

# How to Search for Customers by City in AlarmBiller

Last Modified on 11/05/2024 5:48 pm EST

Follow the steps below to search for customers by city.

1. Click on the Customers tab underneath your logo

The screenshot shows the AlarmBiller software interface. At the top left is the 'ABC Company' logo. To the right is a navigation bar with 'Erick', 'Support', and 'Logout' options. Below this is a 'Customers' dropdown menu and a search field containing 'Customer Search: name - cust #'. A main navigation bar includes 'Customers', 'Invoices', 'Payments', 'RMR', 'Work Orders', 'Proposals', 'Calendar', 'GL', 'Reports', 'Setup', and 'Accounting'. The 'Customers' section is active, showing a 'New Customer' button. Below this is a sub-section with 'Customers', 'Sites', and 'Systems' tabs. There are options for 'Available Columns', 'Show Custom Fields', and 'Custom Grid Layouts'. A search bar is present with an 'Export to Excel' button and checkboxes for 'Master Customers', 'Prospects', and 'Terminated Customers'. A table of customers is displayed with columns for Cust #, Name, Address, City, State, Balance Due, and Total RMR. The table contains 10 rows of data. At the bottom, there is a pagination control showing '1' of 10 items per page, with a total of 324 items.

Cust #	Name	Address	City	State	Balance Due	Total RMR
z10000	40 E. Delaware Condominiums	40 E. Delaware Place.	Chicago	IL	(\$635.90)	\$0.00
5555	A & N Construction, Inc.	ATTN: Tony Chepele...	Portland	OR	\$12,753.24	\$0.00
1145	ABC CORPORATIONdddd~	ATTN: JOE SMITH	ANYTOWN	OH	\$5,239.20	\$175.00
123852	ABFFRE	123 Main	Anywhere	OH	\$1,191.00	\$60.00
2435	Acme Security	123 NewStreet	New York	AL	\$12,185.75	\$2,400.00
1185	Adams, Ed & Angela	5223 Fairmount	anywhwere	AB	\$6,995.78	\$38.35
2242	AEV Testing #2	123 My Street	Columbus	OH	\$52.50	\$0.00
z10002	AFA Protective Systems, Inc.	170 Eileen Way	Syosset	NY	\$2,419.50	\$31.50
1361	Alba, Jessica	123 youwish Dr.	Cleveland	OH	\$574.83	\$81.99
0123	Asbell, Don	1750 E. State St.	Eagle	ID	\$4,659.28	\$30.00

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. Click the filter button

## 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
1361	Alba, Jessica	123 youwish Dr.	Cleveland	↑ Sort Ascending	\$574.83	\$81.99
2346	Baba, Poomoklee	1234 fekette Dr.	Cleveland	↓ Sort Descending	\$379.81	\$19.99
2274	Balboa, Rocky	789 Main St.	Cleveland	Columns	\$4,250.00	\$0.00
1396	BMC of Jehovah's Witness	123 Main ST	Cleveland	Filter	\$0.00	\$0.00
000246	Bob, Joe	123 East St	Cleveland	OH	(\$268.00)	\$0.00
2031	Boogi, Soogi	123 Main St.	Cleveland	OH	\$300.25	\$15.00
2357	Bors, Sir	123 nowhere dr.	Cleveland	OH	\$0.00	\$0.00
1360	Bravo, Johnny	123 Main St.	Cleveland	OH	\$1,171.23	\$0.00
2301	Brinkley, Christine	456 Shadow F0rest ...	Cleveland	OH	\$0.00	\$0.00
2349	Buzzy, Poomoklee	123 Main St.	Cleveland	OH	\$0.00	\$0.00

10 items per page 1 - 10 of 92 items

You will now see all your active customers in that city (in our example we have 92 customers that live in Cleveland)

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