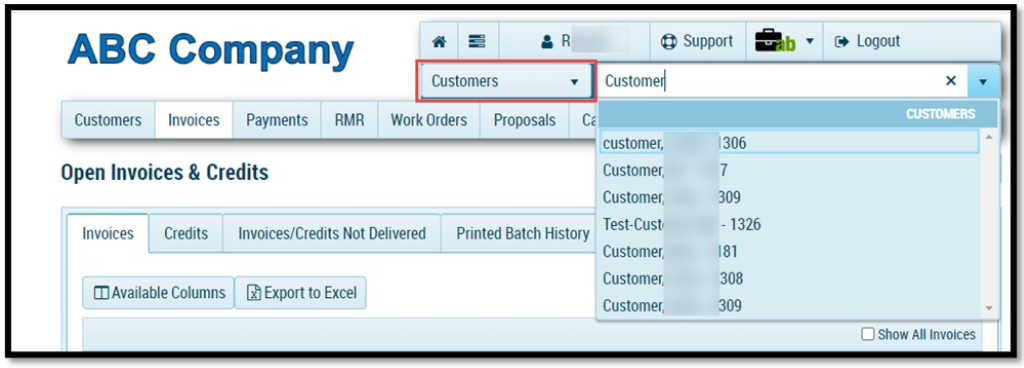
# AlarmBiller – Multiple ways of looking up a Customer

Last Modified on 10/24/2024 3:54 pm EDT

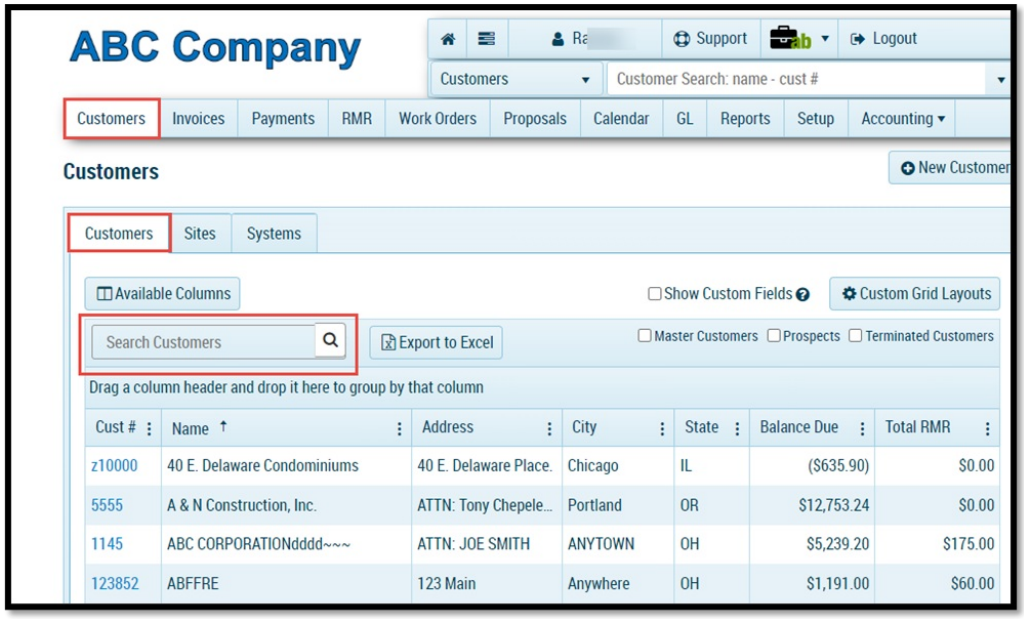
**In AlarmBiller a customer can be looked up in multiple ways.**

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

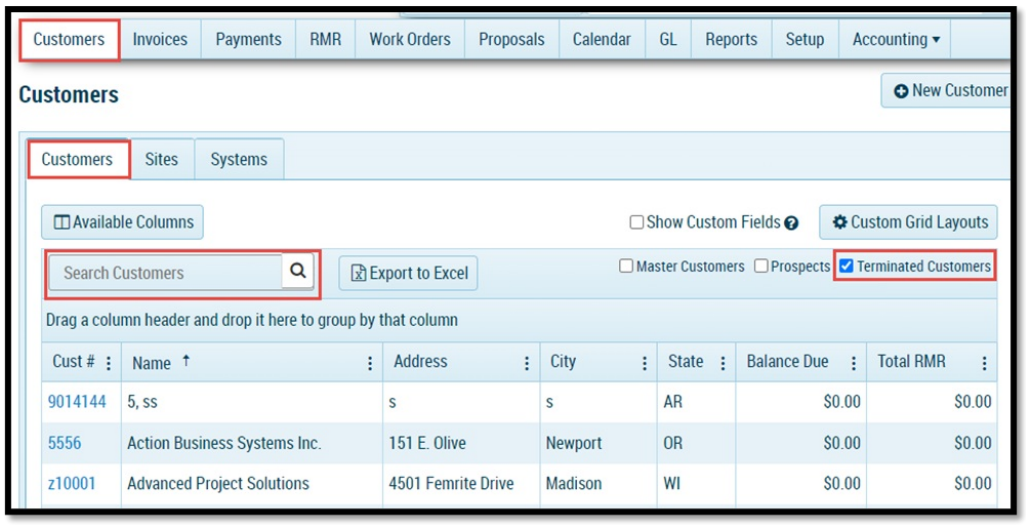
*Note: a terminated customer will not show up when searched for this way, use the second option below.




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
Custom Grid Layouts
Search Customers
Export to Excel
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